



# **COVID PLAN**

**Draft**

**September 2020**

## **MESSAGE FROM THE PRINCIPAL**

The purpose of this draft is to present a viable plan that will meet the needs of the returning students and the virtual learners. The plan provides several options to be considered as in this uncharted territory it will be necessary to monitor and adjust as we strive to perfect both platforms.

As the situation in each school may be different, it is imperative that any plan have the flexibility to be fluid. Students and/or staff may have to move to a virtual plan at any time, so the plans must be comprehensive and easy to navigate for both teachers and parents.

Teachers are the key to success for any COVID plan. In preparing this document, teachers were involved in the discussion, and the result reflects the suggestions that were generated in numerous meetings and conversations.

It is important to acknowledge that although there are no perfect plans, the ultimate commitment is to the children of FWISD. This commitment is shared by our community and the professionals at the school level.

The timeline to begin the hybrid model, allowing families to make an informed choice for their children starts with getting a firm count of the number of students wishing to return to school and the number of students remaining in a virtual setting. This count needs to be disaggregated by grade level and classes. The information will provide the necessary information to develop/modify a plan so all children's needs are considered and met.

An initial survey was sent out in early September to get a rough estimate of students returning, but a survey is attached to this document that will solidify our expected counts for both virtual and face to face platforms. **This survey needs to be returned by 3:00 Wednesday, September 30<sup>th</sup>.** A commitment will be required for us to plan effectively. Please review the draft plan carefully so you have information needed to make the best decision for your family. Families that do not respond will be contacted by the school.

The district has approved a phase in model that outlines the dates that each grade level can return to school, if that is your choice. The chart below reflects

the phase in plan. Families still have a choice to continue virtual learning. Once a decision is made through the new survey, students will be bound to remain in the chosen platform for six weeks. Teachers are prepared to implement both the virtual choice and face to face choice with fidelity and are committed to ALL students.

<b>Date</b>	
September 28	Teachers are Required to Report to Campus
October 1- 2	Asynchronous Instruction District-wide (Teacher Room Prep)
October 5	Grades PK, K, 1, 6*, and 9 Self-Contained Special Education
October 13**	Grades 2, 3, 7, and 10
<b>October 19</b>	<b><i>In-Person or Virtual Learning Choice (HS Hybrid, Full Schedule Elem &amp; MS)</i></b>

\* Grade 7 at Rosemont, Wedgwood, McLean, and Forest Oak

\*\* Monday, October 12 Teacher Flex Day for Teachers

### **SAFETY FEATURES ALREADY PROVIDED**

FWISD has provided and already delivered adequate PPE supply including:

- Training for ALL STAFF on COVID safety completed July 2020
- PPE - masks 2 cloth/adult and 2 / student with 5 disposable masks/student with the expectation that parents provide masks for their children and we provide one per week as backup
- Touchless hand sanitizer stations inside EVERY homeroom class and additional stations for hallway restrooms
- Face shields as back up for staff and students; masks are required
- Disinfectant spray following EPA safety guidelines for EVERY CLASSROOM and for general areas - replenished all year
- Disinfectant wipes, spray and gloves for each classroom
- Infrared digital thermometers
- PPE dividers to support social distancing with some barriers

- Plexiglass in the office at the counter
- Signage throughout the building to ensure social distancing and call attention to sanitizing stations, mask requirements etc.
- All materials listed are ON CAMPUS NOW and will be replenished as noted - masks monthly, cleaning products monthly and as needed, fogger machine materials continually replenished / delivered,
- Arrows and directional markings throughout the campus are displayed
- Digital Wellness Self-Checks for ALL campus staff daily before arrival checked daily by school nurse, secretary, and admin
- Nightly campus-wide disinfecting Fogger used

\*While we are confident that we have what is needed to keep our staff and students safe, we would not mind having extra Kleenex, hand soap, disinfectant wipes, and paper towels. \*

### **SANITIZING INFORMATION**

- FWISD has purchased hand sanitizer dispensers that have been mounted inside every classroom door and in all the student restrooms.
- Sanitizer will be checked and refilled as needed by custodial staff periodically throughout the school day
- There are hand sanitizer stations located in all general areas, i.e.: the entry ways, gym, multipurpose room, cafeteria, reception area
- FWISD has supplied classrooms with sanitizing wipes for teacher and student use.
- Classrooms have also been supplied with a disinfectant spray bottle that is equivalent to Lysol.

