

Haun Elementary

RETURN to SCHOOL PLAN



2020
2021

This plan represents Campus Protocols for Haun Elementary. Additional protocols are found in the District Plan. (see below)

Campus Protocols	District Protocols
<p>The following process/procedures guidelines can be found in the CAMPUS guide:</p> <p>Arrival Dismissal Cafeteria Restrooms Recess Water Fountains Classroom Procedures Specialized Classrooms Hallways/Lockers Emergencies and Drills</p>	<p>The following process/procedure guidelines can be found in the DISTRICT guide:</p> <ul style="list-style-type: none">• Screening and isolation protocols• Personal protective equipment (PPE)• Disinfecting and hand sanitizing• Campus cleaning and disinfecting• Positive COVID-19 cases on campus Draft Plano for Parents and Staff - Plano ISD Return to School 2020• School events and activities• Off campus activities for first 9 weeks• Cleaning/sanitizing/disinfecting agents

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Introduction and Priorities

The teachers and staff of Haun Elementary School look forward to welcoming students back for the 2020-21 school year! Despite the challenges with COVID-19, our campus will continue to provide an excellent education to our students, which will include both in-person and remote learning environments. As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a focus on the health, safety and well-being of our staff, students and community.

While Plano ISD is planning for two different instructional environments, the district plan follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials.

The ultimate goal of this document is to provide an understanding to our staff, parents, students and community members of how the district safety and health measures will be implemented for those who are learning and teaching at Haun Elementary School.

Parents/Guardians: At all times, we must have current phone numbers and emergency contact numbers. These must be updated regularly.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates.

Protocols for Personal Protective Equipment

Schools are required to comply with the governor's executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. This requirement is subject to change.

- ▶ Masks include non-medical grade disposable face masks and cloth face coverings that cover the nose and mouth. **Masks with exhalation valves or vents will not meet this requirement.**
 - ▶ Staff and students will appropriately wear face coverings.
 - ▶ Students in Pre-K through 2nd grade will wear masks in hallways, common areas and during arrival and dismissal. Students in Pre-K through second grade will wear face shields while in their classrooms. Parents may opt for students to wear both masks and face shields in the classroom.
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Protocols for Haun Visitors

Haun Elementary School will utilize virtual meeting options to limit campus visitors. Volunteers are not allowed to visit campuses at this time (including PTA, office helpers, mentors, college representatives, guest speakers, etc.). At this time, parents should contact the school via e-mail and phone to communicate with school personnel. Access to the campus by parents will be limited to the front office and will be subject to additional screening procedures and PPE requirements. District personnel who require access beyond the front office will wear a face covering. Visitors other than district personnel are not allowed on campus at this time.

School Arrival & Dismissal

Arrival: Provisions are in place to minimize the gathering and/or congregating of students upon arrival to Haun each morning.

General reminders (see detailed information in the tables below):

- **Morning arrival begins at 7:00 a.m.** No students will be able to enter the building before 7:00 a.m.
- **School begins at 7:40 a.m.** (5 minutes earlier than previous years). Students are encouraged to enter the building by no later than 7:30 in order to be seated and ready for instruction at 7:40.
- Students will be given hand sanitizer upon arrival.
- Students arriving before 7:25am will need to enter through the gym doors and go into the gym. They will sit in assigned seating that will be socially distanced until released to their classrooms.
- **Parents cannot park their cars and walk students to the door. Parents must remain in their vehicle at all times.**
- Students are expected to practice social distancing and follow campus guidelines. As they enter their classrooms, they will be given hand sanitizer.

Dismissal: Provisions are in place to minimize the gathering and/or congregating of students during afternoon dismissal each day. Haun will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders, PASAR students, and daycare will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

General reminders (see detailed information in the tables below):

- Students will be encouraged to use hand sanitizer before exiting the building.
- **Parents who need to pick up their students early (prior to dismissal) must do so by no later than 2:00 p.m. After 2:00 p.m., students will be released according to their normal dismissal procedure.**
- **Parents picking up students during the day will be required to call ahead so that students can be sent or accompanied to parent vehicles upon arrival. Office staff will sign the student out, documenting both the time the student left the building, as well as the time the parent requested for early dismissal.**
- **Parents will pick up children who must leave school early due to illness within 30 minutes and no later than 1 hour from the time the campus contacts the parent/guardian. If the parent is unable to pick up their child, the parent must contact a designated person from their Parent Portal list who will pick up their child within the 30 minutes and no later than one hour after initial contact was made.**

