

# Sam Rosen ES Community 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

Classroom Configurations and Computers  
Common Areas  
Restrooms  
Visitors on Campus

Person Responsible	Action Item	Progress Notes
Admin Teachers	<p><b>Staff In-Person Expectations</b></p> <p>Principals will hold small group sessions, adhering to social distancing protocol, to share campus specific plans, protocols, and expectations with all returning staff members. Staff meetings will include self-screening requirements, campus daily check-in process, and workplace precautions.</p> <p>The District has instituted the following protocols and expectations. Campus Administrators will ensure that the following health and safety precautions are constantly communicated:</p> <ul style="list-style-type: none"><li>• Employees wear masks at all times when in the building and in the presence of others.</li><li>• Employees maintain social distance from all others at all times, including elevators.</li><li>• Employees will use the hand sanitizer station upon entry, wash hands with soap and water throughout the day, and practice covering sneezing or coughing when in communal spaces.</li><li>• Employees will clean their workstations throughout the day and upon leaving for the day with the supplies that have been provided.</li><li>• Employees are required to report to their immediate supervisor any concerns that arise regarding possible exposure to someone who has tested positive to COVID-19.</li></ul>	Daily

- 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.

#### **Hand Washing and Cleaning Expectations**

Frequent hand sanitization will be required to ensure the health and safety of students and staff.

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria, and in common areas throughout the campus.
- Staff and students will be expected to regularly wash their hands.
  - Staff and students will practice habitual and thorough hand washing after recess, before eating, and following restroom breaks.
- Staff will have access to cleaning solutions to clean high-touch and working surfaces and shared objects frequently.
  - Staff will limit the use of shared supplies when possible.

#### **Daily Campus Cleaning**

The District will utilize safe practices for cleaning our school campus while allowing students to engage in classroom activities. To ensure a clean environment for students and staff, the District will provide:

- Routine cleaning of schools and facilities, with special attention to specific high use areas such as door handles, knobs, and buttons.
- Increased cleaning throughout the school day for restrooms and any other high-use common areas. Restrooms will be frequently stocked with soap and paper towels.
- Daily application of cleaners registered with the EPA and approved for contact services.
- Daily spraying of our facilities, buses, and classrooms including items such as computer keyboards, math manipulatives, books, etc.
- Cleaning supplies for each classroom, such as EPA certified cleaners to clean desks and surfaces periodically.
- Professional development for campus custodians on the cleaning of a facility or a specific site within a facility, should a

confirmed case of COVID-19 be identified on a specific campus or site and need to be closed for a designated amount of time, as recommended by the CDC.

### **Classroom Safety**

Classroom protocols and procedures will include expectations about school supplies, social distancing, limiting group work, and hand washing.

- Students will participate in a health screening upon arrival to school. Students who do not pass health screenings or exhibit a temperature of 100 degrees Fahrenheit or higher will be referred to the school nurse for a parent pick up.
  - Physical distancing will be implemented 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, maintain physical distance, and use of face masks.
- Campus staff will ensure high-touch areas in the classroom are wiped in between classes.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work.

### **Each classroom will be outfitted with the following:**

- Visual reminders of distancing requirements, with areas marked off for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- No-touch thermometers for temperature checks.
- Elementary: Containers for students in grades K-2 to store single-user items such as pencils, crayons, scissors, earbuds, etc.

### **Hallways**

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.

**Breakfast and Lunch**

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the library or other large areas within the school building.

- At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.
- To minimize contact, parents will be highly encouraged to pack a lunch for their child if they opt to not eat a cafeteria meal because parents will not be allowed to drop off any food at school.
- Students that forget lunch at home will need to eat in the school cafeteria as parents will not be allowed to bring lunch to school.
- Students will be expected to follow campus guidelines for cafeteria procedures.
- All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
- Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
- A seating plan for students will be followed for social distancing.
- Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.

- Campuses will develop breakfast and lunch plans aligned to safety and health guidelines and specific to the needs of the campus in coordination with Food Services Department

#### **Recess and Playground Structures**

Campus Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities.

