

2020-2021 | RETURN TO SCHOOL PLAN



# WELLS ISD

COVID-19 RESPONSE FOR OPERATIONS (10.9.2020 update)

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# INTRODUCTION

As a school district, Wells ISD is looking forward to welcoming students return on August 10<sup>th</sup>. It is our mission that in spite of COVID-19 and the challenges presented we provide successful and safe learning experiences to all individuals. We have been planning for weeks for our response to the educational needs of all our students, and as guidance changes, we will update our plans as needed.

We are planning two different instructional arrangements for our students following the TEA guidance that has been released. In planning the instruction of our students, we are also following CDC guidance and Texas Department of Health recommendations.

As all of these reference materials change and update, please understand that our approach, expectations, and requirements will change and update. Please make sure that you have signed up for the school messaging center, as well as follow us on Facebook and regularly check our website at [www.wells.esc7.net](http://www.wells.esc7.net).

## 2020-2021 STUDENT REGISTRATION

**Student registration will take place online through the parent portal of Skyward. Please complete registration for your student before August 14, 2020. If you need your login information, please contact campus secretaries.**

## KEY PRIORITIES AND FOCUS AREAS

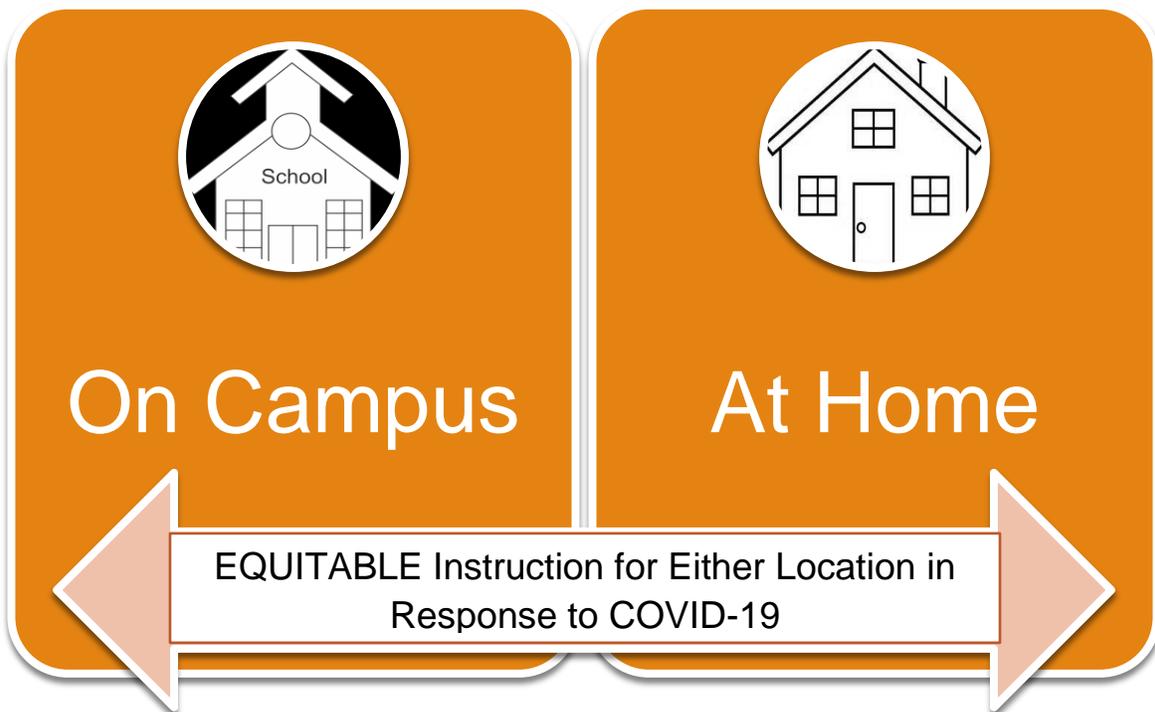
- ✦ **Public Health And Safety**
- ✦ **Instructional Continuity**
- ✦ **Maintaining Workforce**
- ✦ **Parent Choice**
- ✦ **Equity**
- ✦ **Innovation**
- ✦ **Communication**

# SOURCES OF INPUT

- ✦ Family/ Community Survey
- ✦ Regular Communication with Faculty and Staff
- ✦ Involvement with Cherokee County Health Department
- ✦ Consultation with TMT Facilities Services
- ✦ Superintendent Advisory Committee (Administrators/ Faculty/ Staff)

# FALL 2020: INSTRUCTIONAL INFORMATION

As students of Wells ISD, at home learning as an option for daily education has been suspended until further notice. If a response to COVID-19 is required, at-home learning for the individuals affected will resume.