### **HAND SANITIZING PROCEDURES**

- Students will be expected to use hand sanitizer on the way to their classrooms upon entering Overton Park.
- Students will be expected to use hand sanitizer as they leave the classroom for any reason.
- While in the classroom, hand sanitizer is available to use as desired by students and teachers

### **CUSTODIAL CLEANING AND SANITATION**

- Custodial schedule is realigned to ensure the District can meet the TEA recommended cleaning processes throughout the day.
- Disinfecting of common surfaces such as door handles, common tables/desk and high touch areas will be cleaned throughout the day
- Restrooms will be fully cleaned and stocked at least 4 times daily – with posted monitoring sheet outside every restroom.
- Classrooms will be cleaned and disinfected daily
- Campus schedule will be shared with custodians to ensure proper planning, and rooms may be cleaned during lunch or other breaks during the day.
- Classrooms will be sanitized each night using a Victory Electrostatic sprayer. The sprayer emits a fine mist of sanitizer which allows it to spread over every surface, ensuring the entire room is sanitized; allowing custodians to sanitize a room in 10 minutes or less

### **FACE COVERINGS**

- Wearing a face covering is the expectation of FWISD and of Overton Park Elementary School.
- Masks protect all individuals, as long as they fit and are worn properly.
- An appropriate mask includes:
  - A cloth mask of any color or design- as long as it is school appropriate
  - Paper/Disposable Mask
  - A Gaiter
- All masks/gaiters will be worn covering the nose and the mouth
- If a mask does not fit well, a disposable mask will be provided to the individual to ensure his/her nose and mouth stays covered
- FWISD stakeholders (staff, students, parents, community members) MUST wear cloth/paper masks while on District property
- FWISD has procured face shields for all school employees and students
- Face Shields may be ONLY be worn when accompanied by appropriate mask
- All stakeholders will wear an appropriate face covering, or a combination of face coverings, to enter the building
- Face coverings will be worn in all areas all the time
- FWISD has provided a face shield for each teacher, but they may only be worn when accompanied by an appropriate mask.
- CDC Guidelines for Face Coverings can be accessed by visiting: [face coverings](#)
- The CDC recommends wearing cloth face masks to reduce the spread of COVID 19 but recognizes that wearing masks presents challenges for certain students,

particularly younger students and those with special healthcare of educational needs.

- BUS DRIVERS will wear appropriate PPE / Face Coverings and complete self-checks daily

### **VISITORS TO CAMPUS**

- FWISD facilities will be closed to outside visitors, except by appointment.
- Parents may schedule virtual conferences with teachers or administrators.
- Approved outside visitors and essential school volunteers will be required to wear a mask prior to entering a District facility. Per the Texas Education Agency Public Health Planning Guidance dated July 17, 2020, before visitors/volunteers are allowed onto campuses, school office personnel will screen each visitor/volunteer using the doorbell intercom to determine if they have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for entry.
- Visitors will also complete the FWISD Qualtrics Survey with the posted QR code
- Any approved visitor to the campus MUST enter through the main entrance door
- Prior to building admittance, the visitor MUST be wearing a face covering, or combination of face coverings, and agree to continue wearing the face covering throughout their campus visit
- Parents/Guardians are NOT allowed to walk students to class, visit classrooms, or join students for meals

### **EARLY DISMISSAL**

- If you need an early dismissal for your student, you must call ahead.
- Once you are here, please stay in your car and call the front office at 817-814-6900.
- Your student will be escorted from his/her classroom and out to your car.
- We will be unable to allow early dismissals after 1:45 for our PK students and after 2:30 for Kinder-5<sup>th</sup> grade. Thank you for your understanding.

### **DAILY REQUIRED WELLNESS CHECKS FOR ALL STAFF AND STUDENTS**

- All staff will complete the wellness check before entering the property each day  
All parents are asked to perform a wellness check on their students AT HOME before bringing them to school to ensure our community is not exposed to

illness. IF your child has a fever of 100 or higher, they MUST remain at home. Please monitor their symptoms closely and use the virtual care for families option or consult your family physician if symptoms persist.