- Campus Administrators will develop an appropriate plan for recess time.
- Playground structures will be utilized when allowed in accordance with current guidelines.
- Campus staff will monitor students to ensure safety guidelines are followed.
- Campuses will consider limiting the number of students per recess group.
- Staggered schedules and consistent cohorts will be utilized.
- Students must maintain social distancing while lining up to return to class and wash hands before re-entering from outdoor activity.

#### **Physical Education**

Whenever possible, physical education classes will be held in a space that will allow for maximum physical distance between students.

- Any activities bringing students into close physical contact will be avoided.
- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Equipment will be cleaned regularly.
- Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Hand sanitizer and/or access to handwashing will be provided.

#### **Water Fountains**

- 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 twice a day.

	<p><b><u>In-Person Learning Programs</u></b>  Sam Rosen ES is committed to the safety of all students and staff. Thus we are adhering to all FWISD, Tarrant County, TEA, and CDC COVID-19 safety protocols. As partners in our children’s education, we ask that you please do your part to support our implementation of this plan to ensure that all stakeholders remain safe during this time. Here are the measures we are taking to ensure a secure learning environment as we transition into in-person learning at Sam Rosen ES.</p> <p><b><u>In-person Learning</u></b>  <b>Health and Safety Preparation</b>  The Centers for Disease Control and Prevention (CDC) provide guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, Fort Worth ISD will implement health and safety plans that include:</p> <ul style="list-style-type: none"> <li>● Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)</li> <li>● Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency</li> <li>● Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency (TEA) and other jurisdictional policies</li> <li>● Providing communication of procedures and expectations upon entering facilities and throughout buildings</li> </ul> <p><b>Health and Safety Training</b></p> <ul style="list-style-type: none"> <li>● Fort Worth ISD will provide information to students on appropriate hygiene practices.</li> <li>● Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.</li> <li>● Teachers will attend training and develop classroom procedures consistent with TEA, District and CDC guidance.</li> <li>● All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> </ul> <p><b>Student and Staff Pre-Screening</b></p> <ul style="list-style-type: none"> <li>● All students and staff will pre-screen for COVID-19 symptoms daily prior to arrival. A QR Code will be provided for daily pre-screening.</li> </ul>	<p>Daily</p>

- Staff will be required to complete a self-screening process prior to entering a Fort Worth ISD building, and the District may require further screening of employees at any time based on current state and federal guidelines.
- A parent or guardian will be required to pre-screen their children for COVID19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document).
- Parents must ensure they do not send a child to school on campus if the child has lab-confirmed COVID-19, until all of the following conditions for re-entry are met.
- Teachers will do a temperature check. If a student has a fever, the team lead will radio the nurse that a student is being escorted to the nurse's station.

Students and staff 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.

Staff and students should not enter campuses 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 (100°F 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.**

**Personal Protective Equipment (PPE)/Face Covering**

One of the most effective measures to prevent the spread of the virus is using face masks. **All students in Fort Worth ISD will comply with the current Tarrant County Orders regarding face masks prior to boarding a school bus or entering a school facility and throughout the school day.**

- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- The District will provide students with 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 dress code policy on clothing and accessories, FNCA (Local), no lewd, vulgar or offensive clothing or pictures/symbols that promote hate, gang violence, drugs, etc.
- Students unable to wear face masks for documented health reasons may be provided with a reusable face shield as an alternative.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.

**Visitor Screening and PPE Requirements**

To the extent possible, meetings will be conducted virtually or via phone to limit campus visitors. All individuals entering the building will be required to wear a face mask and proceed directly to the office to check in and receive specific directions.