We are committed to providing instruction that is meaningful and essential to the students while at home for a COVID-19 related response.

- ✦ On Campus learning is the traditional school day. Students will have a schedule, and move through-out their day as normal as possible with COVID-19 response measures in place.
- ✦ At Home learning is an online based learning approach. Each campus will have their own requirements for instruction provided online that will best fit the age-appropriate educational needs of students.

# WELLS ELEMENTARY FROM HOME (COVID-19 Response Protocol)

## Instructional Schedule

### Teacher Interaction

- ✦ Teachers will be able to interact with remote students on a daily to weekly basis.
- ✦ Teachers will have designated remote learning office hours in order to interact and provide feedback and interventions for remote students.
- ✦ Students will be able to access instructional support/direct teaching from the teacher through their instructional platform (Google Classroom) and/or during teacher office hours.

### Students

- ✦ Students will have resources available to be sent home or access online to support teacher instruction.
- ✦ Special Education department will continuously monitor and collaborate with teachers to ensure that IEPs are being followed.

### Remote Instruction

- ✦ Remote instruction will encompass the same concepts and assignments, when appropriate, to that of the direct teach students physically on campus
- ✦ All students will meet the instructional minute requirements of 180 or 240 minutes daily depending on grade level as prescribed by TEA.

### Materials Design

- ✦ Our current TEKS curriculum can and will be used in the remote learning setting.
- ✦ Remote students will practice, be assessed over, and expected to master TEKS just as on campus students within the classroom.
- ✦ Current materials (HMH-Reading/Math, Pearson-Science/SS, Mentoring Minds-Math, Istation-Reading/Math Support, Renaissance

360-Reading/Math Support) will be used to practice and reinforce TEK concepts.

- ✦ Teachers will include in lesson plans and discuss usage in Biweekly Team Meetings.

## Student Progress

- ✦ Teachers will have time built within the day in order to develop/plan remote learning course coverage.
- ✦ Teachers will be able to track student progress daily through the submission of assignments and assessments through the instructional platform (Google Classroom 4<sup>th</sup> through 6<sup>th</sup>). PreK- 3<sup>rd</sup> will be more paper-based based on student access to electronic devices. Interventions and feedback will be given off of student performance.
- ✦ Teachers will perform progress monitoring based off of the TEKs to ensure comprehension and determine interventions for remote learners.
- ✦ Student feedback will be given on a daily to weekly basis depending on concepts being taught through the use of office hours (phone calls, emails, or Zoom type meetings).
- ✦ Grading Policy for remote learning will be the same as grading policy for on campus students.

## WELLS JUNIOR HIGH & HIGH SCHOOL AT HOME (COVID-19 Response Protocol)

	AT SCHOOL	AT HOME
DEVICE	Laptops	Personal device, or district provided laptop
INTERNET	District provided Wi-Fi	Households will have to provide internet, use provided school Wi-Fi outside of schools hours, or qualify for a school provided HotSpot

LEARNING MANAGEMENT SYSTEM	Students will have face to face instruction, work will be submitted through Google Classroom (4-6) and SeeSaw (PreK-3)	Student will access and submit instruction through Google Classroom/ SeeSaw
DAILY ATTENDANCE	Attendance will be checked daily by the teacher	In order to be counted present the student must do at least one of the following each day: <ol style="list-style-type: none"> <li>1. Submit an assignment through Google,</li> <li>2. Interact with the teacher through a Google Meet/Zoom,</li> <li>3. Interact with the teacher through Google Classroom discussion or comments.</li> </ol>
SUBMITTING ASSIGNMENTS	Assignments will be submitted through Google Classroom, or directly to the classroom teacher	All assignments will be submitted through Google Classroom <b><i>There will be no paper assignments distributed, nor will assignments be submitted through text or email.</i></b>
GRADING	Grading policies as outlined in the Student Handbook will be followed	Grading policies as outlined in the Student Handbook will be followed
EXTRACURRICULAR PARTICIPATION	Students who meet eligibility requirements are eligible to participate in activities	If meeting eligibility requirements, students are eligible to participate at parental discretion
INSTRUCTIONAL SUPPORT	Students will receive instructional support from the teacher in the classroom	Students will receive instructional support from 7:50-3:25 through Virtual Office Hours, through Google Meet or Zoom, teacher email/text message, or the at home learning resources.

