

Waverly Park Elementary In-Person Transition Plan

Fall 2020



COVID-19 Safety Protocols

The Centers for Disease Control and Prevention (CDC), Texas Education Agency (TEA), Tarrant County Health & Human Services, Fort Worth ISD Forward and Waverly Park will provide guidance, recommendations and resources to assist with plans and protocols public health and safety.

Person Responsible	Action Item	Progress Notes
Principal Administration Nurse	Immediate Report Protocol for COVID-19 Concern/Contact <ul style="list-style-type: none"> Administrators immediately follow the COVID-19 protocols when so informed 	<ul style="list-style-type: none"> Isolation Procedures and COVID-19 Cases (<i>FWISD Forward p. 17</i>) COVID-19 Reporting Protocol (<i>FWISD Forward p. 18</i>) Contact Tracing Logs kept in all classrooms Wellness Check Daily Sign-In for all adults entering campus Communicate will all appropriate FWISD personnel COVID-19 Impact Notification
Administration Teacher Support	Visitor Screening and PPE Requirements (<i>FWISD Forward p. 26</i>)	<ul style="list-style-type: none"> Employees will complete self-check prior to entering campus. Campus monitor will scan temperature of any visitors to campus. All FWISD district personnel will sign-in at this check-point. Upon request, district employees will be asked to the confirmation of completion of self-check
Principal Data Analyst Teacher Support	Personal Protective Equipment (PPE)/Face Masks (<i>FWISD Forward p. 11</i>) <ul style="list-style-type: none"> Monitor appropriate use of PPE—“See something, say something” mindset Sanitization Stations at multiple points of building entry/exit. Inventory Alerts provided to campus admin. 	<ul style="list-style-type: none"> Data analyst notifies administration through Google Sheet of PPE current inventory by 3:00 pm each Wednesday For additional PPE, campus administrators will contact their area maintenance director and may also request PPE by via email FWISD.PPEREQUESTS@fwisd.org. If district PPE stock is not available, then secretary and principal will use campus funds to reorder PPE if necessary and time allows for order to be processed and shipped.
Data Analyst	Campus and Classroom Signage (<i>FWISD Forward p. 30</i>)	<ul style="list-style-type: none"> FWISD signage posted throughout campus common spaces and classrooms. Signage will be in both Spanish and English Exterior sidewalks and interior hallways will be marked to help all maintain six feet of social distance.
Whole Staff	Student Awareness and Preparedness <ul style="list-style-type: none"> SEL Instructional support Daily Instructional Lesson regarding COVID-19 Safety Protocols. Daily announcements will focus on reminding students and staff of appropriate protocol. Students will be encouraged to arrive at campus daily wearing a mask. Campuses will mitigate the use of water fountains. Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis. Campus staff will monitor and instruct students to fill water bottles instead of drinking directly from the water fountains to the extent possible. 	<ul style="list-style-type: none"> Sept. 28-Oct. 2 Teachers provide virtual instruction regarding safety protocols at campus in advance of students returning to in-person instruction Weekly Teacher Lesson Plans posted on Google Site

	<ul style="list-style-type: none"> • Upon arrival, students will be greeted with an employee with hand sanitizer. • Face masks covering nose and mouth will be worn by students. Face shields may be worn in addition to the mask, but not in place of. • Parent Town-Hall Meetings to Review Transition to In-Person—Parents will be asked to talk to their students about COVID-19 symptoms and prevention strategies 	
Administration Faculty and Staff	Faculty and Staff Preparedness <ul style="list-style-type: none"> • COVID 19 Safe Schools Training • Staff In-Person Expectations (<i>FWISD Forward p. 12-13</i>) • Expectations of Daily Screening at Home (<i>FWISD Forward p. 13</i>) • Individuals will inform their direct supervisor or campus administrator and follow FWISD COVID-19 Reporting Protocols if they, or someone they have been in close contact with, has tested positive for COVID-19. (<i>FWISD Forward p. 13</i>) • Review and monitor classroom safety expectations (<i>FWISD Forward p. 16</i>) • While inside the building faculty and staff can only remove their face mask if they are in their room alone and the door is closed • Social Emotional Support for Virtual and In-Person Instruction (<i>FWISD Forward p. 27</i>) 	<ul style="list-style-type: none"> • COVID-19 Safe Schools Training Completion report. Copy of the report will be housed in the main office. • Email Waverly Park Transition Plan and FWISD Forward to faculty Sept. 25. • Employees will complete self-check prior to entering campus. www.fwisd.org/selfcheck • Staff reviews what to do is COVID-19 Positive. https://drive.google.com/file/d/1g8J8L_orvarYU2PqfomSt9kZd2JlMzF/view • Review and Monitor Weekly Teacher Lesson Plans
Custodians	Campus Cleanliness <ul style="list-style-type: none"> • Per the FWISD Forward document, page 15, Waverly Park will utilize safe practices for the cleaning, sanitizing, and disinfecting of our campus while allowing students to engage in classroom activities. All FWISD guidelines will be followed. • All faculty vacates the building by 4:00 pm daily, so custodians can begin evening cleaning protocol • Cleaning logs kept. Will be used for contract tracing if necessary. 	<ul style="list-style-type: none"> • Classroom Teachers will ensure physical distancing during in-person instructional settings. • Proper handwashing procedures will be taught in every classroom. Additional preventative information shared with students will include covering your cough or sneeze, avoid touching your face, maintaining physical distance, and use of face masks. • Campus staff will ensure high-touch areas in the classroom are wiped in between classes, such as door handles, knobs, and buttons

