



ML Phillips 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

At ML Phillips, the safety of students and staff is paramount during these unprecedented times of COVID 19. Every effort will be made to minimize exposure, contamination and risk to all stakeholders. ML Phillips will provide every student with equitable access to high quality, culturally and personally relevant instruction, curriculum, support, facilities, and other educational resources, even when this means differentiating resources to accomplish this goal. In-person instruction for the 2020-21 school year will be safe, organized, and an engaging experience for all students.

All students and staff will be screened for COVID-19 symptoms daily. Individuals who present with symptoms will be isolated with the campus nurse, cared for safely, and sent home.

Person Responsible	Action Item	Progress Notes
Students/Parents	<ul style="list-style-type: none"> Parents must ensure they do not send a child to school on campus if the child has lab-confirmed positive COVID-19 test results. All students, including students in grades PK-5th grade, will wear face masks while on campus. All students in Fort Worth ISD will wear face masks while on a school bus, in a school facility, and throughout the school day. The campus will provide students with cloth and disposable masks as needed. 	Daily
Teachers	<ul style="list-style-type: none"> Teachers will monitor students and refer to the nurse if any symptoms are present. 	Daily
Nurse	<ul style="list-style-type: none"> If a temperature is over 100 degrees, the nurse will isolate the student in our COVID 19 isolation room. Parents/Guardians will be notified to come to campus and pick up the student. 	Daily
Administration	<ul style="list-style-type: none"> Administration will be notified when a staff member or student presents with symptoms of COVID-19 or has tested positively for COVID-19. Administration will report when a staff member or student presents with symptoms of COVID-19 or has tested positively for COVID-19 and begin the contact tracing process. 	

	<ul style="list-style-type: none"> Administration will advise the campus community of the presence of any COVID-19 cases and notify those that need to quarantine while respecting the rights of those with COVID-19. 	
<p>All members of the school community</p>	<p><u>Isolation Protocols</u></p> <ul style="list-style-type: none"> Staff and students should not enter campuses or District buildings if any of the following apply: <ul style="list-style-type: none"> 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. They have a household member who is awaiting COVID-19 test results, or they are awaiting their own test results <p><u>Student or Staff Displaying COVID-19 Symptoms Protocols</u></p> <ul style="list-style-type: none"> Symptomatic COVID-19 positive students and staff will remain isolated until the three conditions below are met: <ul style="list-style-type: none"> They are 1-day (24 hours) fever-free <u>without using fever-reducing medication</u>; They have improved symptoms (cough, difficulty breathing, etc.); <u>10 days</u> have passed since symptoms began. Asymptomatic COVID 19 positive students and staff will remain isolated until the two condition below are met: <ul style="list-style-type: none"> No symptoms develop; <u>10 days</u> have passed since COVID-19 test date. 	<p>Daily</p>

Campus Transitions for Students

Arrival: Our campus doors will open at 7:40am. Students will enter at their designated grade level entrance. Older siblings will enter at the youngest sibling's entrance. Temperatures will be taken at the entrance of all students' classroom by the homeroom teacher. Students may not be dropped off or enter the building before 7:40 am.

At 7:40 am multiple entry point doors will be opened allowing students to walk straight to class.

- PK/K/1st - Front entrance right door
- 2nd/3rd - Front entrance left door
- 4th/5th - Staff parking entrance

Parents will not be allowed to enter the school building and/or walk students to classrooms.

At 8:00 AM exterior doors will be locked and tardy students have the temperature taken by the front office upon arrival and checkin.

Dismissal: Parent pick-up occurs at our designated dismissal locations. PK and K will enter at entrance 6

- RISE (SPED) will dismiss at door 1
- 1st & 2nd will dismiss at door 5
- 3rd will dismiss at door 3
- 4th will dismiss at door 8
- 5th will dismiss at door 7

Teachers will remain at designated dismissal locations until 3:10.

All remaining students will be escorted to the front office at 3:10 for parent sign-out.

Person Responsible	Action Item	Progress Notes
Teachers	<p><i>At doorways at 7:40</i></p> <ul style="list-style-type: none"> ● Teachers will correct uniform infractions asking students to wear masks over face and nose. ● Teachers will check student temperatures at the entry of the classroom. 	Daily
Teaching Assistants and Support Staff	<ul style="list-style-type: none"> ● Will be stationed throughout the campus in hallways and doorways to monitor student's entry and use of masks and hand sanitizer. 	Ongoing
Teachers & Support Staff	<ul style="list-style-type: none"> ● Dismissal is staggered by classroom teacher. Grade levels will dismiss to their designated area and assigned location located around the perimeter of the school. All employees will have an assigned dismissal duty to ensure student safety. Students will maintain social distancing in line while waiting for parent or other transportation arrival. 	Daily
Teachers & Support Staff	<ul style="list-style-type: none"> ● At recess, students are assigned to different play areas by classroom teacher to minimize contact between students. Homeroom classroom teachers and other support staff on duty will monitor for social distancing and other health and safety best practices. 	Daily

Transportation

Person Responsible	Action Item	Progress Notes
Students	<ul style="list-style-type: none"> ● All student families will conduct a daily wellness check with their child, including a temperature check, prior to sending their child to the bus stop. IF the temperature is at or over 100 degrees F, they are to remain home and students will not be allowed to ride the bus. ● Students will allow bus driver to take their temperature. ● Students will proceed to assigned seat. ● Students will wear a mask at all times 	Daily
Bus Driver	<ul style="list-style-type: none"> ● Take temperatures ● Wear mask and gloves 	Daily
Support Staff	<ul style="list-style-type: none"> ● Assigned monitors will receive buses, escort students to the cafeteria, and monitor students at designated seats. 	

Cafeteria & Food Service

<ul style="list-style-type: none"> ● In an effort to maintain proper distancing and monitoring of students, students will eat lunch at their designated pods/desks in the classroom. ● Parents/guardians will not be permitted to eat lunch with their child until further notice. ● Students who choose virtual learning will pick up meals in a “grab and go fashion” via drive-through at circle drive entrance 3 from 7 am -9 am Mondays and Thursdays. 		
Person Responsible	Action Item	Progress Notes
Teachers & Support Staff	<ul style="list-style-type: none"> ● Support staff will pick up and deliver lunches to classrooms. Students will eat in the classroom at their designated seat. ● Assigned monitor will actively monitor students. ● Students will wash/sanitize their hands after lunch. 	Daily