# ATTENDANCE ACCOUNTING FROM HOME

Measurement frequency is daily. Under our learning plan, students earn daily attendance through daily engagement measure(s).

The approved engagement methods are listed below:

- ✦ Daily progress in the Learning Management System (Google Classroom SeeSaw), as defined in the learning plan; or
- ✦ Daily progress via teacher-student interactions, as defined in the approved learning plan; or
- ✦ Completion/Turn-in of assignments from student to teacher (potentially via email, on-line).

Student engagement with Google Classroom or other instructional avenues and/or any daily contact by the teacher with a student focused on supporting or monitoring student academic progress will establish daily attendance.

A student will be considered absent if the student does not have documented engagement with Google Classroom and/or daily contact with the teacher, and/or documentation of completion/turn in of daily assignments. A teacher or campus representative will input the student's daily attendance into the Skyward based on the student's daily engagement with Google Classroom or other instructional avenue and/or the daily contact with the teacher, by marking the student remotely present or absent on that day.

# INSTRUCTIONAL ROLES IN EITHER ENVIRONMENT

## STUDENT

- Be Prepared
- Complete Coursework on time
- Attend class daily
- Utilize Google Calendar
- Attend tutorials
- Ask for HELP as needed
- Have GRIT through perseverance
- Take digital resources home everyday in case of overnight closure

## PARENT

- Access Parent Resources
- Help students prepare
- Enroll in Google Classrooms
- Access Parent Portal Regularly
- Help students access teacher help tools (tutorials, etc.)

## TEACHER

- Plan meaningful lessons
- Upload information and resources in a timely manner
- Provide meaningful instruction
- Manage resources
- Follow expectations as defined by principals
- Update grades, Google Calendar, and Students and Parents REGULARLY
- Communicate with all parties on needs
- Take digital resources home everyday in case of overnight closure

# LEARNING TOOLS MADE AVAILABLE

## Devices

- Grades PreK-3
  - SeeSaw
  - Paperbased Educational Packets
- Grades 4-12
  - Lenovo N Laptops
  - Hotspots as needed

## Instructional Platforms

- SeeSaw (PreK-3)
- Google Classroom
- All other necessary links and platforms will be provided through Google Classroom

## Online Resources

- SEESaw
- Google Classroom
- Skyward
- Google Calendar
- Teacher Emails
- Student Emails
- Google Drive

# RETURN TO SCHOOL PROTOCOLS

## PREPARATION FOR OPENING SCHOOLS

All staff will receive training for proper sanitizing procedures, handling of students with suspected cases, and proper usage of PPE.

In addition, Wells ISD will be:

- ✦ Ensuring adequate supply of PPE for personnel
- ✦ Utilizing cleaning supplies that are approved by the EPA for schools
- ✦ Ensuring compliance with CDC, Health and Human Services, the TEA, and other jurisdictional policies
- ✦ Providing Communication or procedures and expectations upon entering facilities and throughout buildings

## SCREENING AND ISOLATION PROTOCOLS

### SCREENING

1. Students: 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) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. If students appear to school staff to not be feeling well, the student will go to the nurse for a temperature check and additional screening.
2. School Employees: School systems must require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. Symptoms are listed at the end of this document. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual

who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.

## ISOLATION

- ✦ For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- ✦ Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- ✦ Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.
- ✦ If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- ✦ Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- ✦ District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
- ✦ Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- ✦ Students and staff who have tested positive for COVID-19 will be permitted to return to school when:

- They are 3 days (72 hours) fever-free without using fever-reducing medication; **and**
- Improved symptoms (cough, difficulty breathing, etc.); **and**
- 10 days have passed since symptoms began.

## PERSONAL PROTECTIVE EQUIPMENT PROTOCOLS

Schools are required to comply with the governor's executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. This requirement is subject to change.