Carpool - Arrival

Student	<ul style="list-style-type: none"> ▶ Students need to be able to independently open their car door and exit the vehicle. Other students, staff and volunteers will not be allowed to open car doors. ▶ As students exit their car, they are expected to wear their mask and keep social distance when walking toward the building entry. If they are arriving between 7:00 - 7:30 they will go directly through the gym door to the gym. If a student is arriving after 7:30, they are to go to the designated entrances listed in the parent arrival information. ▶ Once they enter the building (after 7:30), they should head directly to their classrooms.
Parent	<p>Parents will enter the carpool lane and students will get out of the car and enter through the gym door. If a student is arriving after 7:30, they are to go to the designated entrances:</p> <ul style="list-style-type: none"> ▷ Kinder and 1st: Facing the school, the far door on the left. ▷ 2nd and 3rd: Front Door by the Office. ▷ 4th and 5th: Outside door by the Cafeteria/Library. <ul style="list-style-type: none"> ▶ Students are to exit from the right side of the car door. ▶ Staff will NOT open the car doors due to COVID-19. Please encourage and practice with your child on how to exit the car safely and quickly. ▶ Parents are expected to pull forward in the carpool lane to help the flow of carpool. ▶ Parents will not be allowed to walk students to classrooms. ▶ Parents should not exit their vehicle to walk their students to the door because this practice makes it harder for us to follow our social distancing protocols. ▶ Parents who arrive at Haun in a vehicle should drop off their Haun students from their vehicle by driving through the carpool lane. Parents should not exit their vehicle to walk their students to the door because this practice makes it harder for us to follow our social distancing protocols. The only parents dropping students off on foot should be those who walked to school from home.
Teacher/Staff	<ul style="list-style-type: none"> ▶ Assigned staff members supervise student arrival, ensure that students are wearing masks, direct students to their classroom and encourage that students maintain desired social distance. ▶ Assigned staff members will be present in the carpool lane, as well as in the entryways and hallways, to greet students and ensure they are wearing their mask and practicing social distancing protocols.

Carpool - Dismissal

Student	<ul style="list-style-type: none"> ▶ Students are to enter their vehicle from the right side of the car door. ▶ Staff will NOT open the car doors due to COVID-19. Please encourage and practice with your child on how to enter the car safely and quickly. ▶ Students are expected to continue to maintain distance and wear their mask until they are fully inside their vehicle. ▶ Students must listen for their name to be called and move quickly to their station to meet their vehicle. Staff will support with a walkie-talkie and reminders.
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Parent	<ul style="list-style-type: none"> ▶ Students are to enter their vehicle from the right side of the car door. ▶ Staff will NOT open the car doors due to COVID-19. Please encourage and practice with your child on how to enter the car safely and quickly. ▶ Parents are expected to pull forward in the carpool lane to help the flow of carpool. ▶ Parents are expected to stay inside their vehicle to help with the flow of traffic. ▶ Parents will have a sign posted in their passenger window to notify staff who the car is here to pick up (first name, last name and grade level of each student riding in that vehicle).
Teacher/Staff	<ul style="list-style-type: none"> ▶ Assigned staff members supervise student dismissal, direct students to their vehicles and encourage that students maintain desired social distance.

Walkers - Arrival and Dismissal

Student	<ul style="list-style-type: none"> ▶ It is recommended that walkers keep social distance and use a mask while walking to and from school. ▶ Prior to 7:30, students are expected to enter through the gym doors and go directly to the gym. ▶ Students will be given hand sanitizer upon arrival. ▶ If a student is arriving between 7:30 and 7:40, they are to go to the designated entrances: <ul style="list-style-type: none"> ▶ 2nd and 3rd: Front Door by the Office ▶ 4th and 5th: Outside door by the Cafeteria/Library ▶ Kinder and 1st: The outside grade level pod door for walkers (east side of the building) ▶ Sibling connections for walking students will be done outside the building. ▶ Students will be asked to immediately leave campus and begin walking home at the end of the school day. Students/families should not congregate with other students/families on the campus when walking to and from school.
Parent	<ul style="list-style-type: none"> ▶ Parents are encouraged to talk with their child about the health benefits of social distancing. ▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus. ▶ Parents will be unable to walk their child into the building. ▶ Students will enter through the gym door prior to 7:30. If a student is arriving after 7:30, they are to go to the designated entrances: <ul style="list-style-type: none"> ▶ Kinder and 1st: The outside grade level pod door for walkers (east side of the building) ▶ 2nd and 3rd: Front Door by the Office ▶ 4th and 5th: Outside door by the Cafeteria/Library ▶ If parents are waiting with/for their child, they are expected to be socially distanced six feet apart from each family group and must wear a mask. ▶ For dismissal, parents pick up their walking student outside of the grade level pods located on east side (K-1) south side (2-5).

