

Diamond Hill Elementary In-Person Transition Plan

Fall 2020



*This plan is a live document and will be updated regularly in accordance with the [Fort Worth ISD Forward District plan](#).

COVID-19 Safety Protocols

All members of the Diamond Hill Elementary community are dedicated to preserving the health, safety, and emotional well-being of our students. The following protocols were developed with that in mind and will be utilized by all members of our campus community. In addition, all classroom teachers will develop individualized safety protocols to be used in their classrooms. To ensure that students have adequate time to learn and practice these new protocols, the start of in-person instruction will be staggered by grade level. This will allow our youngest students to receive the individualized attention they need to master the following expectations and will allow staff to attend to their social and emotional well-being. The staggered start will take place as follows:

- PK-1st Grade Students—October 5th
- 2nd & 3rd Grade Students—October 13th
- 4th & 5th Grade Students—October 19th

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Person Responsible	Action Item	Progress Notes
Nurse, Administration, Support Staff (All Staff)	<p>Hygiene and Safety Protocols- Handwashing Expectations</p> <ul style="list-style-type: none"> ● Routine hand washing and disinfecting is required. ● All staff and students will be required to hand wash and disinfect before and after all major transitions and activities such as restroom breaks, lunch, recess etc. ● Hand-sanitizing stations will be provided within each classroom and outside each major common area such as restrooms, cafeteria, gym. ● Classroom & PE teachers will teach and routinely review handwashing expectations to their students. ● Signs throughout the school and restrooms will remind students of these and other safety protocols. 	<p>Hand-sanitizing stations have been installed and tested.</p> <p>Signs and proper handwashing protocol posters are being installed in all student and staff restrooms.</p>
Nurse, Administration, Support Staff (All Staff)	<p>Hygiene and Safety Protocols- Use of Personal Protective Equipment (PPE) and Face coverings</p> <ul style="list-style-type: none"> ● All staff, students, and visitors will be expected to properly wear face masks at all times within any FWISD facility including bus and school grounds. ● Students and staff will have access to a cloth reusable mask and disposable masks as needed, however, students and staff are able to wear their own masks. All facemasks should be properly washed and maintained. ● All masks must adhere to District dress code policy and must be worn properly (covering mouth and nose at all times). <ul style="list-style-type: none"> - Policy: FNCA (Local), no lewd, vulgar or offensive clothing or pictures/symbols that promote hate, gang violence, drugs, etc. ● Students and staff providing documented medical exceptions will be provided with an alternative covering (face-shield). ● DHE staff and community will model proper use of masks and remind students of safety protocols when using a mask. ● Parents and the school community will work together to help students adhere to all safety protocols. Any continuous refusal to adhere to mask expectations could be subject to corrective actions. 	<p>Materials have been disseminated.</p> <p>Ongoing replacements as needed.</p>
Nurse, Administration, Support Staff (All Staff)	<p>Hygiene and Safety Protocols- Social Distancing & Gatherings</p> <ul style="list-style-type: none"> ● Social distancing will be practiced throughout all FWISD facilities including buildings and buses. Social gatherings such as assemblies or social events will not take place during these times. 	<p>Procedures have been established and shared with staff.</p>

	<ul style="list-style-type: none"> ● Markers and area defining signage has been installed in order to remind and facilitate distancing parameters. ● Classrooms and common areas have been adapted to the best extent possible to facilitate proper and safe social distancing. ● Seating charts will be used for all areas including cafeteria, classrooms, gym. 	
<p>Nurse, Administration, Support Staff (All Staff)</p>	<p>Hygiene and Safety Protocols- Health Screenings</p> <ul style="list-style-type: none"> ● School has received touchless thermometers for all teachers. ● Students and staff will be expected to self-screen prior to arrival to any FWISD facility. Any individuals including students must remain home if experiencing illness such as temperature over 100 degrees. ● Teachers will conduct additional temperature checks before allowing students into classrooms and as needed. In the event of high temperatures, students will be immediately directed to the nurse’s station for further wellness check/assessment. <p>COVID-19 Display of symptoms or Testing Positive – Student</p> <ul style="list-style-type: none"> ● For students displaying symptoms of COVID- 19 or who show fever like symptoms will be sent to the nurse for assessment. Nurse will determine if additional actions such as classroom removal or sending home when necessary. When notified of illness, students must be picked up as soon as possible. ● Nurse’s office has been adapted to provide ill students with separation from their peers. In addition, a separate room has been identified to safely place students that may be displaying symptoms of Covid-19 while they are picked up by their parents. Parents will then support school by following proper safety recommendations that may include doctor assessments and quarantine. <p>COVID-19 Display of symptoms or Testing Positive – Staff Members</p> <ul style="list-style-type: none"> ● All employees will conduct self-check before arriving on campus and will monitor and report any possible symptoms of Covid-19. ● When displaying symptoms, all staff members will follow District protocols that may include isolation. ● If an individual is officially medically confirmed and has been in any school facility they will be directed to activate the District communication protocol that consists of notifying administration 	<p>Procedures have been established and shared with staff.</p>