- ✦ 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.
- ✦ Staff and students will appropriately wear face coverings at all times.
- ✦ Students in pre-k through third grade may wear face coverings in hallways, common areas and during arrival and dismissal. Students in Pre-K through second grade may wear face shields while in their classrooms at various times.
- ✦ Students in fourth through twelfth grades will wear face coverings at all times while at school.
- ✦ It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
- ✦ Students will not be required to wear face coverings while eating but will be distanced 6 feet apart to the greatest extent possible.
- ✦ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- ✦ Additional protective equipment will be provided to school nurses for use in the clinic.

# CAMPUS VISITORS

## SCREENING & PPE

Campus staff should consider utilizing virtual meeting options to limit campus visitors. At this time, parents should contact the school via e-mail and phone to communicate with school personnel. Access to the campus by parents will be limited to the front office and will be subject to additional screening procedures and PPE requirements listed below. District personnel who require access beyond the front office will wear a face covering.

### **Visitor Screening/PPE Requirements**

- All visitors will be subject to screening by way of a symptom screening form before entering any Wells ISD facility. Visitors may be subject to random temperature checks.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as meetings, ARDs, LPACs, 504s, etc.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

## DISINFECTING PROTOCOLS

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

- ✦ 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.

## HANDWASHING PROTOCOLS

- ✦ 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 or sanitize their hands.
- ✦ Requirement for hand washing and/or use of Wells ISD-provided hand sanitizer:
  - Elementary & Secondary
    - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
    - Habitual and thorough hand washing after recess, before eating and following restroom breaks.

## CAMPUS CLEANING AND DISINFECTING PROTOCOLS

### DAILY

- ✦ Each classroom and restroom will be cleaned and disinfected.
- ✦ All high-touch areas will be disinfected throughout the day.
- ✦ Custodians will be expected to wear PPE (masks and gloves) during work hours.
- ✦ Cafeterias will be disinfected between lunch periods.

- ✦ Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

## RESTROOMS

- ✦ Campus staff have developed plans based on their individual campus needs to limit the number of students that enter the bathroom at one time.
- ✦ Elementary campuses may consider the scheduling of whole class restroom breaks to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- ✦ Increased disinfecting by custodial staff will occur throughout the school day.
- ✦ Staff and students must wash hands with soap and water prior to exiting the restroom.
- ✦ Visuals indicating proper handwashing techniques and social distancing will be displayed to consistently reinforce this practice.

## BUSES

- ✦ Buses will be fogged with disinfectant after each route, both morning and evening.
- ✦ Weather permitting, all windows and doors will be left open to provide fresh air circulation between routes
- ✦ Windows will be down during routes (weather permitted)

# COMMON AREA AND MEETING PROTOCOLS

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ✦ All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- ✦ Classes/grade levels will sign up to reserve common areas.
- ✦ Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- ✦ There will be procedures for students to sanitize their spaces before and after usage.
- ✦ Number of students in a common area will be based upon social distancing practices.
- ✦ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- ✦ The use of virtual meetings/videoconferencing is preferred when possible, including PTA meetings, ARDs, LPAC, booster club meetings and events.
- ✦ When necessary, administration must create a plan for PTA/booster visitation and areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- ✦ If meetings must be held in person, all social distancing protocols will be implemented:
  - Facial coverings
  - Six-foot social distancing when possible
  - Limiting the sharing of materials/supplies

# POSITIVE COVID CASE ON CAMPUS PROTOCOL

{View Figure 1.1, end of document}

# EXPOSURE PROTOCOL

{View Figure 1.2; end of document}

# CAMPUS HEALTH & SAFETY PROTOCOLS

## TRAINING

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

### Safety Training for Protocols & Procedures

#### Student

- ✦ Students will participate in training specific to newly adopted health and safety protocols.
- ✦ All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- ✦ If a student is experiencing symptoms they need to immediately notify a teacher.

#### Parent

- ✦ Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
- ✦ Parents are asked to read all campus and District communication about health and safety protocols and to reinforce with their children.

#### Teacher/Staff

- ✦ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.

- ✦ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- ✦ All staff will monitor students that exhibit symptoms and will be required to notify the nurse.

## SCHOOL ARRIVAL & DISMISSAL

**Arrival:** When possible, separate entrances will be utilized for car riders, bus riders, walkers and daycares. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas set by each campus. Parents will not be allowed to walk students to classrooms.

