

**HIGHLAND ELEMENTARY**  
**PLAINVIEW ISD**

**CAMPUS SYSTEMS**  
*IN RESPONSE TO COVID-19*

## HIGHLAND ELEMENTARY--PLAINVIEW ISD RETURN TO SCHOOL PLAN

*This plan aids in navigating the reestablishment of our school where employees, students, and families feel safe and aids in reducing the impact of COVID-19 conditions upon return. The guidelines referenced in this plan are based on guidance from federal, state and local agencies. Regular updates will be made to this plan based on fluid information provided by applicable federal, state and local agencies. All information is subject to change.*

### **GUIDING PRINCIPLES**

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

### **SAFETY OF STUDENTS, STAFF, AND VISITORS**

#### **IDENTIFICATION OF STUDENTS WITH SOCIAL-EMOTIONAL AND/OR AFFECTIVE NEEDS**

The campus counselor will share resources for parents and teachers to access to meet the social-emotional needs of students. The counselors will work with students individually or in small groups to address any well-being needs. The counselor will develop a student, staff and parent referral form. The counselor will provide check-ins with students based on referrals received.

#### **CAMPUS ENTRY PROTOCOL: HIGHLAND STAFF AND OTHER PISD EMPLOYEES**

The safety of our staff and students remains Highland's primary concern. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and staff, employees are required to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms. Participation is important to help us take precautionary measures to protect everyone in the building. Upon campus arrival, designated staff will screen temperatures of all staff at two entry points:

- East Gym Gate Entrance
- West Porch Entrance

Any staff member with a temperature greater than or equal to 100.0 degrees will not be allowed entry. Staff will also be asked if they are exhibiting any COVID-19 Symptoms including but not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain

## HIGHLAND ELEMENTARY--PLAINVIEW ISD RETURN TO SCHOOL PLAN

- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by designated Highland Staff and PISD Human Resource Staff. In addition to screenings as described above, all staff members must also wear face shields (or face masks) per any executive order that requires such in buildings where social distancing is not possible. Exceptions to face mask usage must align with sound practice, i.e. medical conditions, age, while eating, and other participation where mask usage is not practicable. Staff members must also be mindful of practicing social distancing at all times. All staff members will receive a face shield provided by our district.

### **CAMPUS ENTRY PROTOCOL: HIGHLAND STUDENTS**

*Thank you for your patience as we implement these safety protocols.*

We strongly encourage families to arrive early, drop off no later than 8:10 a.m. and allow for some delay in this process. Upon campus arrival, designated staff will screen temperatures of all students at three locations:

- East Drive Thru - **REMAIN IN VEHICLES (NO PARKING)**
  - For families with students in Kindergarten, 2nd Grade and 3rd Grade
  - Students remain in vehicles until temperature is taken by Highland staff
- West Drive Thru - **REMAIN IN VEHICLES (NO PARKING)**
  - For families with students in Pre-K, 1st Grade, 4th Grade and 5th Grade
  - Students remain in vehicles until temperature is taken by Highland staff
- North Cafeteria Breezeway - **WALKERS AND BUS ARRIVALS ONLY**
  - For students arriving by bus or walking to school

Any student with a temperature greater than or equal to 100.0 degrees will not be allowed entry. Parents and students will also be asked if students are exhibiting any COVID-19 Symptoms including but not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

## HIGHLAND ELEMENTARY--PLAINVIEW ISD RETURN TO SCHOOL PLAN

All screening information will be kept confidential by designated Highland Staff. In addition to screenings as described above,

- Students in 4th Grade and 5th Grade must also wear face shields (or face masks) as long as Governor Abbott's executive order requires such in buildings where social distancing is not possible. Exceptions to face mask usage must align with sound practice, i.e. medical conditions, age, while eating, and other participation where mask usage is not practicable.
- Students in PK-3rd grade are **strongly encouraged** to also wear face masks or face shields.
- All students must also be mindful of practicing social distancing at all times.
- Students will enter the building and walk quietly to pick up their breakfast from an assigned cart and then proceed to their assigned grade level classroom.

### LATE ARRIVAL CAMPUS ENTRY PROTOCOL: HIGHLAND STUDENTS

Upon late arrival, designated staff will screen temperatures of all students at **one** location:

- North Porch (Front Door) Entrance
  - Parents must park and escort their child to the front door and may leave when temperature and COVID-19 symptom screening is complete as described above.