**What policies will be in place for campus visitors?**

	<ul style="list-style-type: none"> <li>● Parents are discouraged from entering the campus, barring extenuating circumstances and will be asked to report directly to the front office area.</li> <li>● In-person volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).</li> <li>● Virtual tools will be used to conduct meetings such as PTA meetings, ARDs, LPAC, etc. to the extent possible.</li> <li>● All individuals will pre-screen before entering a campus and will be subject to a health screening upon arrival.</li> <li>● Individuals with COVID-19 symptoms or lab confirmed COVID-19 are not eligible to enter a campus under any circumstance.</li> <li>● All individuals entering the building will be required to wear face masks.</li> <li>● Individuals will observe social distancing protocols at all times.</li> </ul>	
Campus Staff	<p><b><u>Classroom Configurations and Computers</u></b></p> <ul style="list-style-type: none"> <li>● Face masks will be required to be worn by students in all grades.</li> <li>● Student face shield – Students will be provided a face shield to use throughout the day as needed. The face shields will be cleaned at the end of each day and put in a ziplock bag.</li> <li>● Desks or tables will be socially distanced as much as instructionally possible and facing one direction.</li> <li>● Group or pair work can be implemented if possible while maintaining physical distancing.</li> <li>● When possible, technology will be utilized when the use of manipulatives is needed. Teachers will create individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.</li> <li>● The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain social distance from other classroom groups.</li> <li>● Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.</li> <li>● Classroom doors will need to be propped open to avoid students touching door handles and doors.</li> <li>● The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students’ individual needs will be addressed on a case-by-case basis.</li> </ul>	Daily

	<ul style="list-style-type: none"> <li>• Water bottles – all students will bring a water bottle filled with water and used throughout the day. Students will not drink directly from water fountains. Water bottles will be taken home at the end of each day.</li> <li>• Chromebooks: Chromebooks will be cleaned at the end of the day. Chromebooks will need to be charged overnight every day to ensure that they are ready for use the following day.</li> </ul>	
Campus Staff	<p><b><u>Common Areas</u></b></p> <ul style="list-style-type: none"> <li>• Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus libraries, conference rooms and other meeting rooms.</li> <li>• Staff will develop schedules and protocols for the use of common areas, including how to clean space between use. When needed, students will bring personal supplies from the classroom. All students and staff will be required to use hand sanitizer when entering and exiting common areas.</li> <li>• In-person meetings of five or less people will maintain social distancing.</li> <li>• All meetings of more than five will be virtual. (PLCs, Faculty Meetings, ARDs, 504s, RTI, PTO meetings, Team Lead Meetings, SBDM)</li> </ul>	Daily
Campus Staff	<p><b><u>Restrooms</u></b></p> <ul style="list-style-type: none"> <li>• Proper handwashing techniques will be taught to all students and consistently reinforced.</li> <li>• Efforts will be made to limit access to restrooms to scheduled times to comply with health agency recommendations and social distancing. Students will be allowed to go as needed if absolutely necessary.</li> <li>• Students will be asked to wait outside the restroom door if two people are already in the restroom.</li> <li>• If at least three people are waiting for the restroom, the student should return to class.</li> <li>• A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.</li> </ul>	Daily

	<ul style="list-style-type: none"> <li>• After a restroom break, students will be required to use hand sanitizer before reentering the classroom.</li> </ul>	
Front Office Staff	<p><b><u>Visitors on Campus</u></b>  Before essential visitors are allowed on campuses, the campus will use the district screening process to screen all visitors to determine if the visitors have COVID-19 symptoms, are lab-confirmed with COVID-19, or have had close contact with an individual who is lab-confirmed with COVID-19 and, if so, they must remain off campus until they meet the criteria for re-entry as defined by health authorities.</p> <p>Campus will restrict visits in schools to only those essential to school operations. When permitted on campus, visitors will be held to the same health &amp; safety requirements as students and staff.</p>	Daily

## Campus Transitions for Students

Arrival  
 Specials (PE, Library, Art/Music) – Teachers ONLY  
 Teacher Planning During Specials  
 Lunch  
 Recess  
 Restroom  
 Dismissal  
 Inclement Weather Dismissal Plan  
 Early Dismissals  
 Nurse Visits  
 Testing/PC Lab & Chromebooks

