

Oakhurst 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		
Oakhurst Elementary will implement the following action steps in order to ensure a sanitary environment for students and staff while allowing students to engage in classroom activities.		
Person Responsible	Action Item	Progress Notes
Staff/Nurse	<p>Screening Protocols:</p> <ul style="list-style-type: none"> • Prior to reporting to work each day, all employees must complete the daily COVID-19 Self-Check. • Upon entering, all staff members must scan the Oakhurst QR code at the check-in station located by the designated entrances indicating that the self-screening has been completed by selecting yes or no. • Employees will report to their immediate supervisor any concerns that arise regarding possible exposure to someone who has tested positive to COVID-19. • Supervisors made aware of an <u>employee who has tested positive for COVID-19</u> will follow the FWISD Response Guidelines. 	Staff began following all action steps July 27 th .
Parents	<ul style="list-style-type: none"> • Prior to reporting to school each day, parents must complete the daily COVID-19 Self-Check for each student. • Students who are not feeling well or are experiencing any symptoms related to COVID-19, are to remain at home, monitor symptoms, follow the CDC ‘What to Do if You Get Sick’ guidelines, and contact their health care provider if symptoms do not improve. 	Parents will receive information on September 29 th & September 30 th parent meetings.
Leadership Team/TA’s	<ul style="list-style-type: none"> • Oakhurst employees will screen each student’s temperature at designated doors prior to entering the school at the beginning of the 	Thermometers have been delivered to teachers/staff.

	<p>day. Teachers will monitor students and refer to the nurse if symptoms are present.</p>	<p>All staff received training on September 28th.</p>
<p>Custodians Staff</p>	<p><u>Daily Campus Cleaning:</u></p> <ul style="list-style-type: none"> • Routine cleaning of school will be implemented with special attention to high-use areas such as door handles, knobs, and buttons. • There will be an increased disinfecting/stocking of soap and paper towels throughout the day for restrooms and any other high-use common areas. • Daily spraying of the entire campus will be conducted after school hours. • Staff will utilize cleaning supplies to clean classrooms throughout the day. 	<p>Cleaning supplies delivered to all classrooms the week of July 27th.</p> <p>Towels delivered to classrooms week of September 28th.</p>
<p>Staff Students</p>	<p><u>Handwashing/ Restroom/Water breaks:</u></p> <ul style="list-style-type: none"> • Proper handwashing and restroom procedures will be taught in every classroom. • Students and staff will hand sanitize when entering and exiting common areas including when entering the building in the morning and when exiting for dismissal. • All students will wash their hands using proper handwashing techniques after exiting the restroom. • Only one student will enter the restroom. Student will hang their hall pass/name tag on the hook so that other students know that they need to wait on one of the social distancing stickers. • After going to the restroom, students will be required to use hand sanitizer upon entering the classroom. • Grades PreK will use the restrooms in their own classroom as needed. • Water fountains will be closed due to social distancing and hygiene concerns. Students will be encouraged to use a reusable water bottle that must be taken home, cleaned, and refilled with water. 	<p>Parents will receive information on procedures September 29th and 30th.</p> <p>Students will be taught procedures beginning October 5th.</p> <p>Sanitizing stations are available throughout the building.</p> <p>Individual restroom passes will be ready prior to October 5th.</p> <p>Hooks will be placed outside the restroom by October 2nd.</p> <p>Water fountains have been blocked.</p> <p>Donation by Blue Zones for water bottles should be received by October 2nd.</p>
<p>Administrators</p>	<p><u>Masks:</u></p>	<p>Masks have been delivered to all teachers.</p>

<p>Staff Students</p>	<ul style="list-style-type: none"> • All students and staff will wear face masks while on a school bus, in school, and throughout the school day. • Students will be provided cloth and disposable masks as needed. Students may also choose to wear their own, washable, reusable masks from home. • Masks must adhere to the District code policy on clothing and accessories. • Individual needs regarding face masks will be addressed on a case-by-case basis. Requests for accommodations will be submitted to campus administrator. • Employees will wear masks at all times when in the building and in the presence of others. 	<p>Teachers will give students masks (disposable and cloth) the first day of attendance.</p> <p>“Wear your mask” signs have been posted throughout the building and in classrooms.</p>
<p>Staff Administration</p>	<p><u>Classrooms:</u></p> <ul style="list-style-type: none"> • Physical distancing will be implemented during in-person instructional settings. • Campus staff will ensure high-touch areas are wiped in between classes and throughout the day. • Desk partitions will be used in classrooms to assist with social distancing. • Classroom seating charts will be created and implemented by classroom teachers . • Visual reminders of social distancing requirements, with areas marked off for common spaces and distancing best practices will be visible. • Hand sanitizing stations will be implemented. • Students will utilize containers to store single-user items such as pencils, crayons, etc. • Desks, chairs, stools, etc. must be wiped down in accordance with TEA guidelines at the end of each rotation/instructional day. 	<p>Social distancing signs/stickers have been placed throughout the building and inside classrooms.</p> <p>Social distancing signs outside will be posted by September 30th.</p> <p>Teachers will receive Oakhurst seating charts by September 30th.</p> <p>Sanitizing stations are available throughout the building.</p> <p>Pencil boxes will be delivered to PK-2nd grade staff by September 29th.</p>

Campus Transitions for Students

Oakhurst Elementary will implement the following action steps in order to allow students and staff to main social distancing guidelines and follow school traffic flow.