Campus Transitions for Students

Per the FWISD Forward document, students remain in the classroom for all academic content areas. To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students into the school and to the class.

Person Responsible	Action Item	Progress Notes
Teachers	<p>Students and Staff Campus Wide Movement Guidelines (Hallways) Per the FWISD FORWARD, pages # 22</p> <ul style="list-style-type: none"> • Circle dots are placed all over the school to secure social distancing. • Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines. • Where possible, one-way traffic throughout campus corridors will be established. • In two-way halls, students are expected to stay to the far right of the hall when walking. • When possible, it is recommended that students make transitions outside of the building. • Staggered releases from each class will be organized to limit the number of students in the hallway during transitions. • Students and staff must wear face masks in the halls and should immediately report to their next class to avoid congregating in the hallway. • Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways. • Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible. • Students will wear face coverings in Music/Art/Fine Arts unless otherwise specified by the teacher according to activity and distancing. • Homerooms will take recess breaks outside as weather permits. homerooms will be assigned to an outdoor area for each recess to ensure distancing between homerooms. Students will wash hands upon reentering the building. • While transitioning to common areas and to classrooms, all adults and students will wear masks. • Lost and found items will be taken to a closet the custodian will place them in a large plastic bag marked "Lost end of the day and Found". Every three weeks, at progress report time, the lost and found items will be displayed for the next three weeks. After three weeks, items not claimed will be place in the green bin and the next lost and found bag items will be displayed. • To avoid large gatherings, we will plan alternate celebrations and special days to encourage parental involvement. • For school related deliveries, items will be delivered at the main entrance (campus monitor) while wearing a face mask and maintaining social distancing. 	
Whole Staff	<p>Transitions safety Per the FWISD FORWARD, pages # 23 and #24</p> <ul style="list-style-type: none"> • During transitioning to recess, masks are required. • Students will travel on the right side of the hallway at all times to minimize congestion • Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to common areas • Water Fountains Usage Students should bring their own water bottles. Water fountains to be used to refill water bottles only. Students without water bottles will be given a cup to use. Staff will supervise refilling of water bottles. Campuses will post a sign at water fountains stating that fountain is for refilling containers only. • Delivering outside food and drink is strongly discouraged. <p>• Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to specials/block areas</p>	
Teachers	Classroom Safety	