**Dismissal:** Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and students will be encouraged to sanitize hands prior to exit. Sibling connections at Elementary campuses will be done outside the building. Separate exits will be utilized for car riders, bus riders, walkers and daycares. Parents picking up students during the day will be required to call ahead so that students can be sent or accompanied to parent vehicles upon arrival. Office staff will sign the student out, documenting both the time the student left the building, as well as the time the parent requested for early dismissal.

# BUS TRANSPORTATION

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed.

## Transportation COVID-19 Protocol: Parent Information

The Wells ISD Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes as well as field trips. Bus routes will run at regular capacity. Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off, carline or walk with their student to school to reduce possible exposure on buses.

***We are requiring all of our drivers and students to wear masks while on the school bus.***

### **General Education/Special Needs Loading and Unloading Procedures**

#### Bus Stop Expectations

- ✦ Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
- ✦ Students should NOT share food, drinks or personal devices.

#### Morning Boarding Bus Procedures

- ✦ Students should practice social distancing as they approach and board the bus.
- ✦ Use hand sanitizer (provided near the bus stairwell).
- ✦ Seating: Students will be seated starting from the back seats, then toward the front.

- ✦ Considerations for siblings & younger students mixed with older students.
- ✦ Bus in motion rules: Standard Wells ISD bus rules apply.
- ✦ Students should NOT share food, drinks or personal devices.

## Unloading at Campus

- ✦ Unloading will start from the front to the back.
- ✦ Students should practice social distancing and follow campus guidelines.

## Afternoon Campus Boarding Bus Procedures

- ✦ Students should practice social distancing as they approach and board the bus.
- ✦ Use hand sanitizer (provided near stairwells).
- ✦ Seating: Students will be seated starting from the back seats then toward the front.
- ✦ Considerations for siblings & younger students mixed with older students.
- ✦ Bus in motion rules: Standard Wells ISD bus rules apply.
- ✦ Students should NOT share food, drinks or personal devices.

## Unloading at Bus Stop

- ✦ Unloading will start from the front to the back.
- ✦ Students should practice Social Distancing and avoid gathering in groups of 10 or more.
- ✦ Students should NOT share food, drinks or personal devices.

## Disinfecting Protocol

### Between each AM & PM Campus drop-off

- ✦ Custodian staff will fog buses with disinfectant after each route.
- ✦ Weather conditions permitting, various bus windows and the roof hatch will be opened to allow outside air to circulate in the bus.

## Bus Arrival & Dismissal

Student	<p><b>Arrival</b></p> <ul style="list-style-type: none"><li>✦ Students will load and unload the bus at staggered times at the direction of the bus driver.</li><li>✦ As students depart from the bus, they should immediately walk into the building and designated area for morning arrival.</li><li>✦ Students will not congregate with other students after exiting the bus.</li><li>✦ Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.</li></ul> <p><b>Dismissal</b></p> <ul style="list-style-type: none"><li>✦ Students will wait in a designated "pre-loading" area for each bus to arrive.</li><li>✦ Students will load onto the bus at staggered times at the direction of the bus driver.</li><li>✦ Students will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.</li></ul>
Parent	<ul style="list-style-type: none"><li>✦ When possible, parents should help with student supervision at the bus stop.</li></ul>
Teacher/Staff	<ul style="list-style-type: none"><li>✦ Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas.</li></ul>

- ✦ Staff will ensure social distancing during arrival and dismissal.
- ✦ During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.

## Walkers

Student	<ul style="list-style-type: none"> <li>✦ It is recommended that walkers keep social distance and use a face covering while walking to and from school.</li> <li>✦ As much as possible students will be asked to avoid large groups or gatherings with other students on the campus before or after school.</li> <li>✦ Students will be asked to immediately leave campus and begin walking home at the end of the school day.</li> </ul>
Parent	<ul style="list-style-type: none"> <li>✦ Parents are encouraged to talk with their child about the health benefits of social distancing.</li> <li>✦ Parents should follow campus guidance on how to pick up their child.</li> <li>✦ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.</li> </ul>
Teacher/Staff	<ul style="list-style-type: none"> <li>✦ Assigned staff supervises student arrival and dismissal, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance.</li> </ul>

- ✦ Teachers will assist in monitoring students to discourage large groups from congregating.

