\*This plan is a live document and will be updated regularly in accordance with the [Fort Worth ISD Forward](https://www.fwisd.org/forward) District plan.

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| **COVID-19 Safety Protocols** | | |
| Hubbard Heights Elementary School, in the interest of protecting the health and safety of our school community will instate COVID-19 safety protocol as we return to school. | | |
| **Person Responsible** | **Action Item** | **Progress Notes** |
| Parents/Visitors | Every effort will be made to limit the number of visitors on campus.   * Parent conferences will be held virtual to limit campus visitors when possible. 504 and ARD meetings will remain virtual for parents/guardians. * Parents and families will not be permitted in campus to escort students to class or during lunches. * Parents and families will not be allowed in the building for arrival or dismissals. For early dismissals, parents will call the front office and their child will be escorted outside to the car. Proper identification must be shown. Early dismissals will not take place after 1:45 pm for PK students and 2:30 pm for grades K-5. * All individuals entering the building will be required to check into the front office, be screened for COVID-19, and wear a mask. | Begins October 5th |
| Individual Staff Members | Staff will wear masks and/or face coverings at all times when in the building and in the presence of others and maintain 6-foot social distancing from others to the extent possible. | Begins September 28th |
| Nurse | The nurse’s office will be relocated due to the limited space in her current location. | By October 5th |
| Individual Staff Members | Staff will take their temperature and complete the Daily Screening QR as they socially distance themselves. | Begins September 28th |
| Parents | Parents will monitor students for any symptoms of concern. Parents must notify the school if a child tests positive for COVID-19. | Begins October 5th |
| Students and Staff | As students enter the school at their designated entrance, a staff member will take their temperature to ensure it is not 100 degrees or higher. | Begins October 5th |
| Nurse | The nurse will conduct a second temperature check for confirmation. If it is 100 degrees or higher, the student will be escorted back to their car. | Begins October 5th |
| Teachers | Teachers will monitor students and refer them to the nurse if any symptoms of concern are present. | Begins October 5th |
| Individual Staff Members | Staff will sanitize work stations throughout the day and upon leaving for the day with the supplies that have been provided. | Begins September 28th |
| Individual Staff Members | Staff will report any concerns that arise regarding possible exposure to someone who has tested positive to COVID-19. | Begins September 28th |
| Individual Staff Members | Students and staff will be required to use hand sanitizer when entering and exiting all common areas, and this includes the hallways. | Begins September 28th |
| Nurse | Students who have developed a fever or symptoms at school will be moved to the isolation room until parent arrives to pick them up. | Begins October 5th |
| Teachers  Staff  Students | Teachers will dismiss students outside at their designated area. The older siblings will report to the younger sibling’s dismissal location. | Begins October 5th |
| Parents  Students | 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. Campus staff will monitor and instruct students to fill water bottles instead of drinking directly from the water fountains to the extent possible. | Begins October 5th |

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| **Campus Transitions for Students** | | |
| Hubbard Heights Elementary School, in the interest of providing an effective and efficient learning environment for our students, will ensure that a robust, organized, and consistent learning experience occurs for our students daily. | | |
| **Person Responsible** | **Action Item** | **Progress Notes** |
| Parents/Visitors | Every effort will be made to limit the number of visitors on campus.   * Parent conferences will be held virtual to limit campus visitors when possible. 504 and ARD meetings will remain virtual for parents/guardians. * Parents and families will not be permitted in campus to escort students to class or during lunches. * Parents and families will not be allowed in the building for arrival or dismissals. For early dismissals, parents will call the front office and their child will be escorted outside to the car. Proper identification must be shown. Early dismissals will not take place after 1:45 pm for PK students and 2:30 pm for grades K-5. * All individuals entering the building will be required to check into the front office, be screened for COVID-19, and wear a mask. | Begins October 5th |
| Designated Staff | Students will enter the building at their designated entrance. The building will be open for students at 7:40 a.m. Staff will be on duty to maintain a line of sight in the hallways. | Begins October 5th |
| Designated Staff  Nurse Mack | Students’ temperatures will be taken by campus staff before they enter the building. Students with temperatures of 100 degrees or more will have their temperature retaken by Nurse Mack. Students will be sent home at this time. | Begins October 5th |
| Support Staff | Late arrivals will enter through the front door, have their temperature taken, receive a sticker, and be sent to class. PK and K students will be escorted to class | Begins October 5th |
| Teachers  Staff  Students | Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible. The hallways are two-way. Staff and students are expected to stay to the far right of the hall when walking. | Begins October 5th |
| Teachers  Staff  Students | Students and staff must wear face masks in the halls and avoid gathering in large groups during passing periods. | Begins October 5th |
| Students | Students will be permitted to bring backpacks to class. | Begins October 5th |
| Campus Administrators  Teachers | A transition system will be implemented for departmentalized subjects. | Begins October 5th |
| Campus Administrators  Teachers | Staggered releases from each class will be organized to limit the number of students in the hallway during transitions. Teachers will monitor students as they transition between classes. | Begins October 5th |
| Staff | Visual markers will be developed to help students maintain physical distances and adhere to established campus traffic flow in hallways. | Begins October 5th |
| All Faculty and Staff | All students will wear face coverings. |  |
| Teacher  Students | PK, K and 1st grade students selecting the in-person instructional model will transition to the campus on October 5th. | Begins October 5th |
| Teachers  Students | 2nd, 3rd, and 4th grade students selecting the in-person instructional model will transition to in-person learning on October 13th. | Begins October 13th |
| Teachers  Students | All students selecting the in-person learning instructional model will transition to the campus on October 19th. | Begins October 19th |
| Teachers | All students will have assigned seats. | Begins October 5th |
| Campus Administrators  Teachers  Students | If classrooms have an attached restroom, the expectation is for them to be used. The remainder of the students will have staggered restroom breaks scheduled and assigned restrooms to use. | Begins October 5th |