- Assigned staff will perform mandatory daily temperature checks on every student as they enter the building.
- STUDENTS and STAFF SHOULD NOT ENTER campus or district buildings if any of the following apply:
  - They are sick or have been sick in the past 14 days.
  - SYMPTOMS to WATCH FOR INCLUDE fever of 100 or higher, cough, shortness of breath / difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, shaking or exaggerated shivering, diarrhea.
  - They have confirmed cases of COVID-19 or have been in close contact with people with confirmed cases of COVID-19. These individuals must follow all isolation and quarantine guidelines from local health authorities or their physicians.
  - They have a household member who is awaiting COVID-19 test results, or they are awaiting their own test results.
  - They have traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC recommendations.
  - Additional screening may be conducted upon arrival to school and during the school day. Teachers will monitor students and refer them to the nurse if symptoms are present. If a student experiences any of the above symptoms while at school, he/she should notify a teacher or adult immediately. The student will be sent to the school nurse for evaluation.
  - Parents must pick up children who are experiencing symptoms at school immediately. If there is more than one student with a fever in the nurse's office at one time, every attempt will be made to create the most amount of distance between students.
- CDC Recommendations found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

Students and Staff with a confirmed positive Covid-19 test will be permitted to return to school when the following three conditions are met:

- 1) They are 24 hours fever-free without using fever-reducing medications
- 2) They have improved symptoms (cough, difficulty breathing)
- 3) 10 days have passed since symptoms began

## **VIRTUAL AND IN SCHOOL SCHEDULES**

Schedules will vary somewhat by grade levels due to timing for lunch, specials, and self-contained vs. team teaming configurations.

School starts at 7:50. Announcements, taking attendance, and general housekeeping will be complete by 8:00. The instructional day will begin at 8:00 for students in Kindergarten through 5<sup>th</sup> grade. It is important that students online and in person have their belongings organized and are ready to start the day.

The number of students for each platform will determine specifics, but with the “soft” numbers from the survey the following plan will be followed:

Teachers will instruct and record lessons simultaneously. Students can participate online and/or access recorded instruction later in the day. All work for the week will be available for pick up on the Friday before the start of the week, unless other arrangements are made by teachers. The extra time is necessary for teachers as they are coordinating two preparations.

Each grade level will configure their instructional format. As soon as numbers are determined, grade level schedules will be published.

Grading and attendance procedures will follow the Elementary Guide to Grade Reporting. No matter the platform, students will complete the same assignments, adhere to the same deadlines, and grading policies.

Attendance is mandatory. The state requires students to be in attendance 90% of the school year to receive credit. This is still applicable this year. Vacations are considered unexcused absences. If you choose the in-person platform, you may not switch to the virtual platform to go out of town. If you know you will be absent, you must communicate with Overton Park and the teacher(s). Makeup work will follow the guidelines outlined in the Elementary Guide to Grade Reporting and the OPE grade level guidelines.

## **SEATING CHARTS**

- To support close contact tracing in the event of a CONFIRMED case of COVID-19, students will sit in assigned seats in all areas of the building.



- EVERY teacher MUST have a seating chart. This chart will be maintained and updated as students are absent, tardy, moved etc.
- All seating charts will be kept in a folder by the teacher and kept in a general, easily accessible location.
- The seating chart will include the location of the desks, the classroom door, the teacher's area, front of class, and effective date of the chart.
- If for any reason the chart must be modified, then the date, exact time and reason for the modification will be noted.

### **ARRIVAL/DISMISSAL**

Our official school day is 8:00-3:05 for grades K-5 and 8:00-2:15 for PK, but as we start our phased-in in person learning plan, we will stagger arrival and dismissal times to help with social distancing, while everyone becomes accustomed to the plan. Below you will find charts that will guide you and your family through the new procedures. Please remember, we are all in this together. Please be patient with the plan and each other as we learn the ins and the outs of OPE.

There is a sidewalk on Kingsridge that turns onto Briarhaven. This same sidewalk can be followed all the way around the building. If you want to drop off on Kingsridge, your students can walk on the sidewalk to their assigned door. There will be adults out to monitor and assist! Students in grades 3, 4, and 5 will walk on the sidewalk to their doors. Parents may not drop them off in the parking lot. All drop offs are on Kingsridge and/or Briarhaven.

All students will be greeted at their assigned door by staff. As he/she enters the building, we will practice safe distancing and a staff member will take his/her temperature. If the student does not have a temperature, he/she will be directed to their classroom. If the student has a temperature, he/she will be moved to the nurse's office.