Person Responsible	Action Item	Progress Notes
Administrators Staff Students	<p><u>Hallways:</u></p> <ul style="list-style-type: none"> • Staff will be assigned to monitor social distancing in the hallway. • Students and staff will walk on the far-right side of the hallway. • Students will stand on a social distancing sticker while waiting in the hallway. • Staggered releases from class will be organized to limit the number of students in the hallway. • Visual markers will be placed to help students/staff maintain physical distances and adhere to established traffic flow in hallways. 	<p>Staff has received training on hallway expectations.</p> <p>Social distancing stickers (red and blue) have been placed on the right side to help students determine which areas to walk in.</p>
Administrators Staff Students	<p><u>Arrival:</u></p> <p style="text-align: center;"><u>Bus Arrivals:</u></p> <ul style="list-style-type: none"> • RISE students who ride the bus will have their temperature taken as they exit the bus. The students will be escorted by staff directly to the classroom. • Students who ride the bus will enter through designated doors and given hand sanitizer by the designated staff member. Students will sit socially distanced in the cafeteria until released to classrooms at 7:40 am. <p style="text-align: center;"><u>Students who do not ride the bus:</u></p> <p>The school day for the 2020-2021 school year will begin at 7:50 am.</p> <ul style="list-style-type: none"> • Students may not be dropped off or enter the building before 7:40 am. • Upon arrival, students must wear proper face masks. • To ensure sanitization of the campus and to mitigate congestion, during arrival procedures, parents will stay in their vehicles while dropping off students at the designated entrances. • To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class in the school. 	<p>Staff has received training on arrival/dismissal procedures.</p> <p>Cafeteria and auditorium areas have been marked off to determine where students will sit.</p> <p>Parents will receive training on September 29th and September 30th.</p> <p>Dismissal name tags will be completed by October 1st. Parents will receive the tags on the first day that students return.</p>

	<ul style="list-style-type: none"> • Oakhurst personnel will screen each student’s temperature prior to entering the building at the beginning of the day. Teachers will monitor students and refer to the nurse if symptoms are present. • Teacher Assistants and Oakhurst Leadership Team will be assigned strategic morning duty locations to support the monitoring of student distancing as they travel to their classrooms/assigned locations. • Students will enter the building via their designated entrance while maintaining social distancing. 	
Administrators Staff Students	<p><u>Dismissal:</u></p> <ul style="list-style-type: none"> • The school day for the 2020-2021 school year will end at 3:05 p.m. • Before being dismissed, teachers will ensure students are wearing appropriate face masks. • Students will use hand sanitizer prior to exiting their classroom. • To facilitate student movement in the building and decrease the risk of potential crowding outside during dismissal, students will be dismissed from their classrooms or other designated areas. • Students will exit at their assigned times via their designated doors. • Designated staff will ensure students are placed in proper vehicles (bus, van, cars, or walker). 	Staff has received training. Parents will receive information on September 29 th and September 30 th .
Staff Students	<p><u>Recess:</u></p> <ul style="list-style-type: none"> • Recess will consist of an organized, socially distanced walk around the building outside. Students will utilize the social distancing ropes to ensure socially distance procedures are followed. • Campus staff will monitor students to ensure safety guidelines are followed. • Students will maintain social distancing while in line and will sanitize or wash hands before re-entering from outdoor activity. • Students will not share items. 	Socially distanced ropes are ready and will be delivered to teachers on October 2 nd . Additional supplies will be given to teachers as needed.

Transportation

Oakhurst Elementary will implement the following action steps in order to safely transport students to and from school while following health and safety guidelines.

