



# SAGINAW HIGH SCHOOL

HOME OF THE ROUGH RIDERS

## SHS Return to School Operational Procedures Plan

Please see EMSISD Return to School 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 will be provided throughout school day and encouraged before lunch and when entering all science classrooms.
- Hand sanitizing product will be available in classrooms and in various locations throughout the building.
- Students and teachers will clean shared surfaces between classes.
- Each faculty member and/or district visitor entering a classroom must immediately use hand sanitizer.
- Every faculty member and/or district visitor entering a room must wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently.
- Students are encouraged to bring a water bottle. Water fountains will be turned off for health and safety reasons. Students will be encouraged to use water bottle refill stations available throughout the building.

### Face Covering

- Students will be required to wear a face mask inside the building. Masks include non-medical grade disposable face masks or cloth face coverings. Full-face shields can be worn in addition to masks to protect the eyes, nose, and mouth. Clear goggles will also be permitted. We are continuing to review and provide updates based on CDC and Texas Education Agency guidance.
- Face coverings are to be worn over the mouth and nose. Staff and students will properly wear their face coverings except while actively eating lunch and/or actively drinking.

### Arrival and Dismissal

- The building will be open for students at 8:40 AM.
- Parents will continue to drop-off at the front (East side) and back (West side) of building.
- Buses will continue to drop off students in the horseshoe (South side of building).
- Student drivers will park in the West parking lot between school and stadium.
- Students will only be allowed to enter through the designated entry doors at the front (East) and rear (West) of the building. Students arriving on buses will continue to enter through the South entrance by the cafeteria.

- Upon arrival, students will be greeted by an employee to ensure that hand sanitizer is used upon entry and that their face covering is being worn correctly.
- Students eating breakfast will go to the cafeteria to pick up a sack breakfast to take to their first period classroom for consumption.
- All students will go straight to their 1<sup>st</sup> period classroom upon arrival. Students will not congregate in the hallways or cafeteria. In the classroom, students can work on homework, read, eat their sack breakfast, etc. until instruction begins at 9:05 AM.
- To ensure sanitization of the campus and to mitigate congestion, parents or family members may not enter the building beyond the front office on the first day of school.
- At dismissal of the school day, students will be encouraged to leave the building through the nearest exterior door to minimize congestion.

### **Classrooms**

- Teachers will remove nonessential furniture and rugs to allow for maximum distance between students seating.
- Where feasible, without disrupting the educational experience, students are encouraged to practice social distancing. Whenever possible, SHS will seat students a minimum of six feet apart.
- Students will be assigned a desk in the classroom. Students will sit in their assigned desk while in the classroom.
- Students will not share supplies. Students will need to bring their own supplies each day.
- All students are required to wear face coverings in the classroom.
- Teachers are encouraged to use outdoor spaces for instruction as much as weather permits.
- Teachers will have cleaning supplies provided for use in the classroom.
- Canvas will be the online learning management system for students and staff. This system will limit the passing back and forth of papers. Students will use computers in the classroom as much as possible to facilitate instruction and access resources. Physical education classes will be conducted outdoors when possible. Appropriate social distancing measures will be followed.
- These recommended procedures will be applied to all classroom settings, including special education services locations whenever possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

### **Restrooms**

- When feasible, restrooms will be monitored to ensure groups are not gathered and that proper hand washing is occurring.
- One student will be allowed to leave the classroom at a time to use the restroom.
- Only 4 students should be in a restroom at a time.

### **Hallways and Class Transition**

- Students will walk on the right side of the hallway.
- Students will not be allowed to congregate during transitions. This time should be used to move directly to their next classroom.
- Teachers will monitor hallways to keep the flow of students moving.

- Lockers will not be issued to students.

### **Cafeteria**

- SHS plans to utilize the school cafeteria for student meals at lunch time to ease traffic flow.
- Parents or visitors will not be allowed during lunch.
- Students will continue to have access to the bistro, courtyard, and library during lunches to allow for social distancing.
- Cafeteria staff will be trained in COVID-19 safety protocols.
- Face coverings are always to be worn while in the cafeteria unless students are actively eating or drinking
- When feasible, cafeteria seats will be placed 6 feet apart and, whenever possible, students will be asked to socially distance in the line.
- Seats, tables, door handles, and high-touch areas will be disinfected between lunch periods/use.
- Cash will not be accepted. All students will need to use their student ID and their accounts will need to be funded using the MySchoolBucks website.

### **Visitors and Deliveries**

- To maintain the cleanliness and sanitation procedures on our campus, parents, volunteers, tutors, or outside vendors (assemblies, programs, etc.) will not be allowed in the school, cafeteria, or classrooms.
- Visitors to the front office will be asked a series of screening questions regarding possible symptoms.
- Special Education ARD or 504 parent meetings will continue to be virtual via TEAMS.
- PTO Board meetings will be held via TEAMS set up by the principal and PTO president.
- 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 will not be allowed.
- 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.