Students that want to eat breakfast on campus will enter through the front door. He/she will be greeted by a staff member, have their temperature checked, and then directed to the cafeteria. Once in the cafeteria, he/she will be able to choose their meal and then sit in their assigned seat. Once breakfast is complete, the students will go directly to their classrooms.

Parents will not be permitted into the building. If you are walking your student(s) to the student's assigned entrance door on the first day, please make sure you have on a mask and practice safe distancing.

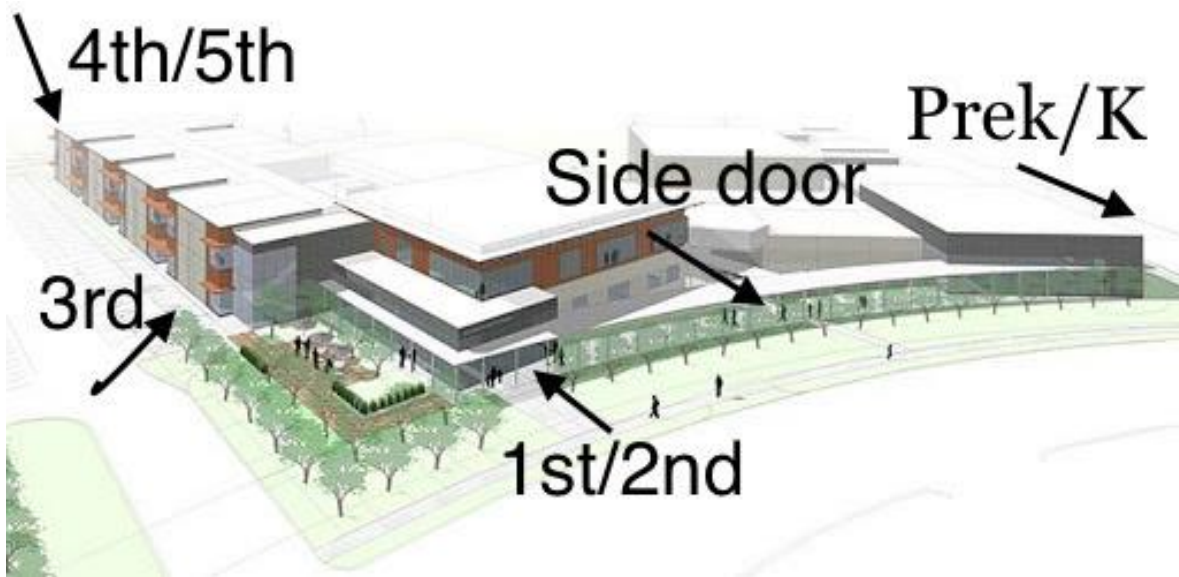
<b>DROP OFF</b>			
<b>Grade Level</b>	<b>Arrival Time</b>	<b>Drop Off Location</b>	<b>Procedure</b>
<b>PK</b>	8:15	Cafeteria on Kingsridge	Parents may walk kids to door
<b>Kinder</b>	7:50	Cafeteria on Kingsridge	Parents may walk kids to door
<b>1</b>	7:50	Main Entrance	Drop Off
<b>2</b>	7:50	Main Entrance	Drop Off
<b>3</b>	7:50	Side Door (by parking lot) via sidewalk	Drop Off
<b>4</b>	8:00	Back Door via sidewalk	Drop Off
<b>5</b>	8:00	Back Door via sidewalk	Drop Off
<b>Breakfast Kids</b>	7:45	Main Entrance	Drop Off

<b>PICK UP</b>			
<b>Grade</b>	<b>Time</b>	<b>Location</b>	<b>Procedure</b>
<b>PK/ECSE</b>	2:15	Cafeteria	Staff will meet cars and radio in for the students. Cars will display a tag with student names on them.
<b>K</b>	2:50	Cafeteria	
<b>1</b>	3:00	Classroom	
<b>2</b>	3:00	Classroom	
<b>3</b>	3:00	Classroom	
<b>4</b>	3:00	Classroom	
<b>5</b>	3:00	Classroom	
<b>Bus</b>	2:55	Island	Students will be escorted from classes to the bus

