Education Center
International Academy

RETURN to SCHOOL PLAN 2020-2021

ECI ACADEMY

Table of Contents

Introduction and District Priorities

As a school district, ECIA Charter School District looks forward to welcoming students back to school on August 17. Despite the challenges with COVID-19, our district will continue to provide excellent education to our students. 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.

ECIA Charter School District's 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 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. The ECIA Charter School District's website will provide you with the most up-to-date information.

Our planning process has continuously evolved around new information and guidance that we receive from the state. Our Task Force has planned with the following key priorities and focus areas in mind:

KEY PRIORITIES AND FOCUS AREAS

- ▸ **Public Health and Safety**
- ▸ **Instructional Continuity**
- ▸ **Maintaining Workforce**
- ▸ **Equity**
- ▸ **Innovation**
- ▸ **Communication**

Fall 2020: Instructional Information for Families

This fall, ECIA will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff.

ECIA is committed to ensuring that students have an equitable experience and access to high quality instruction:

- ► ECIA will utilize the strategies and best practices associated with face-to-face in-person learning to design learning activities for all students.
- ► Learning experiences are designed to meet the needs and environment of the learner where they are.
- ► Students will engage in high quality learning experiences aligned to ECIA curriculum and Texas Essential Knowledge and Skills.
- ► Students will have face-to-face in-person instruction every day five days a week. The only exception is if the Public Health Department mandates that we can not have in-person instruction. This will result in asynchronous remote learning.
- ► Both the face-to-face in-person and remote experience will utilize Google Classroom, provide similar expectations around coursework and follow the same grading guidelines.

FACE-TO-FACE LEARNING

 Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- ► In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing Google Classroom.
- ► Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
- ► District-directed and campus-designed safety procedures will be implemented.

ECIA REMOTE LEARNING (Only if mandated by the Public Health Department)

ECIA will provide a remote learning opportunity that will allow students to engage in high quality learning experiences, utilize ECIA instructional resources and meaningfully connect with their teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences.

- ▸ Teachers will teach students from their classrooms or other assigned facilities. .
- ▸ In this setting, teachers will also provide instruction, learning resources and support through the use of Google Classroom.
- ▸ Parents will support students as a "learning coach" and ensure they have access to a device, a place to work and are engaged in virtual learning activities.
- ▸ We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student is academically and socially-emotionally future ready.
- ▸ Grading will be consistent with the guidelines and practices used in all face-to-face in-person instruction.

Remote Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Google Classroom.

ECIA student expectations for *asynchronous* learning:
- ▸ Students will complete asynchronous activities assigned each day.
- ▸ Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- ▸ Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.

Schedule for Remote Learning
While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

Attendance for Remote Learning
Students who login to Google Classroom each day and engage in teacher-assigned learning apps (including but not limited to Google Classroom) are considered "present" and **will not** be marked absent. Students who have not logged in by 3:00 pm each school day **will** be marked absent. This absence can be resolved if the student engages in daily learning assigned by their teachers via the Google Classroom by 11:59 p.m. that same day.

Parents and students will receive absence notifications via parent phone after 6:00pm each day and will be reminded of the opportunity to resolve that day's absence if the student engages in learning before 11:59 pm of the same day via Google Classroom.

Any absences recorded, but resolved by the student before 11:59 p.m on the same day, will be reconciled based on login records of the Google Classroom.

If a student is engaged in asynchronous learning and completes the entire week's worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday **only** and counted "absent" for Tuesday-Friday.

It is important that students understand that Google Classroom attendance is based on daily engagement, not solely the completion of assignments. State law TEC §25.092 still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

Remote Learning Design for Grades PK-5
Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area.

- ▸ Daily asynchronous assignments are to be completed independently. These may include activities such as:
    - ▹ Choice boards
    - ▹ Student self-selected reading and writing
    - ▹ Writing assignments
    - ▹ Independent practice
    - ▹ Read alouds
    - ▹ Small group reading instruction
    - ▹ Number Talks
    - ▹ Community Circles/Check ins
    - ▹ Direct instruction by teacher (mini-lesson)

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during remote learning. Parents may be needed at home to assist their student with logging into Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities.

Remote Learning Design for Grades 6-8
Classes within this environment will follow the schedule of classes at the student's home campus.

Teachers will structure the instructional day to follow their campus bell schedule. Within each course/subject, teachers will plan for students to participate in asynchronous learning.

Intervention and Enrichment for Remote Learning
Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students their plan for the designated time.

ECIA Remote Learning Grading

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face in-person model.

