



## **Wayside Middle School**

### **Safe Return to School Operational Procedures Plan**

(This plan is updated as of 8/28/20)

**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.
- Hand sanitizing product will be available and frequent handwashing will be encouraged.
- Shared equipment and devices will be cleaned between usage.
- Each employee will immediately wash hands or use hand sanitizer upon entering a classroom.
- Every employee entering a room will wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently.
- All students are encouraged to bring a water bottle.

#### **Mask/Face coverings**

- Students pre-K through grade 12 are asked to bring a face mask as part of basic school supplies. Masks or cloth face coverings will be required to be worn while at school and will be supplied by the campus if a student does not have them. Students may be allowed to wear face shields in addition to masks, but masks will be required as described below.
- All adults will be required to wear a face covering. When working alone with no one in the same room, adults may temporarily remove the face covering. If someone enters the room, employees should put on their face covering. For employees, face coverings must adhere to Board Policy DGA(LOCAL).
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- Students and staff will use face shields and plastic desk dividers during small group guided reading and phonics lessons. Early reading skills are based on sounds combining to make syllables and words, and it is vital for beginning and developing readers to see the teacher's mouth as he/she forms words and syllables. It is just as important for the teachers to see students' mouths to correct sound errors and formations. For this reason, students and teachers will not wear masks during small group guided reading however, additional safety precautions will be put into place during these lessons.
- Students and staff may use face shields during instruction that necessitates instructional modeling in areas other than guided reading. Students may need practice with articulation, fluency, and modeling on how to make proper sounds. Face shields provide staff and students the opportunity to more accurately demonstrate movement of the lips, mouth, and tongue to make sounds. This also may include delivery of specialized therapies such as speech, occupational therapy, physical therapy, and dyslexia.
- Students will not be required to wear face coverings when actively exercising in PE/athletics. Students will be encouraged to maintain social distancing when possible during these activities. Students will wear masks in transition to/from these areas.
- Students will wear face coverings in Music/Art/Fine Arts unless otherwise specified by the teacher according to activity and distancing.

- Teachers and staff may wear face shields when outdoors and performing work that would be problematic to accomplish with a face mask, such as greeting students and families during morning drop-off and afternoon pickup. Staff should remain socially distanced from others and should put their mask on before going back inside the building.
- Plastic desk partitions will be used in classrooms to provide additional separation of students. Where partitions are not feasible, additional precautions to maximize distancing will be made.

### **Arrival**

- Students dropped off in car lanes, biking or walking can arrive between 7:45AM – 8:15AM. Car drop off will be in the front of the school only. Students will enter through the cafeteria doors.
- To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class in the school.
- Bus Drop off will be behind the school. Busses will drop off students between 7:45AM and 8:15AM.
- All students will wear a face masks when arriving and when dismissing.
- Upon arrival, students will be greeted by an employee with hand sanitizer.
- All students will go straight to their 1<sup>st</sup> period classroom. In the classroom, they will read, complete a warmup activity, work with the teacher, or quietly visit until the 8:20 bell.
- Breakfast eaters will pick up a sack breakfast. Seats will be available in the cafeteria.

### **Dismissal:**

- Car riders/Walkers will dismiss through doors closest to their classroom toward the front of the school. Car pick up will ONLY occur in front of the school.
- Bus Riders will dismiss out the doors closest to their classroom toward the back of the school. Back of the school is reserved for bus traffic only.
- To encourage social distancing and mitigate congestions, no parent or family member may do walk-up student pick up at the campus.
- Staff members will be monitoring students during dismissal.

### **Classrooms**

- Teachers will arrange furniture and classroom set up to allow for maximum distance between students seating.
- Students are assigned a desk/table or area in the classroom. Students will sit in their assigned space while in the classroom.
- Desk shields may be used in classrooms to create separation in areas where social distancing is difficult.
- Students will not be allowed to share supplies. Each student should carry basic items noted on the supply list in a pencil bag in their binder. Binder should be carried to each class.
- All students will wear face masks in the normal classroom setting.
- Teachers will have cleaning supplies for use in the classroom.

### **Computer Labs and Student-Use Computer Workstations**

- Students and employees will wash hands with soap and water or use hand sanitizer upon entering the classroom or lab.
- Student and employee will wear a face covering (dependent on grade level).

- Students will sit in every other seat if feasible.
- Computers and the work surfaces (monitor, entire keyboard, mouse, peripherals) will be sanitized after each use by the teacher using the district approved product (PURE Spray or Technology wipes)
- Interactive Touch Displays in the classrooms and computer labs will be restricted to teacher use only. If other teachers or presenters must use the presentation display, they will connect their own laptop to the device or use gloves.
- Students will supply their own listening devices (earbuds, headsets).
- Campuses will establish a safe pathway of entry and exit into and out of the room, restricting cross traffic and communicate with teachers. Procedures need to be posted in the classroom.
- Teachers will limit opportunities for students to group together closely (reading on the carpet, gathering around an experiment, etc.)