- ▶ Parents of K-2 children, please hold up a sign for the walker teacher to identify the name of the child you are picking up.
- ▶ Parents leave the school grounds with their child as soon as pickup occurs.

- Teacher/Staff**
- ▶ Assigned staff members supervise student arrival and dismissal, ensure that students are wearing masks, direct students to appropriate locations and encourage that students maintain desired social distance.
 - ▶ Assigned staff members assist in monitoring students to discourage large groups from congregating.

Bus - Arrival and Dismissal *The district requires all drivers and students to wear masks while on the school bus.*

Students will be required to sit in their assigned seat, according to the bus driver's seating chart. This is important in the event that there is a positive COVID-19 case as it will support contact tracing and notification to families. Designated rows will be coded by number and color to make them easily identifiable for students of all ages. Students from the same household will be asked to sit together.

- Student**
- ▶ Will meet a teacher and enter through the back gym door and go directly to their spot in the gym.
 - ▶ After exiting the bus, students will keep distance from each other.
 - ▶ Students will be given hand sanitizer upon arrival and before dismissal.
 - ▶ Students will not share personal devices.
 - ▶ Students remain seated once on the bus.
 - ▶ Students will wear a mask boarding, riding and exiting the bus.

- Parent**
- ▶ Parents are encouraged to talk with their child about the health benefits of social distancing.
 - ▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to get on or be dismissed from the bus.
 - ▶ Encourage your child to practice social distancing.

- Teacher/Staff**
- ▶ Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas.
 - ▶ Staff will ensure social distancing during arrival and dismissal.
 - ▶ During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.

Bike Rack - Arrival and Dismissal

- Student**
- ▶ Students should use every other space in the bike rack to keep social distance when arriving at school.
 - ▶ Students will immediately leave campus and begin riding their bike home at the end of the school day.
 - ▶ Students are not to congregate in large groups with other students on campus when dismissed from school at the end of the day.
 - ▶ It is recommended that students keep social distance and use a face covering while riding their bike home.

Parent	<ul style="list-style-type: none"> ▶ Parents are encouraged to talk with their child about the health benefits of social distancing. ▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from school.
Teacher/Staff	<ul style="list-style-type: none"> ▶ Assigned staff members supervise this area to ensure that students use every other space in the bike rack and avoid congregating.

Cafeteria - Lunch

Based on building capacity and student enrollment, Haun administration will determine if additional areas need to be considered for lunch beyond the cafeteria. Based on current face to face enrollment the cafeteria and some classrooms will be used for lunch on a rotating basis. Designated areas may change during the course of the year.

Cafeteria	
Student	<ul style="list-style-type: none"> ▶ All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria. Hand sanitizer will be available in the cafeteria. ▶ Students will be seated according to a seating plan that is consistent with social distancing guidelines. Physical distance will be provided around each occupiable seat. ▶ Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing. ▶ Cafeteria menu items will be placed in pre-packaged containers for students to take to designated locations in the cafeteria. ▶ Students will wear masks until they begin eating and once they finish their meal. ▶ Some students will be eating in classrooms to maintain social distancing.
Parent	<ul style="list-style-type: none"> ▶ Parents are encouraged to speak to their children about safety protocols and social distancing. ▶ Parents are asked to read and be familiar with all school communication regarding health and safety protocols. ▶ When sending a lunch to school with students, include only items that students will not need assistance opening and can do independently. ▶ No third-party food deliveries will be accepted at any campus. ▶ Disposable containers are recommended for lunches brought from home such as paper sack, gallon baggie, grocery bag to reduce the spread of germs and cross contamination. ▶ Send your child with a school appropriate beverage for lunch each day. Community water stations will not be used in the cafeteria. ▶ At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeteria.