**STUDENTS ARE NOT TO BE DROPPED OFF IN THE PARKING LOT. UNDER NO CIRCUMSTANCES IS THE PARKING LOT AVAILABLE FOR DROP OFF OR PICK UP.**

## HOW CAN PARENTS HELP – ARRIVAL/DISMISSAL

- Make sure that you follow the rules and communicate to anyone picking and or dropping off procedures.
- Carpools are a great idea, if possible, as the fewer cars in line, the faster things will go.
- Have your students organized so they can get out of the cars quickly and move to their designated locations.
- Students may be let out at the sidewalks on Kingsridge and/or Briarhaven. Students will just walk to their assigned doors on the sidewalks.
- Practice the process before school starts. This is particularly helpful with young children as they will be less apprehensive if they know the routine ahead of time.
- Take your child's temperature at home before coming to school. **If your child is running a temperature or not well, please do not send them to school.**
- Make sure your child has on their mask before he/she exits your vehicle. Also, review the process of the forehead temperature check. **NO ONE IS GETTING A SHOT!** It is painless and quick!
- Be patient – allow plenty of time! Being safe is more important than being fast. We all must remember that this is new for everyone. OPE staff will be out in force assisting!



## **RESTROOM PROCESS/PROCEDURES**

For classes with restrooms in the classroom

- Teachers and Aides will monitor the restrooms
- Restrooms will be cleaned and disinfected 4 times a day

During Instructional Period

- Students will be allowed to use the restroom on an as needed basis.
- Students will use a sign out sheet in the classroom to ensure there are not more than 2 students out a time. The time will be recorded.
- Students will use the restroom closest to their classrooms.
- If there are already 2 students in the restroom, then the student will wait at the designated spot until the restroom is clear.
- Students will follow proper handwashing/hand sanitizing procedures

Prior to Lunch

- Students will be taken to the restroom as a class before entering the cafeteria or multipurpose room.
- Classes are assigned to a specific restroom where the students will follow the handwashing guidelines.

After Lunch and Recess

- Students will wash hands and/or sanitize as appropriate.

### **Breakfast and Lunch**

Students will continue to have the opportunity to receive a hot or cold breakfast and/or lunch daily.

#### **Breakfast**

- If a student is eating in the cafeteria, they will and in grades 1-5, they will enter through the side door on Briarhaven (under the metal overhang). A staff member will be there to check their temperature and monitor them as they walk directly to the cafeteria
- There will be designated tables for breakfast
- A seating chart will be in place and monitored

- Once a student is finished their breakfast, he/she will be escorted to their classroom.

### **Lunch**

- Classrooms will be assigned a time, a location, and tables to use for lunch.
- We will utilize the cafeteria and the multipurpose room for lunches.
- We will only have one grade level in a location at a time.
- Seating Charts will be created by the teacher and monitored by the staff on duty in both locations.
- Social distancing will be followed to the greatest extent possible.
- Students will face one direction at their assigned tables.
- Students will need to keep their face mask available while at lunch.
- Students will remain in seats while eating lunch.
- Once students stand up to leave their lunch table, they will put their masks back on.

### **Recess**

- Students will have organized outside recess daily, weather permitting.
- A plan has been developed to allow students to participate in designated activities with small groups of students to limit cross-contamination.
- Masks will be required during recess.

### **P.E./ART/MUSIC/TECHNOLOGY**

- Students in grades K-5 will travel to their Specials classes on a rotational schedule.
- Safe distancing and all other health and safety procedures will be required and practiced.
- Masks will be required during all specials.

### **Bus Transportation**

- Students must sit with siblings that ride the same bus.
- Upon arrival, students will sanitize their hands.
- Bus students will enter through the main entrance and will be directed to their classroom.

### **Overton Park Recommendations**

OPE has water bottle filling stations located outside the common restrooms. We highly recommend your student brings a refillable water bottle to school to use instead of using the actual water fountains.

We also recommend the use of the mask 'lanyards'. These allow for masks to stay on your student, rather than on the cafeteria table.

### **Overton Park Choice Document**

Please either go to the [bit.ly](https://bit.ly/OPEchoice) (case sensitive) or scan the QR code to complete our choice form to better assist us in planning for your student(s). **We need ALL families to complete this form- even if you completed the FWISD survey in early September.**

[Bit.ly/OPEchoice](https://bit.ly/OPEchoice)