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| **Transportation** | | |
| Hubbard Heights Elementary School, in the interest of providing a safe and orderly experience for our students, will adhere to safe, reliable, and timely transportation protocols. | | |
| **Person Responsible** | **Action Item** | **Progress Notes** |
| Parents/Visitors | Every effort will be made to limit the number of visitors on campus.   * Parents and families will not be allowed in the building for arrival or early dismissals. For early dismissals, parents will call the front office and their child will be escorted outside to the car. Proper identification must be shown. Early dismissals will not take place after 1:45 pm for PK students and 2:30 pm for grades K-5. * All individuals entering the building will be required to check into the front office, be screened for COVID-19, and wear a mask. | Begins October 5th |
| Bus Driver | Bus diver will have their temperature checked prior to starting their route. Drivers will wear appropriate PPE, including face masks. | Begins October 5th |
| Bus Driver | Hand sanitizer will be available to all passengers on the bus. | Begins October 5th |
| Transportation | Each bus will be sprayed with a disinfection upon completion of each day. | Begins October 5th |
| Campus Monitor  Students | Campus Monitor will meet and greet the students when they arrive on campus. She will take their temperature and escort them to the auditorium. Students will be assigned locations to sit and wait for their teachers to arrive at school. They will then be escorted to class. | Begins October 5th |
| Assigned Staff  Campus Monitor  Students | Students will be escorted to the auditorium. They will be escorted to the bus upon its arrival. | Begins October 5th |
| Assigned Staff  Campus Monitor  Students | Social distancing practices will be followed to the greatest extent possible on the bus. Students will have assigned seats and will be seated two per seat on school buses. They will be required to wear their masks on the bus. | Begins October 5th |

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| **Cafeteria & Food Service** | | |
| Hubbard Heights Elementary School, based on our building capacity and student enrollment, will determine areas that may be utilized for breakfast and lunch, in a safe manner. | | |
| **Person Responsible** | **Action Item** | **Progress Notes** |
| Parents/Visitors | Every effort will be made to limit the number of visitors on campus.   * At this time due to COVID-19 meal time visitors will not be permitted in the cafeteria. | Begins October 5th |
| Cafeteria Staff  Teachers | Breakfast will be served in the classroom campus-wide. | Begins October 5th |
| Students | Each child will be responsible for disposing of his/her trash. | Begins October 5th |
| Teachers  Students | All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria. | Begins October 5th |
| Campus Administrators | Signs will be posted on the floor to ensure appropriate social distancing in cafeteria lines. | Begins October 5th |
| Staff | Assigned staff supervises students in cafeteria lines, directs students to open seats, and ensures that students maintain desired social distance. | Begins October 5th |
| Teachers | Students will be escorted to their designated lunch area by their teachers. Students will have assigned seats. | Begins October 5th |
| Teachers  Students | Lunch will be held in the cafeteria, library or auditorium using the capacity and seating chart protocols and procedures. | Begins October 5th |