

Oaklawn 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 employees and students (with parental help) will complete the self-screening prior to entering the building. All employees will sign-in daily and indicate that they have completed the self-screening with a yes or no. Employees are encouraged to use their own pen, and sanitizer should be made available at the check-in station. In the interest of protecting the health and safety of all employees and their families, the District will institute the following protocols and expectations as we return to the workplace. The following health and safety precautions will be in place at all times.

Employees and students:

- Wear masks at all times when in the building and in the presence of others.
- Maintain social distancing from all others at all times, including elevators.
- Utilize the hand sanitizer station upon entry, wash hands with soap and water throughout the day, and cover your sneeze or cough.

Employees:

- Sanitize their work stations throughout the day and upon leaving for the day with the supplies that have been provided.
- Report to your immediate supervisor any concerns that arise regarding possible exposure to someone who has tested positive to COVID-19.
- Supervisors made aware of an employee who has tested positive for COVID-19 will follow the FWISD Response Guidelines (see attached flow chart).

Person Responsible	Action Item	Progress Notes
All Campus Employees and Students	Complete self-screening	Daily
All Campus Employees	Sign in daily at front office	Daily
All Campus Employees and Students	Wear masks, social distance 6 feet, wash hands throughout the day either with soap and water or hand sanitizer	Daily
All Campus Employees and Students	Sanitize work stations throughout the day	Throughout the Day
All Campus Employees	Report possible COVID-19 exposure to supervisor	Immediately
All Campus Employees	Report positive testing for COVID-19 to supervisor	Immediately

Campus Transitions for Students

Reduce COVID-19 transmissions by modifying classrooms layouts, limiting crowding, and restricting mixing between groups.

Person Responsible	Action Item	Progress Notes
Staff Members	Receive, greet, ensure students are wearing face coverings. Check temperatures as students enter the building.	Daily
Administrators	One-way traffic markers on staircases	Completed
Administrators	Walking pathways will be throughout the building designating social distancing.	Completed
Administrators, Teachers and Staff	During arrival and dismissal doors will be propped open	Ongoing
Teachers	Maintain seating charts, maintain students in pods.	Daily
PK and Rise	Utilize restrooms in their class only.	Daily

Transportation

Parent Drop-Off from Cars

- Parents will not be allowed in the buildings. Parents must remain in the car in the drop off lanes.
- Staff will help students out of the cars once they have passed the COVID-19 screening.

Rise students

Enter and exit through the doors by the elevators and load into the buses in the back-loading area (the key).

Walkers

Will enter through the main entrance to have temperatures checked.

Person Responsible	Action Item	Progress Notes
Administrators	Car riders will be dismissed based on a call out system. Parents will remain in their cars and post specific signage in the car window.	Ongoing
Leadership team and TA's	Arrival: Receive, greet, ensure students are wearing face coverings (give disposable covering if needed). Temp check as they enter the buildings. Dismissal: TA's walk students to front door as they get called	Daily
TA's	Rise Students Arrival: Receive, greet, ensure students are wearing face coverings (give disposable covering if needed). Temp check Dismissal: Walk student to bus by the elevator doors	Daily
Teachers	Students will be dismissed through designated exits. Siblings connections will be done outside by the flag poles.	Daily

Cafeteria & Food Service

Provide food for all students, virtually and in person.

Breakfast will take place in the classrooms. Lunch will take place in designated areas around the school.

Person Responsible	Action Item	Progress Notes
Cafeteria Personnel	Prepare and deliver breakfast to each classroom.	Ongoing
Teacher Assistants	Monitor social distancing throughout the cafeteria.	Daily
Assistant Principal McCone	Social distance markers will be placed on tables in the cafeteria to designate seating.	Near Completion
Cafeteria Personnel	Tables will be cleaned after each lunch	Throughout the Day
Cafeteria Personnel	Food will be provided for virtual students to pick up Monday and Thursday. 7:00 a.m. -9:00 a.m.	Mondays and Thursdays
Cafeteria Monitors and Teachers	Students will seat in assigned seats according to the seating chart.	Daily