<p>Teacher Assistants</p>	<ul style="list-style-type: none"> • Students will eat in the classrooms with social distance. • Recess equipment may be used if governmental guidelines allow usage. <p>Students will not be required to wear face coverings at recess or when actively exercising in PE/athletics when more than 6 feet apart. Students will wear masks in transition to/from all areas.</p> <p>Each faculty member or district visitor entering a homeroom classroom will immediately wash hands and use hand sanitizer. Students will sanitize hands before leaving and entering a new area.</p> <p>Students will not wear masks at recess, in PE, as long as they are 6 feet apart or when not appropriate in Music/Art.</p> <ul style="list-style-type: none"> • Our librarian should conduct lessons and take check out books to homeroom classes. <p>Each teacher will have cleaning supplies to clean high contact areas frequently.</p> <p>Shared equipment and devices will be limited and cleaned between usage.</p> <p>Students will not wear masks at recess, in PE as long they are more than 6 feet apart.</p> <ul style="list-style-type: none"> • Gyms will be used for PE with social distancing as much as possible. Outdoor areas may be used for PE when weather permits. Activities chosen for PE should use little shared equipment. If equipment is used, it should be sanitized between homeroom usage. • Music/Art classroom will be in the classrooms. Music classes will focus on music theory, use of percussion instruments, listening, and music memory with limited singing or use of wind instruments. • The librarian will conduct lessons and take check out books to homeroom classes. 	
<p>Whole Staff</p>	<p>Arrival and Dismissal</p> <p>Per the FWISD FORWARD, pages # 20 -21</p> <ul style="list-style-type: none"> • Upon arrival, students will be greeted by an employee with hand sanitizer. • Each faculty member or district visitor entering the campus will use hand sanitizer prior to walk into the building and wash hands at first opportunity when in the building. • If a student has a medical appointment or needs to be signed out early, parents/guardians will come to front office while wearing a mask and maintaining social distancing. • School doors will be opened 7:30 am. Students will not be counted tardy until all the incoming protocols are completed. Students will be marked absent after 10:00 am. • Students' temperatures will be checked inside the car. Walk in Students will be checked upon arrival. • If a student has a fever of 100 degrees or higher, the student will be asked to seated quietly for ten to 15 minutes before retaking the temperature. This procedure will look different for bus arriving students. • All students will go straight to their classroom rather than congregating in the gym or cafeteria. Students will pick up breakfast as they walk in the building. <ul style="list-style-type: none"> • Students will follow a staggered dismissal schedule to limit the number of students in the hallways: 	<p>Visitors and Deliveries Page 26</p> <ul style="list-style-type: none"> • To maintain the cleanliness and sanitation procedures on our campus, at this time there are no parents, volunteers, tutors, or outside vendors (assemblies, programs, etc.) allowed in the school, cafeteria, or classrooms. • At this time, all instructional meeting, ARD meetings and 504 meetings will be held virtually. • PTA Board meetings will be held via ZOOM set up by PTA president.

Transportation

Per the FWISD Forward document, page 19, As schools open, students using District transportation services will follow revised protocols. The new safety and disinfection protocols will need to be followed starting at the time when students arrive at their designated bus stop and board the school bus.

Person Responsible	Action Item	Progress Notes
Parents and Bus Drivers; Waverly Park Support Staff	All families completed a temperature check before students board the bus stop.	Bus riders' temperature will be checked before loading buses, and again before walking in the building.
Waverly Park Support Staff	Monitor arrival	<ul style="list-style-type: none"> • Buses will arrive as early as 7:25. Riders will remain outside (weather permitting) or inside the gym with appropriate social distancing until 7:40. • Students will be dropped off in car lanes, biking or walking at 7:40 am. • Temperature checks will be done inside the car. • Students will be admitted in waves and through several entries to maintain social distancing. • Students will not be marked "tardy" due to wait time for entry.
Waverly Park Support Staff	Phased Dismissal	<ul style="list-style-type: none"> • Car riders will be dismissed from their classrooms/ hallways and picked up along Cimmaron Trail right in front of the main entrance starting at 2:45 pm. Students will be dismissed in the order the parents arrive to the school. • Walkers (walking off campus to meet parents or home) dismiss at the front of the building at 3:05 pm staggered by different grade levels (K and 3), (1 and 2) (4 and 5) • Bus Riders and day care students dismiss at 2:45 to bus area • Day care students dismiss to day care area at 3:00 pm • Early dismissal: Per the FWISD Forward document, parents in need of an early dismissal will call the school to request it before 2:00 pm. Parent will call again at arrival and school staff will escort the student to the vehicle. • Early dismissal will not be granted after 2:30 pm.
Principal, APs	Communication with transportation.	<ul style="list-style-type: none"> • Per the FWISD Forward document, page 19, upon confirmation of a COVID positive or close contact bus rider, the principal will notify the transportation department.

Cafeteria & Food Service

Per the FWISD Forward document, page 22, mealtime visitors will not be permitted. In order to avoid close contact and to more easily trace back all possible contacts between classrooms and grade levels, the cafeteria will remain closed for all students.

Person Responsible	Action Item	Progress Notes
Cafeteria Manager Cafeteria Crew Waverly Park Support Staff	Breakfast ready for pick up at three entry points	Main entrance – Car line entry Gym door – Bus riders’ entry Library door – walkers and parent drop off entry
Cafeteria Manager Waverly Park Support Staff	Lunch will be eaten in the classroom between 10:00 – 1:15 Delivered by teacher assistants and support staff. Teachers are guaranteed a duty-free lunch. Students will be supervised by staff members.	Rotation for coverage Lunch Schedule
Cafeteria Crew	Distribution food lines (off-campus provisions) 8:30 -9:30 Daily	
Waverly Park Support Staff	Touchless cards to pay for lunch	QR code cards are being developed by the campus .