Person Responsible	Action Item	Progress Notes
Admin Teachers	<p><b><u>Arrival</u></b>  <b>7:40 am</b> – Building Opens  <b>7:40 – 7:45 am</b>            Students will wait outside classrooms (socially distanced) until teachers open doors at 7:45 am.</p> <p><b>7:45 am</b> – All teachers must be in their classroom ready to accept students. Students will pick up their breakfast bags and enter their classroom. Teachers will greet their students and do a temperature check. If a student has a fever, the team lead will radio the nurse that a student is being escorted to the nurse’s station.</p> <p><b>7:45 – 8:00 am</b> – Kick Start Breakfast (KSB) - Students will pick up their breakfast as they enter the classroom.</p> <p><b><u>Main Door Entrance</u></b> - Staff will prop doors open and provide masks to students who do not bring one to school. Admin Team will manage traffic outside.</p> <p><b><u>Cafeteria Entrance</u></b> - Staff outside while another staff member monitors the doorway inside and provides masks to students who do not bring them to school.</p>	Daily

	<p><b><u>PK South Entrance</u></b> - Staff members will allow students in and will monitor them until 7:45 am when students report to classrooms and begin KSB.</p> <p><b>Staff Responsibilities:</b> Maintain social distancing as students enter the building and ensure they sit socially distanced and report directly to their classroom at the appointed time.</p>	
Specials Teachers	<p><b><u>Specials</u></b> To minimize potential exposure to students and staff, Specials teachers will push into classrooms.</p>	Daily
Identified staff	<p><b><u>Lunch</u></b></p> <ul style="list-style-type: none"> <li>● Teachers will wear their mask and have students use hand sanitizer as they exit the classroom.</li> <li>● Students will be escorted to the cafeteria.</li> <li>● Teacher &amp; staff on duty will ensure students socially distance on spots marked in the cafeteria.</li> <li>● Seats in the cafeteria will be numbered and assigned to students.</li> <li>● Class seating charts will be provided by teachers and made available to staff on cafeteria duty.</li> <li>● Cafeteria monitor will ensure students sit at their assigned number.</li> <li>● Students will be allowed to remove masks while eating.</li> <li>● Teachers will collect their class from the tables and will dismiss students to throw their trash and line up keeping social distance.</li> <li>● Students will be walked up their appropriate staircase.</li> <li>● During this transition Custodial Staff will clean seating areas ahead of the next group arriving.</li> <li>● Students will use hand sanitizer before entering the classroom.</li> </ul> <p>To minimize traffic in hallways, students may not walk from the cafeteria to the nurse. Nurse form will be completed using an electronic device. Emergencies should be radioed immediately.</p> <p><b>Cafeteria Groups:</b> Group A - Enter into from the cafeteria doors and line up on the East Side of the cafeteria. Students will grab milk and lunch choice box and sit on their assigned seat in the four tables on the East Side. Students</p>	Daily

	<p>will remain seated until the teacher picks them up. Students will leave through the cafeteria doors.</p> <p>Group B - Enter the gym and go through the restroom hall to the West side of the cafeteria. Students will line up by the West wall and go through the west cafeteria doors to get milk and lunch choice. Students will remain seated until the teacher picks them up. Students will leave through the door by the cafeteria restrooms and into the gym.</p>	
Homeroom Teacher	<p><b><u>Recess</u></b> Students will be escorted by their teacher from the cafeteria and will exit their assigned door. Students will keep masks on in hallways and teachers will work to enforce social distancing while in line as much as possible to and from recess. Students will be taken to their designated playground area and can participate in group activity (socially distanced activity) or walk around the playground. Students will use hand sanitizer before exiting and upon returning.</p> <p><b><u>Rainy Day Recess</u></b> Students will be escorted by their teacher from the cafeteria and will return to their classroom. Students will keep masks on in hallways and teachers will work to enforce social distancing while in line as much as possible to and from recess. Students can participate in group activity (socially distanced activity such as Go Noodle) or other designated teacher activities (socially distanced board games, etc.).</p>	Daily
Homeroom Teacher	<p><b><u>Restrooms</u></b></p> <ul style="list-style-type: none"> <li>● Proper handwashing techniques will be taught to all students and consistently reinforced.</li> <li>● Efforts will be made to limit access to restrooms to certain times to comply with health agency recommendations and social distancing. Students will be allowed to go as needed if absolutely necessary.</li> <li>● Students will be asked to wait outside the restroom door if two people are already in the restroom.</li> <li>● If at least three people are waiting for the restroom, the student should return to class.</li> <li>● The scheduling of whole class restroom breaks will be recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.</li> </ul>	Daily

