

Campus Name In-Person Transition Plan

Fall 2020



*This plan is a live document and will be updated regularly in accordance with the [Fort Worth ISD Forward District plan](#).

COVID-19 Safety Protocols

Temperature Screening- All students will have temps screened at designated entrance to school.

Intermittent Cleaning in-classroom each period- teachers will be responsible for spraying individual desk areas before bell rings and students tidying up space and leaving as clean as when they entered.

Social distancing markers- Floors will be marked with one-way signs and social distancing markers.

One-way hallways- All hallways are one-way, students exit to the north (right or left depending on which way their classroom faces) For clarity, students walk in the direction of the teacher parking. Stairwells are one-way and clearly marked.

PPE- Distribution to teachers monthly beginning September 28

Seating charts- will be kept for contact tracing purposes in a secure office location accessible by nurse and admin.

Person Responsible	Action Item	Progress Notes
Cafeteria Staff	X's marked in blue painters tape on tables in cafeteria to indicate seating and distance.	Due Friday, September 25 - Tables moved to outside gym Monday, September 28 - Social distancing markers on tables.
Rotimi	Duty stations for Temperature checks, passing periods, arrival and dismissal	- Due Friday, September 25
Tucker	Call out to parents where to enter	- For October 5th, 6th grade returning, Thursday Oct. 1 and Friday Oct. 2

		<ul style="list-style-type: none"> - For October 13th, 7th grade returning, Thursday and Friday, Oct 6 and 7 - For October 19th, 8th grade returning, Thursday and Friday, Oct 15 and 16
Rotimi- oversee Rueda- ordering and implementation Hall monitors- placement	Social distance markers placed, one way arrow signs, stairwell signs	Due Wednesday, September 30
Planning team-	Train teachers on intermittent sanitation procedure	Wednesday, September 30
Rincon	Procure additional masks (2000) for families and students who may need them.	Thursday, September 24
Admin team and Rueda	PPE distribution to teachers. (Spray bottle, face shield, district issued masks, hand sanitizer, etc.)	Monday, September 28
Admin team, Preston, Rueda	Building walk to ensure safety protocols are in place and adjust as needed.	Wednesday, September 30
Admin team	Monitoring of restroom use plan.	Wednesday, September 30
Admin team, custodial team, teachers	Maximization of classroom space. All teachers will be instructed in faculty meeting. A system for removal will be established	Thursday, September 24- Faculty meeting Friday, September 25- furniture removal document live Week of Sept. 23-Oct 2- excess furniture removed. Priority to 6th grade classrooms, then 7th, then 8th.
Carlton	Run seating charts (using the EOC seating chart as a guide) weekly. Teachers turn seating chart in on Mondays each week in filing cabinet in main office.	Available for pick up in main office October 2, and each Friday after that placed in teacher boxes. Teachers will file seating charts by alpha in filing cabinet.

Contreras, Rueda, Cortez	Call students who did not take the survey and see if they plan to return. Log information in google doc.	By September 29, 2020
Rincon and counselors and data clerk	Report to teachers about max number of students each period they can expect. This is for planning for social distancing, removal of excess furniture.	By September 29, 2020

Campus Transitions for Students			
First Bell	<p>Teachers do: Stand and doorways to greet students and move students along- one-way hallways and stairwells.</p> <p>Monitoring staff greets students at south entrance for late arrivals temperature check until 9:30.</p>	<p>Students Do: Students coming from outside enter through Nashville facing entrance if not yet in holding areas. *Discuss- Rotimi</p> <p>6th grade students in cafeteria are dismissed to one way hallway and social distant lines.</p> <p>7th grade students entering from outside gym enter through Nashville entrance.</p> <p>8th grade students in auditorium use staircases on south end of building to go to class. Make sure we address students who aren't going upstairs.</p> <p>Portables and language center -</p>	<p>Admin Monitoring: Tucker:1st floor Rotimi: 3rd floor Rincon: 2nd floor</p> <p>Review duty spots as needed and adjust for maximum safety.</p>
Passing Periods	<p>Teachers Do: In-class Sanitation Break- 10:03, 10:56, 11:37 or 11:48; 12:30 or 12:42, 1:20, (depending on lunch), 2:13, 3:06, 3:59, 4:28. Spray desks with disinfectant</p>	<p>Students Do: Students leave area as it was upon arrival. (Wipe down area with towels, throw in trash and hand sanitize.)</p>	<p>Admin Monitoring: Tucker: 1st floor rotation Rotimi: 3rd floor rotation Rincon: 2nd floor rotation</p>