**Teacher/
Staff**

- ▶ Teachers will monitor the cafeteria and hallways to promote social distancing practices.
- ▶ Ensure students sanitize hands when leaving the cafeteria
- ▶ Staff will ensure that seating assignments are consistent for contact tracing purposes.

NEW Food Policies

- **Birthday treats for classrooms of students are no longer permitted. Teachers will continue to acknowledge student birthdays in the classroom as in past years, but food will no longer be shared with students.**
- **If students plan to eat food from home for lunch, they need to bring a packed lunch with them when they arrive to school in the morning. Students will keep their lunches in their own backpack until lunch time. Hot lunch drop offs are no longer permitted.**

Standard Classroom Procedures

To assist the teachers in setting up their classrooms each day, and help your child be prepared for school, we ask parents to do the following things each day:

- **Wash student masks daily.**
- **Provide extra masks as needed.**
- **Charge Chromebooks each evening.**
- **Send a full water bottle each day with the child's name written permanently on it. Wash the water bottle nightly.**
- **Send a snack the child can open independently.**
- **If sending a lunch, the child must open everything included independently.**
- **Provide students with required school supplies for in class use.**
- **Replace lost or broken school supplies as needed.**
- **Parents are asked to read all school communication regarding health and safety protocols.**

All classrooms will be outfitted with:

- ▶ **Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.**
- ▶ **Refillable hand sanitizer stations.**
- ▶ **Access to disinfectant to disinfect working surfaces for teacher use.**
- ▶ **Access to multipurpose cleaner to sanitize working surfaces for student and teacher use.**
- ▶ **In addition to spacing tables to allow for distancing, there will be see through dividers to separate all the children.**
- ▶ **Technology should be utilized when students are involved in collaborative work.**

Student	<ul style="list-style-type: none"> ▶ Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines. ▶ Students will avoid sharing school supplies and will sanitize shared items after each use. ▶ Students will each have a tri-fold to separate them from other students at the tables. ▶ Students will use hand sanitizer at the beginning of class. ▶ Students may bring personal classroom snacks (that they can open independently) as long as they are not shared.
Teacher/Staff	<ul style="list-style-type: none"> ▶ Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement. ▶ Teachers will post signs with clear class protocols that are consistent with CDC guidelines and school-wide. ▶ Student desks (or seats at a table if tables are used) will be spread out as much as possible. If possible, students' desks will face the same direction rather than facing each other, per TEA ▶ Whenever possible throughout the day, students and staff will remain six feet apart. NOTE: it isn't always feasible that staff and students can maintain six feet of social distancing at all times, especially in classrooms. ▶ Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc. ▶ Teachers will create assigned seating arrangements to ensure social distancing. ▶ Teachers will create systems to limit the sharing of items such as school supplies so that no more than one student is using an item. Classrooms will reduce the amount of manipulatives that will be shared amongst students. As feasible, each student should be assigned their own supplies. ▶ Any supplies that must be shared, must be made of easily cleanable surfaces and disinfected between uses. Example: calculators. Classroom materials that cannot be disinfected such as magazines, books, etc., will be limited for use by one person only. ▶ Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. ▶ Technology should be utilized when students are involved in collaborative work. ▶ Group or pair work can be implemented while maintaining physical distancing. ▶ In classrooms where students are regularly within six feet of one another, teachers will plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible. ▶ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain social distancing from other classroom groups.

Classroom Preparation and Procedures

Student	<ul style="list-style-type: none"> ▶ Students will participate in training specific to newly adopted health and safety protocols.
Parent	<ul style="list-style-type: none"> ▶ Parents are asked to read all school communication regarding health and safety protocols.

Teacher/Staff ▶ Teachers will receive training to deliver classroom lessons on health protocols.

Classroom Arrival

Students ▶ After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
▶ Students should avoid touching high-touch areas if possible.

Teacher/Staff ▶ Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.

Water Fountains and Restrooms

Water fountains will not be accessible to prevent the spread of the virus. Haun has grade level bottle-filler stations in each grade level and by the gym.

K and First will take class restroom breaks throughout the day in order to monitor distancing with our younger students. Students will be limited on the number of children going into the restroom at a time. The middle stalls will be blocked in order to maintain distancing.