Person Responsible	Action Item	Progress Notes
Administrators Staff Bus Drivers	<p><u>Bus Dismissal</u></p> <ul style="list-style-type: none"> • Staggered dismissal times will be implemented (2:55 for bus riders). • Students with special needs will be assigned priority dismissal times. • Bus riders will exit their classrooms and will be escorted to the designated wait area where the buses will be waiting. • Staff members will be assigned to monitor social distancing. • Students will use hand sanitizer prior to exiting the building. • Bus riders must wear face masks during the entire ride home. • Social distancing practices will be followed to the greatest extent possible on the bus. • A seating chart will be created and implemented. • Each bus will be sprayed with a disinfectant upon completion of the day. 	Staff involved has received training. Parents will receive information on September 29 th and September 30 th . Seating charts will be created by staff on the first day of in person instruction.
Staff Administrators	<p><u>Dismissal for walkers:</u></p> <ul style="list-style-type: none"> • Walkers will be escorted out of their classrooms and will exit via designated door by 3:05 pm. • Students with special needs will be assigned priority dismissal times. • Walkers will use hand sanitizer prior to exiting the building. • Staff members will be assigned to monitor social distancing. • Walkers will immediately leave campus and will wear proper face masks until off school premises. 	Staff involved has received training. Parents will receive information on September 29 th and September 30 th .
Staff Administrators	<p><u>Car riders:</u></p> <ul style="list-style-type: none"> • Car riders will be dismissed at 3:05 pm from their classrooms or designated areas. • Students with special needs will be assigned priority dismissal times. • Students will use hand sanitizer prior to exiting the building. • Staff members will be assigned to monitor social distancing. • Staff members will escort students and ensure they are exiting via the designated doors and into the correct mode of transportation. 	Staff involved has received training. Parents will receive information on September 29 th and September 30 th . Name tags will be given to students on the first day of in person instruction.

Staff Administrators	<u>Early Dismissals:</u> <ul style="list-style-type: none">• Parents will call the office and students will be escorted to door number 1; main entrance.• Students will use hand sanitizer prior to exiting the building.• Early dismissals will not be honored 30 minutes prior to dismissal.	Parents will receive information on September 29 th and September 30 th .
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Cafeteria & Food Service

Oakhurst Elementary will implement the following action steps in order to provide safety guidelines while distributing breakfast and lunch to students.

Person Responsible	Action Item	Progress Notes
<p>Staff</p> <p>Cafeteria Staff</p> <p>Custodians</p>	<p><u>Breakfast:</u></p> <ul style="list-style-type: none"> • Breakfast will be free for all students. • Cafeteria staff will deliver Breakfast in the Classroom bags to all of the homeroom teachers by 7:35 a.m. • Breakfast will be provided in the classrooms. Students are not required to eat the breakfast meals. • Staff will remove and place breakfast items on designated location allowing students to pick up items one at a time. • Students will wash hands or use hand sanitizer prior to eating their breakfast. • Students will be given hand sanitizer once they have finished eating their breakfast. • Campus staff will ensure desks are wiped after breakfast. • Trash and liquids will be placed outside classrooms by 8:10 a.m. by staff. • Custodians will begin picking up trash and liquids at 8:10 a.m. and cafeteria staff will collect breakfast bags. 	<p>Staff involved has received training.</p> <p>Parents will receive information on September 29th and September 30th.</p> <p>Cafeteria staff has received training and have procedures outlined.</p> <p>Custodial staff has received training and have procedures outlined.</p>
<p>Staff</p> <p>Cafeteria Staff</p> <p>Custodians</p>	<p><u>Lunch:</u></p> <ul style="list-style-type: none"> • In order to ensure social distancing, students will eat in the cafeteria or other assigned location such as their classrooms. • Staggered lunch times will be implemented to limit number of students picking up their lunch. • Students will be expected to follow campus guidelines for cafeteria procedures. • Upon entering the cafeteria, students are expected to wear appropriate face mask. • All students will wash hands or use hand sanitizer prior to entering the cafeteria or once they are in their classrooms before eating. Hand sanitizing stations will be available at the cafeteria entrance. 	<p>Staff involved has received training.</p> <p>Parents will receive information on September 29th and September 30th.</p> <p>Cafeteria staff has received training and have procedures outlined.</p> <p>Custodial staff has received training and have procedures outlined.</p> <p>Sanitizing stations are available throughout the building.</p>

	<ul style="list-style-type: none">• Once students receive their lunch, they will return to their seat in the cafeteria in accordance with social distancing guidelines.• Students will be expected to seat accordingly based on the seating chart created by classroom teacher.• Faculty/staff members and posted signage will reinforce social distancing guidelines and traffic patterns in the cafeteria and hallways.• Assigned staff members will monitor cafeteria procedures/seating charts and social distancing guidelines.• Cafeteria tables will be sanitized between classes.• Students eating in their classrooms will follow all social distancing guidelines and will be monitored by a staff member.• Students will wash hands or use hand sanitizer after eating lunch.• Campus staff will ensure desks are wiped after lunch.• At this time, due to Covid-19, mealtime visitors will not be permitted.	<p>The cafeteria has been marked off to determine where students will sit.</p> <p>Lunch times have been determined and shared with all staff.</p>
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