

Leonard Middle School 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

Preparation:

Before the school building re-opens, Leonard Middle School will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency (TEA) and other jurisdictional policies
- Providing communication of procedures and expectations upon entering facilities and throughout buildings

Training:

- Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
- LMS teachers will attend training and develop classroom procedures consistent with TEA, District and CDC guidance.
- All LMS staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.

Student and Staff Pre-Screening

All Leonard Middle School students and staff will pre-screen for COVID-19 symptoms daily prior to arrival.

- Staff will be required to complete a self-screening process prior to entering LMS and any Fort Worth ISD building, and the District may require further screening of employees at any time based on current state and federal guidelines.
- Students are required to prescreen for COVID19 symptoms each day prior to coming to school.
 - o Students will need to take their temperature daily. Staff will also take the student's temperature upon arrival to the school building if their self-check has not been completed.
 - o Parents must ensure they do not send a child to school on campus if the child has lab confirmed COVID-19, COVID-19 symptoms, have been in close contact with people with confirmed COVID-19 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.
- Staff and students should not enter campuses or District buildings if any of the following apply:
 - o They are sick or have been sick in the past 14 days.
 - o 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.
 - o They have a household member who is awaiting COVID-19 test results, or they are awaiting their own test results.
 - o 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 during the school day. LMS teachers and staff will monitor students and refer them to the nurse if symptoms are present.
- Students with a fever or exhibiting symptoms will be placed in isolation of other students and staff members (see Isolation Procedures for additional information).

Personal Protective Equipment

One of the most effective measures to prevent the spread of the virus is using face masks. **All students in Fort Worth ISD will wear face masks while on a school bus, in a school facility, and throughout the school day.**

- Masks include non-medical grade disposable face masks or cloth face coverings over the 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.
 - o Individual needs regarding face masks will be addressed on a case-by-case basis.
 - o Requests for accommodations should be submitted to campus administration.

Handwashing and Disinfecting

Frequent hand sanitization and disinfection 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, outside of classrooms, in the cafeteria, and in common areas throughout the campus.
 - o Staff and students will be expected to regularly wash or sanitize 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 disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

Daily Campus Cleaning

Leonard Middle School will utilize safe practices for the cleaning, sanitizing, and disinfecting of our school campuses while allowing students to engage in classroom activities. To ensure a sanitary environment for students and staff, LMS will provide:

- Routine cleaning with special attention to specific high use areas

- o such as door handles, knobs, and buttons.
- Increased disinfecting throughout the school day for restrooms and any other high-use common areas.
 - o Restrooms will be frequently stocked with soap
- Daily application of disinfectants registered with the EPA and approved for contact services.
- Daily spraying of our facility and classrooms including items such as computer keyboards, math manipulatives, books, etc.
- Cleaning supplies for each classroom, such as EPA certified disinfectant spray and disinfectant wipes to clean desks and surfaces periodically.
- Professional development for campus custodians on the disinfecting of LMS should a confirmed case of COVID-19 be identified at LMS 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, hand washing and sanitizing:

- 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.
- LMS 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.
- Each classroom will be outfitted with the following:
 - o Visual reminders of distancing requirements
 - o Areas marked off for common spaces
 - o Refillable alcohol-based hand sanitizer stations.
 - o Access to disinfectant to sanitize working surfaces.
 - o No-touch thermometers for temperature checks.

Isolation Procedures and COVID-19 Cases

For students displaying symptoms of COVID-19 or who are feeling feverish, the school nurse will provide clinical assessments to determine if and when students need to be sent home.

- Students who are ill will be isolated from their peers and should be picked up as soon as possible.
 - o Students will be isolated in the nurse's office with a supervising adult at an appropriate distance while waiting for a parent or guardian to pick them up or instruct to drive or walk home
- Staff members displaying COVID-19 symptoms will follow District protocols, including isolation from students and other staff members.

