



Comanche Springs Elementary School

Eagle Mountain-Saginaw ISD
8100 Comanche Springs Drive
Fort Worth, TX 76131
Phone: (817) 847-8700, Fax: (817) 847-0941

Principal: Melissa Davis

Assistant Principal: Mary Mendell

Safe Return to School Operational Procedures Plan

Please see EMSISD Learning Plan for district specific guidelines:

<https://www.emsisd.com/domain/7428>

General

- Within the first days of school, all students will receive age-appropriate personal hygiene lessons regarding hand washing, social distancing, and physical contact.
- Frequent handwashing reminders breaks will be built in every class schedule. Every elementary classroom has a hallway sink for this purpose.
- Hand sanitizing product will be available as much as possible.
- Shared equipment and devices will be cleaned between usage.
- Each faculty member or district visitor entering a family classroom will immediately wash hands and use hand sanitizer.
- Every faculty member or district visitor entering a room will wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently.
- Students are encouraged to bring a water bottle and latex-free face shield in addition to a personal mask or gaiter.

Personal Protective Equipment (PPE)

Students are asked to bring a face mask or gaiter AND a latex-free face shield as part of basic school supplies. These items will be supplied by the campus if a student does not have them.

- When working in groups, all students will be asked to wear face covering or face shields. When working independently and socially distant, students may go uncovered.
- When working in groups, all adults will be asked to wear face covering or face shields. When working independently and socially distant, adults may go uncovered.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.
- If transitioning to recess is out a nearby door, masks are not required.
- Lanyards will be provided for students to attach masks when not in use. Students with a gaiter will not need a lanyard.
- Personal clear plastic desk carrels will be provided for each student to use when needed in the day.

Arrival and Dismissal

- Students will be dropped off in car lanes, by buses, biking or walking between 7:05 – 7:25. Car drop off is located in the front of the building only.
- Students may enter through the front doors for drop off and back doors for bus/day care drop off.
- All students will wear a face covering when arriving and when dismissing.
- Upon arrival, students will be greeted by an employee with hand sanitizer.
- All students will go straight to their classroom. In the classroom, they will read, eat, complete a warmup activity, work with the teacher, or quietly visit until 7:30 bell.
- Breakfast eaters will go to cafeteria to pick up a sack breakfast to take to their classroom for consumption.
- To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class in the school.
- Students will follow a staggered dismissal schedule to limit the number of students in the hallways:
 - Walkers (walking off campus to meet parents or to walk home) dismiss at 2:30 from the doors facing Caomanche Springs Drive.
 - Parents need to wait across the street where the crossing guard will deliver the students safely.
 - Bus Riders and day care dismiss at 2:35 to bus area
 - Car Riders dismiss at 2:40. Car pick up will be at various locations listed here. Grades 3-5 siblings go to younger siblings location to be picked up.
 - K-2 front loop
 - 3-5 side loop
- To encourage social distancing and mitigate congestions, no parent or family member may do walk-up student pick up at the campus.

Classrooms

- Students will be grouped in homeroom classes called “families”.
- Teachers should remove unneeded furniture and rugs to allow for maximum distance between students seating. Personal items should be taken home to allow for thorough cleaning of classrooms.
- Students are assigned a desk or table area in the classroom for at least one week. Students will sit in their assigned space while in the classroom.
- Students remain in the classroom for all academic content areas. For students that have two teachers (ELA/SS and Math/Science), the teachers will move into the homeroom classrooms while the students stay.
- Students will not share supplies but will use their own supply box/pouch and school supplies. (Manila paper and construction paper will be merged into the classroom supply.)
- Students will take recesses with their “families” in separate outdoor areas.
- When working in groups or in close proximity, all students will be asked to wear face covering or face shields. When working independently and socially distant, students may go uncovered.

- Teachers are encouraged to use outdoors for instruction as much as weather permits.
- Teachers will have cleaning supplies for use in the classroom. Cleaning supplies should be kept out of reach of children.

Common Areas

- Students will eat with their “families” in the cafeteria with distancing between “families” as much as possible.
- “Families” take recess breaks outside as weather permits. “Families” will be assigned to an outdoor area for each recess to ensure distancing between families. Students will wash hands upon reentering the building.
- Recess equipment may be used if governmental guidelines allow usage.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- All adults must wear face coverings in common areas.
- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.
- If transitioning to recess is out a nearby door, masks are not required.
- Lanyards will be provided for students to attach masks when not in use. Students with a gaiter will not need a lanyard.
- The library will be used only when adequate time is allowed between classes for thorough table and surface cleaning. When possible, the librarian should conduct lessons and take check out books to homeroom classes.
- Teachers may store their lunches in lounge refrigerators or heat up food in lounge area but should eat in an area that allows social distancing between colleagues.
- Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to common areas.
- Hallways will be one way or marked with directional tape to ensure students walk on one side of hallways.
- Lost and found items will be hanging in the hallway. After three weeks (progress report/report card), items not claimed will be donated to a charitable organization and the next lost and found bag items will be displayed.
- Water Fountains Usage:
 1. Students should bring their own water bottles.
 2. Water fountains to be used to refill water bottles only. Students without water bottles will be given a cup to use.
 3. Staff will supervise refilling of water bottles.
 4. Campuses will post a sign at water fountains stating that fountain is for refilling containers only.

Specials/Block

- Maker Space areas will be used when adequate time is allowed between classes for thorough equipment sanitization. When possible, Maker Space activities may be done in homeroom classes.
- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.
- Gyms will be used for PE with social distancing as much as possible. Outdoor areas may

be used for PE when weather permits. Activities chosen for PE should use little shared equipment. If equipment is used, it should be sanitized between “family” usage.

- Music/Art classes may in the Music/Art room or may be in the classrooms. Music classes will focus on music theory, use of percussion instruments, listening, and music memory with limited singing or use of wind instruments.
- The library will be used only when adequate time is allowed between classes for thorough table and surface cleaning. When possible, the librarian should conduct lessons and take check out books to homeroom classes.
- Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to specials/block areas.

Visitors and Deliveries

- To maintain the cleanliness and sanitation procedures on our campus, at this time there are no parents, volunteers, tutors, or outside vendors (assemblies, programs, etc...) allowed in the school, cafeteria, or classrooms.
- In the case of a Special Education ARD, 504 parent meeting, or other school required meeting, parents may attend in person meetings while wearing face covering. Virtual meetings will be offered as an option.
- PTA Board meetings will be held via TEAMS set up by the principal and PTA president.
- To avoid large gatherings, we will plan alternate celebrations and special days to encourage parental involvement.
- For school related deliveries, items will be delivered to the front office while wearing a face covering and maintaining social distancing. Delivering outside food and drink is strongly discouraged.
- If a student has a medical appointment or needs to be signed out early, parents/guardians will come to front office while wearing a face covering and maintaining social distancing.
- To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class.
- In the case of a school required meeting, parents may attend in-person meetings while wearing face covering. At this time, all ARD meetings and 504 meetings will be held virtually.