	<p>who will then notify the Fort Worth ISD Health Services Department. School team will identify COVID-19 impacted areas and individuals. Areas will then be properly disinfected and individuals will follow safety recommendations that could include quarantine for a determined amount of time.</p>	
<p>All Staff</p>	<p>Staff Safety Training</p> <ul style="list-style-type: none"> All FWISD staff has completed several safe school training related to Covid-19 awareness and safety protocols. 	<p>All staff have completed training.</p>
<p>Nurse, Administration, Support Staff (All Staff)</p>	<ul style="list-style-type: none"> Communication & Actions- Notifications District communication will be provided to the students who came in close contact with a student or staff member displaying COVID-19 symptoms. Communication will be provided without disclosing the name of the infected individual. Individuals will be required to follow advice from the medical professionals including the possible imposition of a 14-day quarantine. Campuses and/or classrooms will be closed for cleaning in accordance with current guidelines. COVID-19 Reporting Protocol In the event of confirmed positive instances of COVID-19 at our school we have specific reporting obligations. All the following personnel must be notified in the event of a confirmed positive: (Campus Administrator/ Campus Nurse) The COVID-19 Positive Case Communication Protocol will be initiated by the Campus Administrator addressing: <ul style="list-style-type: none"> Who has tested positive Date(s) and location(s) impacting the facility Potential close contacts Areas to be cleaned and disinfected The FWISD Health Services will respond to impacted individual(s) to provide quarantine instructions. Notify the Tarrant County Public Health Department of the reported positive case. Share relevant, non-personally identifiable information, as appropriate, with Deputy Superintendent and designated District Chiefs. Campus administrators will send notification to those with known exposure to the affected individual and provide public notification 	<p>Procedures have been established and shared with staff.</p>

	<p>letters to the direct supervisor or campus administrator for distribution as appropriate.</p> <ul style="list-style-type: none"> All communication will be provided without disclosing the name of the affected individual. 	
Nurse, Administration, Support Staff (All Staff)	<p>Communication & Actions- Quarantine Protocols</p> <ul style="list-style-type: none"> Students and staff who have tested positive for COVID-19 will be permitted to return to school when the following three conditions are met: They are 1-day (24 hours) fever-free without using fever-reducing medication; They have improved symptoms (cough, difficulty breathing, etc.); 10 days have passed since symptoms began. Individual students or staff members who have been in close contact with the lab confirmed positive COVID-19 cases will not be allowed in the building for 14 days from the day the close contact with the infected person took place. 	Procedures have been established and shared with staff.
Nurse, Administration, Support Staff (All Staff)	<p>Communication & Actions- School-wide/Classroom Emergency Shut Down</p> <ul style="list-style-type: none"> If COVID-19 cases occur within a given classroom, contact tracing will take place using seating charts and schedules and will determine the extent to which students and the teacher in the classroom may have been exposed. If close contact was only made with a few students, the classroom may remain open with only the affected students being required to quarantine for 14 days. If close contact was made with many or all students in the classroom, that classroom will be placed on a 14-day quarantine (stay at home). Depending on the exposure to the school community at large, a campus wide temporary 14-day quarantine may become necessary and will be communicated immediately to staff and parents. Close contact is defined as having spent 15 minutes or more within 6 ft of the infected individual. 	Procedures have been established and shared with staff.
Custodians, Support Staff, Administration	<p>Facility Maintenance, Equipment and Signage</p> <p>Signage</p>	Signage is in place. Cleaning and disinfecting will be ongoing.

- New Signs have been placed throughout the building to remind all staff, students and visitors of safety expectations and protocols. (exp. distancing, face masks, proper hygiene, traffic guiding signage such as arrows and distancing markers)

Routine Cleaning

- High contact surfaces are cleaned throughout the day.
- Common restrooms are disinfected 4 times per day.
- Cafeteria will be cleaned between lunches and after any additional usage.
- Common used seating areas are cleaned throughout the day.
- Teachers will be provided access to disinfectant in order to sanitize working surfaces.

Playground disinfecting

- Playground equipment will be temporarily closed pending disinfecting and proper usage protocols.