Water Fountain Usage/Restroom

Student ▶ Students are expected to bring their own water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
▶ Students will maintain distancing requirements and wear the masks when going to the restroom.
▶ Students will wash their hands before returning to class.
▶ Students will not use restroom breaks as a time to socialize.

Parent ▶ Parents are asked to provide a water bottle for their child to bring to school on a daily basis and to make certain they are cleaned daily.

Teacher/Staff ▶ Teachers and staff help students understand and demonstrate how to fill water bottles using the sink.
▶ Monitor that students take water bottles home to be cleaned.
▶ Monitor distancing when students are using the bathroom. In the upper grades, a maximum of two girls and two boys will be allowed to utilize the restrooms at a time.

Recess

Teachers monitor students to ensure safety guidelines are followed. Schedules and grade level groups are utilized and may shift during the course of the year as face-to-face enrollment fluctuates. Small groups of students are allowed to play together while wearing mask.

Recess

- Student**
- ▶ Students should wear masks during outdoor activity, unless maintaining six feet of social distancing. Students must maintain social distancing while lining up to return to class.
 - ▶ Students are required to wash their hands or use hand sanitizer before recess and when returning to their classroom.
 - ▶ **Students will do their best to use the restroom prior to recess.**

Teacher

- ▶ Follow recess area schedule and monitor students.
- ▶ Enforce social distancing when lining up.
- ▶ Have students clean hands before going out to recess and when re-entering the building after recess.
- ▶ Be responsible for grade level recess supplies.
- ▶ Direct students to grade level bathroom if needed during recess.
- ▶ Bring walkie-talkie to recess at all times.

Haun's Specialized Classrooms/Areas**Elementary Specials**

- Music**
- ▶ Students are required to wear a mask at all times in the music classroom.
 - ▶ Appropriate social distancing measures are followed where possible.
 - ▶ Individual manipulative packets are provided to minimize the sharing of materials.
 - ▶ Musical instruments, mallets and other equipment are sanitized and wiped down after each use.
- PE**
- ▶ Students are required to wear a mask at all times in PE.
 - ▶ Whenever possible, physical education classes are held outside to allow for maximum physical distance between students.
 - ▶ Any activities that bring students into close physical contact or require multiple students to touch/handle the same equipment are avoided.
 - ▶ PE equipment is disinfected and wiped down after each use.
 - ▶ Visual markers are on the gym floor as reminders of social distancing rules.
 - ▶ Students should avoid touching their face at all times, but especially while playing games.
 - ▶ Sanitizing areas and access to handwashing is provided.
- Art**
- ▶ Students are required to wear masks at all times in the art classroom.
 - ▶ Appropriate social distancing measures are followed.
 - ▶ Individual art supply kits are provided to avoid sharing equipment, tools and materials as much as possible.
 - ▶ Students should complete cleaning protocols and sanitize their areas in between use.

	<ul style="list-style-type: none">▶ Art materials are sanitized and wiped down after each use.
Library	<ul style="list-style-type: none">▶ Students are required to wear masks at all times in the library.▶ Visual reminders are present and furniture has been arranged to help students maintain social distancing while in the library.▶ Students and staff should wash/sanitize hands upon entering and after visiting the library.▶ High-touch surfaces (e.g., table tops, chairs, door handles, etc.) are disinfected regularly.▶ Occupancy is limited.

Hallways and Lockers

Classroom Transitions, Hallways & Lockers

- ▶ Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ Students are expected to stay to the far right of the hall when walking.
- ▶ When possible, it is recommended that students make transitions outside of the building.
- ▶ Grade levels teachers will determine how and when lockers are to be used. Students are permitted to bring backpacks into the classroom.
- ▶ Students and staff must wear masks in the halls and avoid gathering in large groups during transitions.

Emergencies and Drills

P+++++lano ISD will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

Emergency Evacuation Protocols

- ▶ Each physical classroom has been assigned to one of two groups (“Red Group” / “Green Group”), designated by a printed sign on each classroom door.
- ▶ A Haun administrator provides instructions via intercom prior to drill, notifying staff and students that a drill is commencing and that one designated group will delay exiting their classroom for a specific period of time (60 to 90 seconds) in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, the Red/Green Groups stagger their re-entry to the building to maintain social distancing.
Note: After each drill, staff and students are reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- ▶ Actual Emergencies: Haun Administration will emphasize that social distancing is not required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.