	<ul style="list-style-type: none"> <li>• A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.</li> <li>• After a restroom break, students will be required to use hand sanitizer before reentering the classroom.</li> </ul>	
Designated Staff	<p><b><u>Dismissal</u></b>  All classrooms walk to their designated location outside for dismissal using social distancing procedures. Walkers will be dismissed by teachers. Students who will be picked up will wait with the teacher at their specified dismissal spot (socially distanced) until the student is picked up by their parent(s)/ride. Parents will drive up with their student's dismissal placard on their vehicle's window. Parents who walk to school may also walk up and pick up students directly from the line by showing the teacher their dismissal placard.</p> <p><b><u>2:15-2:25 - Pre-K Dismissal</u></b></p> <ul style="list-style-type: none"> <li>• PK Group A will line up by the South PK entrance socially distanced with their student dismissal placard while TA communicates the student name to their teacher.</li> <li>• PK Group B will line up at the East PreK entrance socially distanced with their student dismissal placard.</li> <li>• Teacher Assistants will escort the student to the doorway and deliver to the parent/guardian waiting. Students will wait in their classroom, socially distant while waiting to be picked up.</li> </ul> <p><b><u>2:50-2:55</u></b>  <b>Kinder dismissal – Kinder Class Group A</b></p> <ul style="list-style-type: none"> <li>• Parents will be asked to line up socially distant along the South Doorway facing playground stairs.</li> <li>• Parents/guardians will be required to have their child's dismissal placard with them so that the teacher can identify their child and call them to the doorway.</li> <li>• Students from both classrooms will remain in their classroom before being called to exit the building with their parents/guardians.</li> </ul> <p><b>Kinder dismissal – Kinder Class Group B</b></p> <ul style="list-style-type: none"> <li>• Parents will be asked to line up socially distant along the Southwest PK doorway (by Music Hall).</li> </ul>	Daily or as appropriate

- Parents/guardians will be required to have their child's dismissal placard with them so that the teacher can identify their child and call them to the doorway.
- Students from one class will line up on the wall directly in front of the Southwest PK doorway.
- The other Kinder class will line up, socially distant, along the opposite wall on the same hallway wall before being called to exit the building with their parents/guardians.
- This will ensure distancing between classes.

**2:50-2:52**

**1<sup>st</sup> grade dismissal** – At 2:50, teachers from two sections will guide students to exit the north doorway and make their way socially distant to their designated dismissal zone. Teachers from the other two sections will walk socially distant through the cafeteria and line up at their designated dismissal zone.

**2:52-2:54**

**2<sup>nd</sup> grade dismissal** – Starting at 2:52, 2nd grade teachers will lead students from their room, go down the stairwell and exit the north doorway and make their way socially distant to their designated dismissal zone. Each subsequent section will gauge their time to exit the same way while maintaining social distance.

**2:54-2:56**

**3<sup>rd</sup> grade dismissal** – Starting at 2:54, 3rd grade teachers will lead students from their room, go down the central stairwell and exit the cafeteria doorway and make their way socially distant to their designated dismissal zone. Each subsequent section will gauge their time to exit the same way while maintaining social distance.