Equipment

- Hand-sanitizer devices have been installed in all classrooms.
- Sanitation stations have been placed in front of common areas such as the cafeteria, entrances and gym.
- Custodial staff has been equipped with foggers for daily building disinfecting.
- Distancing partitions have been delivered to each classroom to assist with properly distancing and setting up classrooms.
- Plexi glass has been installed in the main office.

HVAC Maintenance & Updates

- Environmental adjustments have been made to our HVAC system. Ventilation and filtration provided by HVAC systems can reduce the airborne concentration of Coronavirus.

The following actions are being taken:

Inspection and Maintenance

- Our staff has been assessing the condition of systems and making

	<p>necessary repairs.</p> <ul style="list-style-type: none"> • Equipment will continue to be monitored to ensure they will effectively clean space air without generating additional contaminants or negatively impacting space air distribution. <p>Ventilation</p> <ul style="list-style-type: none"> • We are Increasing outside air intake into the HVAC systems. • Building flushing - program HVAC start-up each morning early enough to have three air changes prior to the occupancy of the building • Ventilation systems and exhaust fans will operate on the same schedule as the air handlers. <p>Filtration</p> <ul style="list-style-type: none"> • We will be using at least MERV-13 rated filters. Where these filters do not adversely impact system operation. If MERV-13 filters cannot be used, other actions are being taken. 	
<p>Teachers, Custodians</p>	<p>Student- Materials and Supplies</p> <ul style="list-style-type: none"> • The use of community/shared supplies is not allowed at this time. • Teachers must develop a system to ensure that students have needed supplies at the start of each instructional day. • Each student should have their own supplies that are clearly labeled. Each student will be provided with an individual supply box. • Students may not share instructional materials for any reason. All instructional materials and supplies should be clearly labeled. • Student furniture such as desks, chairs, stools, etc. must be disinfected daily and in accordance with TEA guidelines. 	

	<ul style="list-style-type: none"> ● In the event that equipment or resources such as computers, books, PE equipment must be shared they will be properly cleaned between uses. 	
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Campus Transitions for Students
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All individuals entering the building including staff, students, and visitors must follow guidelines including: wearing a mask, keeping social distancing and hand sanitizing when possible. Student transitions will be kept at a minimum. Protocols and routines associated with transitions will be explicitly reviewed with students upon return.

Arrival
Late Arrivals
Hallways
Restrooms
Water Fountains
Nurse Visits
Specials Classes
Library
Recess
Dismissal
Early Dismissal

Person Responsible	Action Item	Progress Notes
All Staff, Students, Visitors	Arrival <ul style="list-style-type: none"> ● Both students and teachers are to complete a self-check before arriving on campus. Staff will perform their check in and log it through the use of QR code #1. Once in the building each staff member will visit one of the main sanitation stations to sign in for the day using QR code #2. 	
Support Staff, Teachers, Office Staff	Arrival <ul style="list-style-type: none"> ● Students will arrive at school no earlier than 7:40. Each grade level will have an assigned entrance door. Students will be welcomed by a staff member who will guide them safely to their classroom. ● Students will follow social distancing protocols while entering the building; walking in the hallways; and entering the classroom. 	

	<ul style="list-style-type: none"> ● Monitors will be assigned to hallways as students are entering classrooms at 7:40. At 7:40, teachers will begin checking temperatures. If a student has a temperature of 100 or above they will be taken to the nurse for a wellness check. (Nurse will determine if the student needs to be sent home.) ● Students that do not have a temperature of 100 or above but exhibit symptoms of COVID-19 (i.e. feverish, coughing etc.) will complete a wellness check. If the student does not successfully meet the requirements of the wellness check parents will be contacted to determine a plan of action. ● For the safety of our students and staff parents will not be permitted to enter the building at this time. However, there will be a designated area (marked for social distancing) at the main entrance where parents can stand and request to speak to the principal (only in the event of urgent messages). We request that all non-emergency correspondence be done through zoom, phone, or email. ● Support staff will be designated at all entrances to ensure safety protocols are being followed and students arrive safely to their classroom. ● Teachers will verbally greet students at the classroom door, but at this time will refrain from previously established “High Five Time” personal greeting routines that included high fives or fist-bumping, etc. ● Teachers will wear gloves and distribute breakfast to students. ● All students should be greeted in the classroom by 7:50 a.m. and may have until 8:10 a.m. to complete breakfast. 	
Office Staff, Teachers	<p>Late Arrivals</p> <ul style="list-style-type: none"> ● All students arriving after 8:10 will have their temperature checked by our clerk or secretary. If a student is cleared he will be sent with a tardy pass also indicating clearance. ● If students arrive after 8:10 a.m. and have not eaten breakfast, teachers may contact our security guard who will arrange for students to have a light modified breakfast. 	

