

Dan Powell Early Learning Academy

“Achieve. Believe, Create”



Procedure	Due Date	Person Responsible	Notes
Hallway Transitions	September 2020	Cooper/BI's	PBIS Matrix done. Will send to Ortiz
Project ADAM response team “Code ADAM”	Aug. 24th, 2020	Wielder	Call 911 -Pinckney CPR-Nurse 1 person from each hallway 100 Hall--Valencia 200 Hall- Sugg 300 Hall- Waite 400 Hall- Powers Small gym/ cafeteria- Barnett Kershner/Admin: - AED Meet ambulance- Mrs Zapata
Morning student hold	September 2020	Kershner/ Guillory	Kinder- Small Gym - placemarkers for social distancing by Team and Teacher <ul style="list-style-type: none"> - PORJECTOR SET UP FOR VIDEO - RUBBER MARKERS FOR FLOOR - WHITE BOARDS ON WALL FOR TEACHER NAME Cafeteria- assign the same color from the gym by team. <ul style="list-style-type: none"> - MARK SEATS SOCIALLY DISTANCE PK- Classroom Breakfast
Afternoon Student hold	Sept. 2020	Ortiz	PK Cafeteria car riders Kinder small gym car riders hall monitors radios front of building Bus big Gym No early dismissal after 2:30 Maintenance ticket - sign no parking for road and turnaround Oak Grove Monitor (Police -Everman)

Entrance/Exit monitors and Procedures	Sept. 2020	Kershner	Scanner - front entrance Side doors (South)- staff Side Door (North)- staff 7:00
Parents	Sept. , 2020	Ortiz	No parents allowed inside the building Only as needed in the front office with a mask and must take temp.
Restroom Procedures and Breaks	Sept., 2020	Ortiz Guillory Washington	<ul style="list-style-type: none"> • Custodian disinfecting checklist on clipboard and posted. (Ortiz) • Redo RR schedule (Ortiz) <ul style="list-style-type: none"> ◦ AM/Lunch/PM • RR Break Schedule Disinfect by Kinder Aide after each student Custodians disinfect completely after each group <ul style="list-style-type: none"> • all students escorted to RR
Lunch	Sept. , 2020	Cooper Washington	PK- breakfast in caf. Lunch classroom (aides) Kinder- breakfast Caf. Lunch Cafeteria Mark Benches add monitors to cafeteria Mark cafeteria line with social distancing PK Deliver lunch by caf. staff bus assistants?
Water fountains/ water for students	Sept., 2020	Barrera	water bottles in classrooms district will provide extra bottles of water draft a letter to encourage parents to bring reusable water bottles send home daily
Materials/School Supplies	Sept. , 2020	teachers	No sharing materials ziploc bags or boxes per student District will provide extra school supplies
Cubbies/Backpacks	Sept. , 2020	teachers	one cubbie per student if needed add crates or hooks Maintenance drill extra hooks
Daily Health Checks	Sept. , 2020		AM/ Lunch (teacher) PM before they go home. Temp check done before exiting classroom for dismissal. SPED lunch can be in class or cafeteria

Signs Posted	Sept. , 2020	Wielder	CDC Website
Student COVID Training	Sept. , 2020	Williams	https://www.youtube.com/watch?v=Qu07djSvLNg <ul style="list-style-type: none"> • mini lesson by class • sign up schedule
Assigned Seating	Sept. , 2020	Kershner	Rosales / Washington can help move if necessary
Recess	Sept., 2020	Ortiz/Rosales Elke/ Cones?	<p>TEA guideline? Wash hands in classroom No use of playground equipment Structured play using social distancing with rope?</p>
PE/Library/Music computer lab	Sept. , 2020	Teachers	seating using social distancing disinfecting by teacher
Contact Tracing	Sept. , 2020	Wielder	Document sheet
Parent Notification	Sept. 21 2020	Rodriguez Kershner Ortiz	Facebook/BlackBoard/PeachJar. PR- video for car routes and post on Facebook - ask PR to post on the district page as well.
Masks	Sept.		highly encouraged. Teachers have option to require