### CAMPUS ENTRY PROTOCOL: VISITORS

Normal visitation is not allowed to any PISD campus at this time. Campus access is highly limited. Due to the limited access on our campuses, ARD meetings, 504 meetings, LPAC Meetings, Instructional meetings, and any other meetings will be held virtually. Meetings that must be held on campus will follow the protocols below:

Upon visitor arrival, designated Highland staff will screen at **one** location:

- North Porch (Front Door) Entrance
  - Visitors will ring the doorbell
  - Highland office staff will confirm the appointment with instructional staff
  - Visitors must pass a screening to be granted entry. **(Please refer back to the screening process as explained previously.)**
    - Temperature check & declaration by the visitor that they are not exhibiting COVID19 symptoms
    - Face mask or face shield required

Non-emergency deliveries are discouraged. If a parent or guardian needs to drop-off an item to their child during the school day, they may not enter the building, but may do so by

- Ringing the front doorbell

## HIGHLAND ELEMENTARY--PLAINVIEW ISD RETURN TO SCHOOL PLAN

- Placing the items on the front porch table designated for drop offs.
- **Labeling the item with the child's name and grade. This is important in order for your child to receive their items.**

A Highland staff member will collect & deliver the item as soon as possible from the outdoor table.

### FIRST DAY OF SCHOOL

It is important to note that the protocols as described above will be in place after the first day of school. On the first day of school, parents will be allowed to walk their children to their classrooms. **Upon entry, visitors will follow the screening process as described above.**

**\*\*Families who need to complete the late-registration process on the first day of school may use devices on site beginning at 10:00 a.m.\*\***

### CAMPUS DISMISSAL PROTOCOL: STUDENTS

When the bell rings, students will remain in their classrooms with their teachers. Families will receive a QR code to carry with them to use for dismissal. Parents will use the same drive through used in the morning. Students will dismiss from three locations:

- **East Drive Thru - REMAIN IN VEHICLES (NO PARKING)**
  - For families with students in Kindergarten, 2nd Grade and 3rd Grade
  - While in their vehicle, parents will hold up their code and a Highland staff member will scan. As codes are scanned, students will be notified on our HHT-TV channel that their car has arrived. They will promptly leave their classroom and exit through the **EAST CAFETERIA DOORS** to load their car.
- **West Drive Thru - REMAIN IN VEHICLES (NO PARKING)**
  - For families with students in Pre-K, 1st Grade, 4th Grade and 5th Grade
  - While in their vehicle, parents will hold up their code and a Highland staff member will scan. As codes are scanned, students will be notified on our HHT-TV channel that their car has arrived. They will promptly leave their classroom and exit through the **West Porch Doors** to load their car.
- **North Cafeteria Breezeway - WALKERS AND BUS ARRIVALS ONLY**
  - Parents who have walked from home to pick up their child may scan in their code at this location only. As parents arrive and codes are scanned, students will be notified on our HHT-TV channel that their bus has arrived. They will promptly leave their classroom and exit through the **North Cafeteria Breezeway** to load the bus.
  - As buses arrive, a code will be scanned for each bus and students will be notified on our HHT-TV channel that their bus has arrived. They will promptly leave their classroom and exit through the **North Cafeteria Breezeway** to join their parents and walk home.

## **EXHIBITING COVID-19 SYMPTOMS & POSITIVE CASES PROTOCOL: STAFF**

If an Highland staff member becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they must also immediately contact the campus principal.

They will be asked to leave work and go home or **(at their discretion)** to the nearest health center.

Staff members diagnosed with COVID19 or in quarantine must adhere to the protocols set in place by the Plainview ISD Human Resources Department for returning to work.

## **EXHIBITING COVID-19 SYMPTOMS & POSITIVE CASES PROTOCOL: STUDENTS**

If a student is exhibiting symptoms of COVID19 at school, teachers will fill out a nurse's pass and call for a designated staff member to escort the child to the nurse's office. While waiting for their escort, the student may sit at or close to the entrance of the classroom. If the student is not in 4th or 5th Grade, a mask will be provided to them by the Highland staff member. The nurse will document temperature and symptoms in Skyward. If required, the nurse may deem it appropriate to isolate the child in a room monitored by a Highland staff member, but away from other students. If the student has a temperature greater than or above 100 degrees, parents/guardians will be contacted and will be directed to pick up their child at the West Porch doors. A designated staff member will escort the student to their vehicle upon parent arrival.

Any student who tests positive for COVID-19 must be quarantined for 14 days and their symptoms must have subsided before being readmitted to the campus. Any siblings or family members of the same household must follow the same protocol above.