**2:56-2:58**

**4<sup>th</sup> grade dismissal** – Starting at 2:56, two 4th grade sections will go down the stairwell by the Front Office and exit the main entrance and make their way socially distant to their designated dismissal zone. The second section exiting will gauge their time to exit the same way while maintaining social distance. One of the 4th grade sections will lead students from their room, go down the central stairwell and exit the main entrance and make their way socially distant to their designated

dismissal zone. Each subsequent section will gauge their time to exit the same way while maintaining social distance.

**2:58-3:00**

**5<sup>th</sup> grade dismissal** – Starting at 2:58, 5th grade teachers will lead students from their room, go down the south stairwell and exit the south PK doorway and make their way socially distant to their designated dismissal zone. Each subsequent section will gauge their time to exit the same way while maintaining social distance.

**Pick-up Areas**

PK - South PK entrance

Kinder - South entrance & Southwest PK entrance

1st grade - McKinley Avenue sidewalk

2nd grade - McKinley Avenue sidewalk

3rd grade - McKinley Avenue traffic circle

4th grade - Front of school by main entrance

5th grade - Gate in front of Roosevelt Avenue near 26th Street

Students remaining after dismissal will be escorted into the auditorium and seated using social distancing. TA(s) will monitor.

Front Office staff will notify TA(s) on duty when the parent/guardian/ride arrives. Office staff will verify the authorized individual for pick up. Office staff will notify TA to walk students to the front of the building.

**BOYS & GIRLS CLUB** - Assigned staff will pick up students at 2:50 and bring students to the auditorium. The students will sit in the middle section skipping three seats in between families. A monitor will sign in students and wait until BGC representative arrives.

**Van Riders** - Assigned staff will pick up students at 2:50 and bring to the rear of the building using socially distanced lines.

**Inclement Weather Dismissal Plan**

- Parents will not be allowed in the building when deploying the Inclement Weather Dismissal Plan.
- **Office Staff:** Will determine and confirm with the principal that we will conduct indoor dismissal no later than 2:00pm on the

	<p>day of. Office staff will then send an email/announcement to staff with the rainy day statement so that teachers can communicate it through the new parent blackboard portal.</p> <ul style="list-style-type: none"> <li>● <b>Social Media Coordinator:</b> will send an official “rainy day dismissal” facebook post for parents.</li> <li>● <b>Teachers:</b> will send the official rainy day statement through the blackboard parent link as soon as the rainy day is communicated to them from staff. Teachers will then have students ready to dismiss <u>no later than 2:55pm.</u></li> </ul> <p><b>Rainy Day Stations:</b></p> <ul style="list-style-type: none"> <li>● K, 4th, &amp; 5th will dismiss in the front.</li> <li>● PK, 1st, 2nd, &amp; 3rd will dismiss in the back</li> </ul>	
<p>Front Office Staff Teachers</p>	<p><b><u>Early Dismissals</u></b></p> <ul style="list-style-type: none"> <li>● Parents will call the office when they arrive at the school and notify Front Office staff they need an early dismissal for their child.</li> <li>● Office staff will verify the name of the person calling is authorized to pick up the student.</li> <li>● Office staff will record the name of the student leaving, name of person picking up, and time and reason for leaving.</li> <li>● Office staff will call the classroom for the student.</li> <li>● Students are informed to walk directly to the front office.</li> <li>● Office staff member will walk student outside, verify the ID of the person picking up and then release the student.</li> </ul>	<p>As needed</p>
<p>Teachers Nurse Teachers</p>	<p><b><u>Nurse Visits</u></b></p> <ul style="list-style-type: none"> <li>● Students with COVID symptoms will be picked up by the nurse and walked to the Nurse’s office to ensure social distancing.</li> <li>● If a student feels ill, the teacher will complete the Nurse Google Form.</li> <li>● The nurse will receive the Google Form alert and review the nature of the concern.</li> </ul>	<p>Daily</p>