<p>Teachers, Support Staff, Administration</p>	<p>Hallways/Restroom</p> <p>Hallways</p> <ul style="list-style-type: none">● Whole class hallway transitions will be limited. Purple arrows will be placed on the wall to signal direction and appropriate walking side of the hallway. Hallway has been divided using dashed lines in order to help the student's distance and stay on the correct side of the hallway.● Students are not to be sent to the office, counselor, or to run teacher "errands" for any reason. Teachers will call the front office if they need assistance.● Explicit instruction regarding bathroom, water, and hallway procedures will take place when students return to the campus. <p>Restrooms</p> <ul style="list-style-type: none">● Teachers will take their students to the restroom as a class one time during the day. Students will stand out in the hallway using distancing markers. Only 2 students will be allowed in the restroom at a time. (Teachers will follow a bathroom schedule.)● When in class teachers may only allow one student to visit the restroom at a time. Teachers will develop a system in the classroom to ensure that this expectation is followed.● Specific stalls and sinks in all student restrooms will be strategically closed to limit the number of students in the restroom and to help maintain appropriate social distancing.● Positioning markers will be placed on the floor outside the restrooms to maintain social distancing for any students waiting to use the restroom.● Signage outside the restrooms will indicate the number of students allowed in each restroom at one time. Tap lights will be placed on the floor outside each restroom to indicate the number of stalls available for use. Students will be trained to tap the light with their foot prior to entering the restroom and to again tap the light when they leave the restroom.	
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Custodians, Teachers	<p>Water Fountains</p> <ul style="list-style-type: none"> • Water fountains will only be used to fill water bottles due to hygiene concerns. Students will be provided with a reusable water bottle that must be taken home, cleaned, and refilled. Students are welcomed to also bring a disposable water bottle or “sports bottle” type containers from home. (no glass) • Only water is permitted in containers. All other drinks such as sodas, juices, sport drinks, etc. are not permitted. 	Containers are being delivered.
Nurse, Teachers, Support Staff	<p>Nurse Visits</p> <ul style="list-style-type: none"> • Students may not be sent to the nurse’s office. • If a student needs to see the nurse, the teacher will hit the emergency button. • Nurse will utilize a mobile office and visit with the student outside the classroom in the hallway, when appropriate. • If a situation with a student requires privacy and cannot reasonably be conducted in the hallway, Nurse will escort the student to the nurse’s office or alternative room. • Nurse will keep a schedule of students who need to take medication. She will use her mobile office to administer the medication to the student in the hallway outside the classroom. (If a nurse is not available a designated trained staff will administer medication.) If a student needs water to take the medication, the student must drink from his or her water bottle. 	
Specials Teachers, Teachers	<p>Specials Classes</p> <ul style="list-style-type: none"> • Students in K-5th will receive instruction from Fine Arts (Music/ART) teachers inside their homeroom teacher’s classroom. • PE instruction will be provided in the gym and outside whenever possible. • PK students will receive modified movement and brain breaks within their classrooms using their curriculum and other resources. 	

<p>Librarian, Teachers</p>	<p>Library</p> <ul style="list-style-type: none"> ● Students may not visit the library at this time. ● Our librarian will push-in to classrooms in accordance with the established library rotation schedule. ● The Librarian will model for students how to access and utilize e-books at home and AR. She may also conduct lessons about internet safety and provide read-alouds of SEL related texts. ● The Librarian will use student data to select appropriate books for students. She will then utilize a cart to bring books to students in the classroom. Students will return books in designated bins outside of the classroom. Books will be quarantined and re-shelved based on a rotation. ● Students may read library books in the classroom, but may not take books home at this time. 	
<p>Teachers, Support Personnel, Administration</p>	<p>Recess</p> <ul style="list-style-type: none"> ● Each classroom will have a scheduled time for outdoor recess. ● The number of classes at recess at one time will be limited and each class will be assigned a zone. ● Teachers will actively monitor during recess to ensure that students are maintaining social distancing. ● Teachers will provide structured recess options or activities to ensure students maintain social distancing. ● Students will use hand sanitizer on their way out to recess and again upon their return into their classroom. ● On days when the weather does not permit outdoor recess we will have indoor recess with modified independent activities. 	
<p>Teachers, Support Personnel, Administration</p>	<p>Dismissal</p> <ul style="list-style-type: none"> ● Dismissal will be staggered to ensure social distancing and safety of all students. <p>Group dismissal times:</p> <ul style="list-style-type: none"> ● PK dismissal will begin at 2:00 p.m. ● K-2nd dismissal will begin at 2:50 p.m. 	<p>Procedure</p>