### **Upon notice of a lab-confirmed positive case of COVID-19**

- The nurse or designated staff must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the student or staff member should not be provided.*
- Advise students and staff that they may have been in contact with a suspected person and to carry out self-screening every morning, and based on the results, contact the campus principal.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the staff member or student.

## NON-COVID-19 NURSE OFFICE VISIT PROTOCOL

Highland staff will be diligent in discerning the need for nurse office visits. For students with non-COVID-19 related symptoms or injuries, teachers will fill out a nurse's pass and call for a designated staff member to escort the child to the nurse's office. While waiting for their escort, the student may sit at or close to the entrance of the classroom. In the event of an emergency (vomit or blood) the teacher may opt to send the student to the nurse's office with a pass and without an escort.

Students who are visiting the nurse to receive daily prescription medication or inhalers will come to the nurse's office at their designated time and adhere to social distancing as they wait for their turn to be seen.

## SOCIAL DISTANCING PROTOCOL

Social distancing is an effective way to prevent potential infection. Highland staff, students, visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others.

- Graphics on the floor will mark the walking direction throughout the school in order to maintain the social distancing guidelines (3-6 feet apart) and keep traffic flowing in common areas such as hallways, sidewalks.
- Students will be designated to sit (in classrooms, gym or cafeteria) or stand (in hallways) in areas that meet social distancing guidelines.
- Potential high-traffic areas will be monitored by Highland staff members consistently.
- When necessary, interactions/gatherings vital to the academic setting will be conducted with social distancing guidelines in place
- Non-essential/informal meetings and social visiting should be avoided

## FACE MASK PROTOCOLS

### REQUIREMENTS, EXCEPTIONS, AND THE USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be needed to prevent certain exposures. PPE includes face mask or face shields. Face masks or face shields are an important part of student, staff and visitor protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Staff and students in grades 4 and 5 are expected to wear their mask or shield at all times. All other grade levels are also strongly encouraged to wear masks or shields. The exceptions for all students will be

- When staff members are alone in their classrooms with the **classroom door closed**
- When students are at recess and able to still maintain distance from each other (**Students will be reminded not to congregate in large groups.**)

## HIGHLAND ELEMENTARY--PLAINVIEW ISD RETURN TO SCHOOL PLAN

- When students are eating breakfast and lunch
- When students need to meet the needs of an instructional task related to the curriculum

*Please note that social distancing should still be practiced even with the use of face masks or face shields.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 80% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

### STUDENT REFUSAL TO WEAR FACE MASK OR FACE SHIELD

*In grades 4 and 5, any student who repeatedly refuses to wear their mask will be sent home and must participate online until his/her parent/guardian agrees that the student will dutifully comply with direction from the Texas Education Agency. Parents will be contacted and students should be picked up promptly and may return when he/she agrees to wear the mask as required. After the student's second refusal to wear his/her mask or shield, the student will be enrolled in online learning for the remainder of the grading period.*

### STUDENT MASKS FOR PURCHASE

Students will be provided temporary masks for a short time until parents/guardians secure their student(s) masks as part of their back to school attire and supplies. Our office will have a limited supply of masks available for parents to for \$5.00.

### LUNCH SCHEDULE

Student lunch schedules will be set in 30 minute increments. Students will enter the cafeteria and immediately sit in designated spots 3-6 feet apart. Cafeteria staff will serve students their lunch from rolling carts. Custodial staff will collect trash with rolling carts. Students will have to be cleared from the cafeteria and the breezeway before the next grade level enters the cafeteria. The custodial team will be diligent about sanitizing tables and benches in between grade levels.

### STUDENT AND STAFF TRAVEL

Student and staff travel to conferences, workshops and field trips will be discontinued until further notice unless pre-approved by the office of the Superintendent.



## SIGNAGE

Samples of signage to be placed throughout the school:



## RECOGNITION OF STAFF AND STUDENTS FOLLOWING SAFETY PROTOCOLS

- Students who following expectations will be regularly featured on daily announcements
- Students can earn Paw Praise Tickets for following expectations.
- Staff will earn special recognition for following the safety protocols and practicing the protocols with students.

## COMMUNICATION METHODS

We aim to remain in communication with our Highland staff families. To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Families need to update their contact information in Skyward.
3. Visit our district and campus websites
4. Follow our district and campus on Facebook
5. Log in to Google Classroom for staff and for grades PK-5
6. Opt in to Skyward Messages by texting \_\_\_\_\_ to \_\_\_\_\_
7. Sign-up and connect with Class DoJo on a consistent basis