	Stand at doors and monitor masks, remind students to space 6 feet apart. Greet students as they come into class.	Students walk socially distant as possible, masks on, one way hallways, stairwells.	Review duty spots as needed and adjust for maximum safety
Lunch Transition	Teachers do: Teachers escort students to their assigned lunch area and then take their 30-minute duty free lunch.	Students do: Students walk socially distant as possible, masks on, one-way hallways, stairwells. Follow teacher escort to assigned lunch location.	Admin monitoring: Review duty spots as needed and adjust for maximum safety
End of Day Transition	Sped students dismissed to bus first and escorted by self-contained teachers. Teachers do: Floor by floor dismissal 3rd, then 2nd, then 1st. Third floor teachers ensure social distancing of students and escort student to one of two assigned stairwells. Teachers sweep and close the floor and radio all clear to admin. 2nd floor teachers follow suit when called over the intercom then first. Hall monitors sweep the building after teachers call all clear. Custodians lock entrances. Teachers vacate building by 5:00 p.m. for sanitation procedures to begin.	Students do: Bus-riders report to North Lot. Parent-pick up on Nashville. Walkers directed to exit campus on northeast Lot.	Admin monitoring: Rotimi- Front Rincon- Front Tucker- busses Monitor and adjust as necessary.
Person Responsible	Action Item	Progress Notes	
Rotimi	Duty Stations- Duty station for entrances, transitions for all support staff.	Review September 25, 2020	
Rueda	Campus map graphically showing transitions/directions.		

Tucker/Rotimi/Rincon	Detailed step-by-step actions for entry, transition, lunch and dismissal.	Final- due October 2	
Boodhna/Marchesseau	Detailed instructions for staff about how to secure the floor.	Final, due October 1	

Transportation

AM Drop off

All buses will drop off on North Side of parking lot,
Students will go based on grade level to designated location for their temp check and breakfast.

PM Dismissal

Sped students will be dismissed first.
Students who are bus riders will exit to the north lot for their bus number and remain socially distant.

Person Responsible	Action Item	Progress Notes
Ms. Barnett	Submit written plan for SPED students to ensure safe transition from bus to breakfast to room to end of day dismissal.	
Tucker	Gather afternoon bus routes and create system for organizing students as they exit the building by bus number.	Due: September 30, 2020
Rotimi	Plan for late busses and monitoring of students	Due: September 30, 2020

Cafeteria & Food Service

<u>Grab and Go Stations and Entry- Breakfast</u>	<u>Grab and Go Stations and Entry- Lunch</u>
<p>Week 1: October 5-9, 2020 6th Grade - A-M- Enter through front right and report to cafeteria 6th Grade - N-Z- Enter through outside gym</p> <p>Week 2: October 12-16, 2020 6th Grade- A-Z - Enter through cafeteria 7th Grade- A-Z- Enter through outside gym</p> <p>Week 3: October 19-23, 2020 6th Grade- A-Z - Enter through cafeteria 7th Grade- A-Z- Enter through outside gym 8th Grade- A-Z- Auditorium</p>	<p>6th Grade lunch - 11:01-11:36 7th Grade lunch- 11:54-12:29 8th Grade lunch- 12:47- 1:22</p> <p>Classrooms north of the center stairwell report to Outside gym Classrooms south of the center stairwell report to Cafeteria.</p> <p>Students are seated by their next period teacher and by alpha for contract tracing purposes.</p> <p>Students released from lunch by class.</p>

Person Responsible	Action Item	Progress Notes
Joe Preston, lead custodian	Cafeteria seating reduced by half; tables moved to outside gym.	Due Friday, September 25
Ofilia Rueda, Admin assist	Coordinate with cafeteria staff for grab and go stations at all three locations.	Due Friday, September 25
Admin team	Monitor and adjust lunch schedules as needed to ensure safety of all	ongoing
Rotimi	Duty locations for monitoring	By Thursday, October 1
Joe Preston, lead custodian	Plan and coordinate for cleaning in between lunches.	Due Thursday, October 1

Maria Contreras, cafeteria manager		
Tucker, Rotimi, Rincon	Plan for students being seated by teacher for locations.	By Thursday, October 1