	<ul style="list-style-type: none"> <li>• Custodial staff will clean the nurse's office during the day per recommended daily cleaning schedule.</li> </ul>	
Data Analyst Teachers	<p><b><u>Testing PC Lab</u></b> The computers will be labeled by number, and each student per class will be assigned a computer.</p> <p>The computer keyboards and mouses will be wiped down after each use, and the desk and chair will be cleaned after each use. At the end of the day, custodians will wipe down all tables and chairs thoroughly.</p>	Monthly
Counselor	<p><b><u>Counseling Plan</u></b> <b><u>Guidance Lessons</u></b></p> <ul style="list-style-type: none"> <li>• The Counselor will create a schedule for Guidance Lesson visits and push into classrooms.</li> <li>• Guidance lessons will be completed biweekly with counselor provided lessons on a theme.</li> <li>• Teachers are able to request additional guidance lessons based on student needs based on the counseling needs assessment.</li> </ul> <p><b><u>Individual Counseling Request</u></b></p> <ul style="list-style-type: none"> <li>• Teachers will complete a counseling request form as needed.</li> <li>• Counselor will let the teacher know when she will be seeing a student (within 24 hours depending on the campus/student need).</li> <li>• Counselor will pick the student up from their classroom for individual counseling session.</li> </ul> <p><b><u>Crisis Response</u></b></p> <ul style="list-style-type: none"> <li>• If students need to be seen immediately teachers will press the emergency button for the counselor.</li> <li>• Counselor will respond to alert and complete crisis response protocol with students.</li> <li>• If the counselor is unavailable, an administrator will report to the classroom.</li> </ul>	Weekly
Library/Media Specialist	<p><b><u>Library</u></b> Students will not visit the library. Librarian will be part of the Specials</p>	Daily

	rotation every other week. Librarian/Clerk will create a mobile library using a cart and laptop for check out.	
Music Teacher Art Teacher	<b><u>Art/Music</u></b> – Specials' teachers will report to the homeroom class to conduct lessons according to the master schedule. They will bring needed materials and their laptop.	Daily
P.E. Teacher	<b><u>P.E.</u></b> - Coach will report to the homeroom class to conduct lessons according to the master schedule. If weather permits, class will be walked to an outside location for physical activity. Class will stay together and socially distance during transition and activity.	Daily
Dyslexia Teacher Inclusion Teacher Speech Therapist	<b><u>Dyslexia/Resource/Speech</u></b> All students will be picked up from the class and taken to their service location. Students will be walked back to class after services.	Daily

## Transportation

Only a limited number of students use transportation at Sam Rosen ES.

Person Responsible	Action Item	Progress Notes
ECSE Teacher & TA	<b>ECSE Bus</b> – Students will be picked up from their home and dropped off at the campus at 7:45 am. Assistants pick up and take to class to begin breakfast. Students taken to the bus at 2:10 pm for dismissal	Daily
Select Staff	<p><b>BOYS &amp; GIRLS CLUB</b> - Assigned staff will pick up students at 2:50 and bring students to the auditorium. The students will sit in the middle section skipping three seats in between families. A monitor will sign in students and wait until BGC representative arrives.</p> <p><b>Van Riders</b> - Assigned staff will pick up students at 2:50 and bring to the rear of the building using socially distanced lines.</p>	Daily

## Cafeteria & Food Service

Procedures have been put in place to ensure students and staff are safe during this portion of the day.

Person Responsible	Action Item	Progress Notes
Smith & Cafeteria Crew	Breakfast in the classroom – 7:45-8:00 Drive up meals - 8:00 am - 9:00 am, Mondays & Thursdays <ul style="list-style-type: none"> <li>● Monday meal pick-up will include breakfast &amp; lunch for Monday, Tuesday, &amp; Wednesday.</li> <li>● Thursday meal pick-up will include breakfast &amp; lunch for Thursday and Friday</li> </ul>	Daily
Smith & Cafeteria Crew Identified staff	Lunch schedule <ul style="list-style-type: none"> <li>● Lunch will be between 10:00 am and 12:40 pm</li> </ul>	Daily
Diaz, Mrs. E, A.Lopez PE TA Admin	Lunch supervision	Daily