## Car Line

Student	<ul style="list-style-type: none"> <li>✦ As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.</li> <li>✦ Students or volunteers will not be allowed to open doors or assist with car line arrival.</li> <li>✦ Students will remain at a social distance while waiting to be picked up in the carline area.</li> <li>✦ Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.</li> </ul>
Parent	<ul style="list-style-type: none"> <li>✦ Parents should assist their own child with gathering of personal items when student is exiting the car.</li> <li>✦ Parents should follow pick up protocols regarding how to pick up their child.</li> <li>✦ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.</li> </ul>
Teacher/Staff	<ul style="list-style-type: none"> <li>✦ Assigned staff supervises student arrival, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance.</li> </ul>

- ✦ Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.

## General Building Arrival

### Student

- ✦ Wash hands or use hand sanitizer upon arrival.
- ✦ Campuses will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.
- ✦ Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
- ✦ It is required that students and staff wear masks when entering the building and wait in the designated waiting area.
- ✦ When using the cafeteria, students should choose seats that have empty space (seats) between them.
- ✦ Students are expected to stay seated until they are dismissed by a staff member.
- ✦ Students will have access to use the restroom while they are in the cafeteria, gym or any other area as they wait to go to their classroom. Students and staff will follow the campus procedures developed to maintain proper social distancing.

<p>Parent</p>	<ul style="list-style-type: none"> <li>✦ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.</li> <li>✦ Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.</li> </ul>
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> <li>✦ Campus staff is required to complete the self-screening questions located at every entry point and scan the QR code upon entry.</li> <li>✦ Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, or large spaces).</li> <li>✦ Staff are required to have masks on when entering the building and monitor to ensure that they ensure that students are wearing masks in the hallways and in classrooms.</li> <li>✦ Staff will dismiss student cohorts using staggered student release into halls from these areas.</li> </ul>

## Cafeteria - 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.

School Personnel will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of students in the school, students may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. **Microwaves will not be provided in the cafeteria due to the opportunity for cross contamination with a high-touch device.** Hand sanitizing stations will be available at entrances and exits of the cafeteria. Food deliveries will be accepted, but must be left in the front office for the student to pick up during their designated lunch times.

### Seating & Directions

#### Student

- ✦ Students will be expected to follow campus guidelines for cafeteria procedures.
- ✦ Students will be seated according to a seating plan for students consistent with social distancing guidelines
- ✦ All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
- ✦ Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.

	<ul style="list-style-type: none"> <li>✦ Meals can be eaten outside as weather permits</li> </ul>
<p>Parent</p>	<ul style="list-style-type: none"> <li>✦ At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeteria.</li> <li>✦ Parents are encouraged to speak to their children about safety protocols and social distancing.</li> <li>✦ Parents are asked to read and be familiar with all school communication regarding health and safety protocols.</li> <li>✦ When sending a lunch to school with students, include only items that students will not need assistance opening and a microwave will not be available</li> </ul>
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> <li>✦ Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.</li> <li>✦ A seating plan for students will be followed for social distancing.</li> <li>✦ Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.</li> <li>✦ A seating plan for students will be followed for social distancing.</li> <li>✦ Teachers will monitor students while in the cafeteria to ensure social distancing.</li> <li>✦ Staff will maintain the same class group for “in person” lunches daily.</li> </ul>

# Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, group work, and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are sanitized throughout the day. All classrooms will be outfitted with:

- ✦ Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- ✦ Refillable alcohol-based hand sanitizer stations.
- ✦ Access to disinfectant to sanitize working surfaces.

In addition to the above the following measures will be taken in every classroom:

- ✦ 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.
- ✦ Group or pair work can be implemented while maintaining physical distancing.
- ✦ In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- ✦ In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- ✦ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain social distancing from other classroom groups.

## Classroom Training

Student	✦ Students will participate in training specific to newly adopted health and safety protocols.
Parent	✦ Parents are asked to read all school communication regarding health and safety protocols.
Teacher/Staff	✦ Teachers will receive training to deliver classroom lessons on health protocols.