	<ul style="list-style-type: none"> ● 3rd-5th dismissal will begin at 3:00 p.m. ● Walkers will be dismissed at 2:45 p.m. to avoid crowds and traffic. An assigned support staff will escort students out to ensure social distancing. ● Multiple sibling pick-up requests will be made in writing and will be approved only for <u>extraneous</u> circumstances. Students will be dismissed to the cafeteria and escorted out by a support staff member. ● Classes will be dismissed through an assigned exit door. All doors will be used to allow for less traffic. Teachers will have a designated pick up area that will be communicated to parents before the reopening of school. ● Teachers will be designated an area that allows for social distancing between classrooms and students. ● Parents who arrive well-before the assigned dismissal time will be asked to pull into an available parking space or asked to circle back around to the end of the line. ● Parents who have students in more than one grade level will pick-up all students at the same time from the sibling pick up area located in front of the cafeteria. ● Parents who walk to pick-up students will wait behind the fence along the marked social distanced areas. ● Teachers may not conference with parents during dismissal nor may parents enter the building at this time. ● Parents may schedule meetings with teachers during their conference time over the phone or through zoom when necessary. 	
	<p>Early Dismissal</p> <ul style="list-style-type: none"> ● Due to safety precautions and staggered dismissal we will not grant early dismissals past 2:00 unless it is an emergency. We ask that you please plan ahead when scheduling any appointments. ● Parents will come to the front and present identification. Students will be brought out through the main front exit. 	<p>Procedure established</p>

Transportation

Bus protocols and safety procedures

Arrival
Dismissal

Person Responsible	Action Item	Progress Notes
Rise Teachers, Parents	<p>Arrival</p> <ul style="list-style-type: none"> ● Parents will complete a wellness check for students in the home before the student boards the bus. Students who have a fever or exhibit symptoms of COVID-19 should not board the bus nor attend school on that day. ● Students will be seated according to their assigned seat. ● All students are expected to wear a mask on the bus and comply with transportation expectations. 	Teachers are preparing a seating chart.
Rise Teachers, Parents	<p>Dismissal</p> <ul style="list-style-type: none"> ● Students in our Rise programs will be escorted to the bus stop by their teachers. Transportation personnel will conduct a temperature check upon boarding and seat students according to their seating chart to ensure proper distancing. Text 	Teachers are preparing a seating chart.

Cafeteria & Food Service

Breakfast in the Classroom
In Person Lunch
To Go Meals

Person Responsible	Action Item	Progress Notes
Teachers, Food Service Personnel	<p>Breakfast in the Classroom</p> <ul style="list-style-type: none"> ● Teachers will wear gloves and distribute breakfast to students. ● Students may have until 8:10 a.m. to complete breakfast. ● If students arrive after 8:10 a.m. and have not eaten breakfast, teachers may contact our front office who will arrange for students to have a light modified breakfast. 	Staff will continue the established routine.
Monitors, Teachers, Food Service Personnel	<p>Lunch</p> <ul style="list-style-type: none"> ● All students will eat lunch in the classroom except PK, Kinder, and 5th. ● Each morning teachers will take a lunch count of students' entrée lunch preference. The lunch count will be submitted to the cafeteria manager by 8:30 a.m. each day. ● Prior to eating, student will use hand sanitizer or wash hands ● Classrooms eating lunch in the cafeteria will follow a specific staggering schedule to allow for social distancing. ● Students eating in the classrooms will have a designated staff member deliver lunches to the classrooms and stay to monitor lunch time. This will allow the teacher to have a duty-free lunch period. ● Upon finishing lunch, students will pick up their trash and place it in appropriate containers. Custodians will take containers to the cafeteria where cafeteria staff will be responsible for emptying trash at the conclusion of the lunch periods. ● Monitor will escort students to the restroom. Teacher will then return and help wipe down student desks while students are in the restroom. This will allow for all cleaning solutions to dry and be ready for the student's return. 	<p>Cafeteria has been prepared. Signage has been added in the kitchen and eating area.</p> <p>Cleaning will be ongoing.</p>

	<ul style="list-style-type: none">• Teachers must meet social distancing guidelines during their lunch period. Teachers lounge will be modified to meet distancing guidelines.	
Food Services Personnel	Meals To Go <ul style="list-style-type: none">• Meals will continue to be distributed on Mondays and Thursdays. Parents will continue to rotate through the parking lot side of the cafeteria.	Cafeteria has established a pick up route and system.