### **District-owned Laptops and Mobile Devices**

- Shared laptops and mobile devices will be sanitized after each use using a district approved cleaner (PURE Spray or Technology wipes- DO NOT USE SANITIZING WIPES).
- Make sure to clean any accessories, chargers, etc., along with the product itself.
- After cleaning, dry surfaces thoroughly, if needed, to avoid pooling of liquids

### **Cafeteria**

- Students will be walked to the cafeteria by their proceeding period teacher.
- Students will sit with their classmates that they walked in with in the cafeteria with distancing as much as possible.
- Markings will be placed on the floor in the cafeteria serving line to promote social distancing.
- Students will be required to wear a face mask unless they are eating or drinking.
- According to district guidance, regarding no cash transactions in the lunch line and to speed the check out process, students are encouraged to bring IDs from prior year (if within EMSISD) or use campus provided lunch card until new IDs are made in October
- Please check to make sure money is deposited into your student's lunch account before the first day of instruction or have them bring a sack lunch from home.

### **Hallways**

- While transitioning to common areas and to classrooms, all adults and students will wear face masks.
- Students will be required to walk on the right side of the hallway when transitioning to not hinder traffic flow.
- Students will not be allowed to loiter during passing periods.
- Teachers will be strategically placed in the halls during passing period to increase efficiency of traffic flow and monitor behaviors of students.

### **Athletics**

- Gyms will be used for Athletics/PE with social distancing as much as possible. Outdoor areas may be used for Athletics/PE when weather permits. Activities chosen for Athletics/PE should use little shared equipment. If equipment is used, it should be sanitized at various times.

## **Library**

- Students and employees will wash hands with soap and water or use hand sanitizer upon entering the library.
- When possible, doors will remain left open to eliminate touching door handles.
- Student and employee face covering is required
- Library patrons will distance as much as possible when in the library. Librarians will remove or reposition seating that allows for students to still participate in lessons, conduct research, and read or work quietly.
- Students will be encouraged to “virtually browse” for books on their digital devices. Patrons (students and staff) will use hand sanitizer immediately prior to browsing the books in the library. If a book is removed from the shelf, it should be placed in a designated place in the library where the librarian will either sanitize or quarantine it.
- Use of personal devices as search stations will be encouraged. If iPad or computer search stations must be used, students and staff will use hand sanitizer prior to use and the devices will be sanitized between uses (PURE Spray or Technology wipes).
- Use of personal devices will be encouraged. Library computers and the work surfaces (monitor, entire keyboard, mouse, peripherals) will be sanitized after each use (PURE Spray or Technology wipes).
- Computer workstations will comply with the proximity standards when feasible (I.e. sitting every other seat).
- Librarian will establish a check-out procedure that includes minimal touch by students.
- Returned books will be quarantined for a period of 4 days in a specified location in the library. Librarians will establish a procedure to ensure returned materials are managed safely and placed back into circulation after this time period.
- Librarians will wear gloves when handling returned materials prior to the quarantine period.
- Interactive Touch Displays in the classrooms. Libraries and computer labs will be restricted to teacher use only. If other teachers or presenters must use the presentation display, they will connect their own laptop to the device or use gloves.
- Students will supply their own listening devices (earbuds, headsets).
- Establish a safe pathway of entry and exit into and out of the room, restricting cross traffic. Limit opportunities for students to group together closely (reading on the carpet, gathering around an experiment, etc.).
- Online book fairs will during the fall semester. It will be reassessed in the spring.
- In-person Author visits are on hold. Virtual Author visits are encouraged.
- Librarian will establish a check-out procedure that includes minimal touch by students.
- Magazine subscriptions will be put on hold and reassessed in January.
- District Librarians will be prepared to conduct online lessons for all students, regardless of grade level or home campus.

## **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 meetings, virtual meetings will be offered.

- 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. Lunch deliveries are strongly discouraged at this time.
- 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.

### **Social Emotional Health**

- Counseling will provide guidance every six weeks to address social and emotional learning and needs such as stress, anxiety, and coping skills.
- Mental health resources and community resources provided upon request.
- Counseling will mentor students that have difficulty with returning to school or remote learning.

### **Textbooks/Paper-Based Materials**

These materials are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Materials in braille usually have plastic coatings that can be wiped down with alcohol-based cleaners (TEA, Instructional Materials and Equipment Guidance, August 4, 2020). Even with this guidance, we will limit the sharing of textbooks and books. If books must be shared, the item must be disinfected prior to giving to another student.

### **Supplies/Manipulatives**

Students should use their own supplies and not share with others. If supplies or classroom manipulatives must be shared, the teacher needs to clean the item with district approved cleaning/sanitization materials prior to giving to another student.

### **Specialized Equipment**

Classrooms that use specialized equipment (CTE, Science labs, PE, etc.) will follow the campus/district protocols for cleaning and disinfecting items being used by multiple students.