- If an individual who has been in a school is lab-confirmed to have COVID-19, WHHS administrators will notify the Fort Worth ISD Health Services Department.
 - o Schools will identify any areas impacted by COVID-19 positive individuals for proper cleaning and disinfection.
 - o District communication will be provided to the students who came in close contact with a student or staff member displaying COVID-19 symptoms.
 - o Communication will be provided without disclosing the name of the infected individual.
 - o Individuals will be required to follow advice from the medical professionals including the possible imposition of a 14-day quarantine.
 - o Campuses and/or classrooms will be closed for cleaning in accordance with current guidelines.
- Students and staff will be permitted to return to school when the following three conditions are met:
 - o They are 1-day (24 hours) fever-free without using fever-reducing medication;
 - o They have improved symptoms (cough, difficulty breathing, etc.);
 - o 10 days have passed since symptoms began

COVID-19 Reporting Protocol

In the event of confirmed positive instances of COVID-19 at Leonard Middle School, campus staff have specific reporting obligations. All the following personnel must be notified in the event of a confirmed positive:

1. Campus Administrator
2. Campus Nurse

The COVID-19 Positive Case Communication Protocol will be initiated by Principal Mandi Murphy and Assistant Principals addressing:

- ✓ Who has tested positive
- ✓ Date(s) and location(s) impacting the facility
- ✓ Potential close contacts
- ✓ Areas to be cleaned and disinfected

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. Deputy Superintendent will inform the Superintendent and the Board of Trustees, as necessary or appropriate.
- ✓ Communicate with campus administrator to send notification to those with known exposure to the affected individual. *
- ✓ Provide public notification letters to direct supervisor or campus administrator for distribution as appropriate. *

*Communication will be provided without disclosing the name of the affected individual.

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.

Campus Transitions for Students

Staff and students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.

- Staff and students are expected to stay to the right of the hall when walking and only go one way in halls – halls will be clearly marked with signs
- When possible, it is recommended that students make transitions outside of the building.
- Schedules have been written to ensure that limited classes transition at the same time.
- Students and staff must wear face masks in the halls and are discouraged from congregating in the halls.

Transportation

Student Safety

- All students' families complete a daily wellness self-check from home (including a temperature check) prior to sending their students to the bus stop.
- If a student has a temperature of 100 degrees Fahrenheit or higher, they are to remain at home.
- Hand sanitizer will be available to all passengers.
- Students will wear face masks while on a school bus, in a school facility, and throughout the school day.
- Social distancing practices will be followed to the greatest extent possible on the bus.
- All drivers will check in with dispatch and have their temperature checked upon arrival prior to receiving their keys and route.
- Drivers will wear appropriate PPE, including face masks.

Ventilation on the Bus

- Efforts will be made to increase the ventilation on the bus to reduce the spread of COVID-19.
- A/C filters will be replaced with greater frequency.

Environmental Hygiene

- Proper cleaning schedule will be followed to ensure debris is removed.
- Each bus will be sprayed with a disinfectant upon completion of each day.

COVID-19 Impact Notification

- Campuses will communicate with the Fort Worth ISD Transportation Department regarding cases in which a student has been impacted by COVID-19.

LMS Morning Drop Off

- Students will exit the bus on the East side of the building near the gym
 - Students will enter the building starting at 8:40 by entering the gym. All students who enter the building before school begins will report to the cafeteria.
- Car drop offs will take place at the front of the school along Chapin. These students and walkers will enter the school at the front, main entrance beginning at 8:40 and report to the cafeteria.

- Staff will be positioned around the school, both inside and outside, and within the cafeteria to monitor students.

LMS Afternoon Pick-Up

- Students who ride the bus report to the East side of the building to find their bus lined up in the parking area.
- Students who are picked up will report to the front of the building on Chapin Lane to find their rides.
- Walkers may leave to head home.
- Dismissal for all students in portables will begin at 4:25
- Dismissal for students with classes in the Hallways 400 and 900 will begin at 4:28
- The remainder of the school will dismiss at 4:32

Cafeteria & Food Service

LMS has adopted to add a second lunch to accommodate social distancing and the number of protentional students on campus during lunch.

Lunch Times

- 6th grade – 11:30-12
- 7th grade– 12:05 – 12:35
- 8th grade – 12:45-1:15

Cafeteria & Well Capacity

- **200 people**
- 3 students per table
- Tables in Parent Area, Well, Reading Center, Library Hall area
- Seats at the lunch table marked with an X – will be left empty allowing students to set every other seat
- Tables are 6 feet apart

Seating Chart

- Seating charts will be made and recorded by staff daily
- Tables will be labeled

Lunch Pick-Up

- Students must pick-up lunch inside the cafeteria; lunches will be prepackaged and will be free for all students. Students will swipe their ID or give their ID number to a Sodexo representative.
- Students will enter the area sit at their tables and go to the lunch line as assigned by staff