## Classroom Setup

Student	<ul style="list-style-type: none"><li>✦ Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.</li><li>✦ Students will avoid sharing school supplies and will sanitize shared items after each use.</li><li>✦ Students will sit one per table when it is possible.</li><li>✦ Students will use hand sanitizer at the beginning of class. If a sink is available in the classroom, students should wash their hands at the beginning of class.</li><li>✦ Students may bring a personal classroom snacks as long as they are not shared</li></ul>
Teacher/Staff	✦ Multiple locations of hand sanitizer, tissues, and trash cans will be available in several

	<p>locations throughout classrooms and common areas to limit student and staff movement.</p> <ul style="list-style-type: none"> <li>✦ Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school-wide.</li> <li>✦ Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.</li> <li>✦ Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction.</li> <li>✦ Teachers will create systems to limit the sharing of items such as school supplies so that more than one student is using an item.</li> <li>✦ Teachers should clean supplies after each use by student.</li> </ul>
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## Classroom Arrival

<p>Students</p>	<ul style="list-style-type: none"> <li>✦ After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.</li> <li>✦ Students should avoid touching high-touch areas if possible.</li> </ul>
<p>Teacher/Staff</p>	<ul style="list-style-type: none"> <li>✦ Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.</li> </ul>

## Guidelines for Carpet Time and Centers

Primary aged students will be able to experience both carpet time and centers as appropriate in classrooms. Teachers will be taking every precaution including:

- ✦ Social Distancing of Students
- ✦ School Provided Face Shields
- ✦ Regular disinfecting of carpets and centers

## Laptops (4-12) and Calculators (8-12)

- ✦ Laptops and Calculators will be wiped down by students on a regular basis with a non-toxic disinfectant solution.
- ✦ Students are discouraged from sharing devices

## Water Fountains

Use water fountains to only refill water bottles.

### Water Fountain Usage

Student	✦ 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.
Parent	✦ Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.

	<ul style="list-style-type: none"> <li>✦ Parents are asked to assist students, as needed, to clean water bottles on a daily basis.</li> </ul>
Teacher/Staff	<ul style="list-style-type: none"> <li>✦ Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains.</li> <li>✦ Monitor that students take water bottles home to be cleaned.</li> </ul>

## Recess

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Campuses will limit the number of students per recess group. Staggered schedules and classroom groups will be utilized. Allow small groups of students to play together. Develop structured games that take into account social distance protocols.

## Guidelines for Outdoor Play

Students will wear masks during outdoor activity unless maintaining 6 feet of social distancing. Students must maintain social distancing while lining up to return to class.

All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before recess and when returning to their classroom.

# Secondary Specialized Classrooms & Extracurricular

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from WISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Students opting for the WISD online learning environment will be permitted to participate in certain on-campus extracurricular activities that have a regular and consistent competition component unless decisions from TEA (Texas Education Agency) or the UIL (University Interscholastic League) are communicated that restrict participation. It will be the responsibility of the parent to transport their student to/from practice sessions, rehearsals, and on-campus contests. All UIL eligibility requirements will continue to be in place and followed. Parents and students choosing the WISD online learning option will need to communicate with the appropriate campus staff of their intention to participate. Extracurricular activities will only be offered on campus in a face-to-face environment.

## Secondary Specialized Classrooms and Extracurricular Programming

### Physical Education

- ✦ Whenever possible, physical education classes will be held outside to 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.
- ✦ Procedures will be implemented in the locker rooms to support social distancing.
- ✦ Equipment will be disinfected after each use.

	<ul style="list-style-type: none"> <li>✦ Activities requiring multiple students to touch or handle the same equipment will be avoided.</li> <li>✦ Sanitizing areas and access to handwashing will be provided.</li> </ul>
Athletics	<ul style="list-style-type: none"> <li>✦ Similar to <a href="#">summer strength and conditioning activities</a>, practices and contests will follow protocols established by UIL, TEA and Wells ISD. In-season and off-season activities will follow the most current guidelines available.</li> <li>✦ Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).</li> <li>✦ Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.</li> <li>✦ Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.</li> <li>✦ Athletic equipment and uniforms will be issued to athletes. Washable items will be taken home each day and not left in their athletic locker. Practice uniforms will be laundered at home. Game issued uniforms will be laundered at campus with coaching staff following proper protocols.</li> <li>✦ Equipment used during practices will be sanitized frequently during practice sessions.</li> <li>✦ Athletic areas (locker rooms) will be frequently disinfected throughout the week.</li> <li>✦ Athletes will not be allowed to socially congregate before, during, or after practices/workouts.</li> </ul>

- ✦ Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL and/or TEA. This may also impact ticket sales and seating configurations.
- ✦ Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- ✦ Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers such as basketball may bring their own reusable water bottle clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.

## School Events and Activities

### Guidelines for School Wide Events/Activities

- ✦ Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, pep rallies, etc. that bring large groups of students together at one time until further notice.
- ✦ Administration will follow all WISD, TEA, UIL and CDC guidelines in regards to games, practices, etc.
- ✦ Some athletic events may be live streamed and/or occur virtually.

- ✦ To limit larger gatherings, campus club meetings should be held virtually.
- ✦ PTA and Boosters must collaborate with and seek approval from campus/district administration prior to any event that is planned.

## On- and Off-Campus Student Activities

(The information below will be re-evaluated and modified for the 2nd 6 week period)

On/Off Campus Activities, Field Trips & School-Wide Events	
On-Campus Activities	<ul style="list-style-type: none"> <li>✦ Event and fundraising is subject to superintendent approval.</li> <li>✦ All after school clubs are subject to superintendent approval.</li> <li>✦ No in-person assemblies will be held in the fall.</li> <li>✦ Meet the teacher, open house, parent conferences, etc. may be held virtually.</li> <li>✦ Class parties or birthday treats will be allowed at this time without outside guests. All food and drinks must be prepackaged and unopened. Items will be left at the front office in a designated location.</li> </ul>
Field Trips	<ul style="list-style-type: none"> <li>✦ Off-campus field trip information is pending.</li> <li>✦ Virtual field trips will be considered as often as possible.</li> </ul>
Off-Campus Activities	<ul style="list-style-type: none"> <li>✦ Student participation in academic contests will only be attended if specific guidance is provided</li> </ul>

	by an authorized entity (e.g., Host site, WISD, TEA, the UIL, etc.).
School-Wide Events	<ul style="list-style-type: none"> <li>✦ To limit larger gatherings, school wide events (pep-rallies, open house, back to school events, assemblies, PTA events, etc.) are subject to superintendent approval.</li> <li>✦ School events are subject to superintendent approval.</li> </ul>

## Hallways

### Classroom Transitions & Hallways

Elementary	<ul style="list-style-type: none"> <li>✦ Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.</li> <li>✦ Where possible, one-way traffic throughout campus corridors will be established.</li> <li>✦ In two-way halls students are expected to stay to the far right of the hall when walking.</li> <li>✦ When possible, it is recommended that students make transitions outside of the building.</li> <li>✦ During six weeks, students attending school in person, will be assigned one homeroom teacher. At the elementary level, teachers may rotate.</li> <li>✦ Students and staff <u>must</u> wear face coverings in the halls and avoid gathering in large groups during passing periods.</li> </ul>
Secondary	<ul style="list-style-type: none"> <li>✦ Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.</li> </ul>

- ✦ Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- ✦ To prevent congregating during transition times, students will not be assigned an academic locker. Students will be permitted to bring backpacks to class.
- ✦ Staggered releases from each class will be organized to limit the number of students in the hallway during transitions.
- ✦ In two-way halls students are expected to stay to the far right of the hall when walking.
- ✦ 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 separates individuals to the greatest extent possible.
- ✦ Students should immediately report to their next class and not congregate in the hallway.
- ✦ Students and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

# Emergencies and Drills

Wells ISD will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

## Emergency Evacuation Protocols

- ✦ Administration will implement a protocol to assign each physical classroom to one of two groups.
- ✦ An administrator will provide instructions via intercom prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time (60 to 90 seconds, as determined by the principal) in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, the Red/Green Groups will stagger their re-entry to the building to maintain social distancing.

**Note:** this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.

- ✦ Actual Emergencies: Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.

# COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- ✦ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ✦ Loss of taste or smell
- ✦ Cough
- ✦ Difficulty breathing
- ✦ Shortness of breath
- ✦ Headache
- ✦ Chills
- ✦ Sore throat
- ✦ Shaking or exaggerated shivering
- ✦ Significant muscle pain or ache
- ✦ Diarrhea Close Contact

## Screening Questionnaire Information

1. When asking individuals if they have symptoms for COVID-19, school systems must only require the individual to provide a “Yes” or “No” to the overall statement that they are symptomatic for COVID-19, as opposed to asking the individual for specific symptom confirmation. School systems are not entitled to collect information during screening on the specific health information of an individual beyond that they are symptomatic.
2. Once it is determined that individuals who responded “Yes” to either of these questions have met the criteria for re-entry, school systems must destroy those individuals’ responses.

# Close Contact

This document refers to “close contact” with an individual who is test-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency.

In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are test-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming test and continuing for 10 days following the confirming test.