Special Education Support

ARD Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending the remote learning program. The nature of special education interventions will likely require a heavier concentration of supports and services to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.
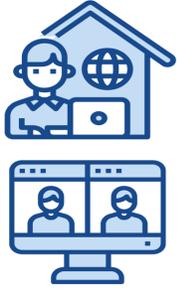
Instructional Roles & Learning Tools for Both Learning Environments

Although students may be learning in different environments, ECIA is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

Preparation for Learning

Student	▸ Be prepared for learning each day and have work and assignments completed and ready. ▸ Complete coursework by deadline set by teachers.
Parent	▸ Access parent resources to learn how students will navigate Google Classroom. ▸ For face-to-face learning: Encourage your child to have their things ready for school the night before. ▸ For ECIA Remote Learning: Create a designated place in your home for your student to use as their remote classroom.
Teacher	▸ Utilize the district curriculum documents and follow the scope and sequence. ▸ Lesson plans will be three weeks ahead of instructional time. ▸ Upload "Week at a Glance" for parents and students in Google Classroom. ▸ Upload weekly instructional materials into Google Classroom. ▸ Be prepared to teach daily lessons. PISD. Teachers will teach from their empty classrooms or from an empty room assigned in another campus/district facility. ▸ Take all materials and devices home each day in order to be prepared for possible school closure.

Learning & Teaching Expectations

Student
- ▸ Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments.
- ▸ Participate in face-to-face learning activities as instructed by teachers.
- ▸ Be organized in your work and in getting projects completed.
- ▸ Ask questions and communicate with your teacher.
- ▸ Be aware of what you should be learning each day.
- ▸ Become familiar with the structure of Google Classroom and how your teacher organizes information.
- ▸ Turn in assignments on time.

Parent
- ▸ Access Parent Portal (grades PK-8) to view student grades.
- ▸ Check in with student(s) to monitor completion of homework and assignments.
- ▸ Discuss your child's favorite part of their day and what they learned in school.
- ▸ Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a learning coach.
- ▸ Provide your child with assistance on their day-to-day activities with the exception of designated independent work.
- ▸ Consider creating a designated learning/study space for your child at home to learn comfortably.
- ▸ Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership.
- ▸ Monitor and ask for evidence that your child is on track with assignments and coursework.

Teacher
- ▸ Teach students how to access learning materials through Google Classroom.
- ▸ Provide face-to-face or asynchronous instruction and facilitate learning throughout the day.
- ▸ Manage online and offline resources to provide consistency and routines for students.
- ▸ Provide clear learning goals for students.
- ▸ Follow the expectations established across the district for Google Classroom.
- ▸ Check student assignments in a timely manner and give feedback in verbal or written form at a weekly minimum to provide next steps or necessary academic intervention/extension.
- ▸ Post grades in a timely manner according to district grading guidelines.

Support and Intervention	
Student	▸ Attend intervention/tutorial sessions as established by your teacher or school.
Parent	▸ Allow your child to attend intervention/tutorial sessions as needed.
	▸ Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher.
	▸ Help your child own their learning. Provide support and encouragement and expect your children to do their part.
Teacher	▸ Provide intervention or tutorial sessions as needed.
	▸ Follow student IEPs / 504 accommodations in all learning environments.
	▸ Use data to pinpoint students' specific needs for enrichment and intervention.
	▸ Monitor student progress with fidelity according to recommendations.
	▸ Provide and communicate office hours or conference period for student/parent support.
	▸ Attend and participate in professional learning.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information	Resources
Device	All students will be offered a Chromebook to use in either learning environment.	
Instructional Platform	▸ All teachers, grades PK-8, will utilize Google Classroom as their primary learning management system and communication tool for the 2020-2021 school year.	
	▸ Google Classroom will use a similar structure by grade level in order to provide consistency for all students and classes.	
	▸ Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.	

	Information	**Resources**
Online Resources	▸ All teachers in PK-8 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences. ▸ Students will have access to online resources, textbooks and materials through ECIA Resources Page, the district's single sign-on platform. ▸ No resources, platforms or apps requiring student fees or an associated cost to the family will be required at any time.	

Communication	▸ Communicating with teachers:
	  ▷ All teachers will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions.
	  ▷ Contact information will be provided at the beginning of each semester and posted in all Google Classrooms.
	▸ Use of student email:
	  ▷ Students in grades PK-8 will be provided a district managed email account and Google Drive.
	  ▷ These accounts should be utilized for all communication directly between teachers and students.	

Technology	ECIA recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. ECIA is preparing for possible school closures due to COVID-19 as follows: ▸ Learning devices will be provided as needed. ▸ No deposit is required. ▸ Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.	

Return to School Protocols

Following are the return to onsite work protocols for ECIA campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, ECIA will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have <u>few or no symptoms</u>. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, ECIA expects all employees, students and families to rigorously follow these practices.

Preparation for the Opening of School

ECIA will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, ECIA will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.).
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency.
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies.
- Providing communication of procedures and expectations upon entering facilities and throughout buildings.

Protocols for Screening and Isolation

General

All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

Screening Protocols

- ▸ Staff will be required to complete a self-screening process prior to entering an ECIA building, and the district may require further screening of employees at any time based on current state and federal guidelines. Staff are expected to sign in any time they are accessing a District facility/building utilizing the campus sign-in sheet.
- ▸ A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Additional screening may be conducted during the school day.
- ▸ Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met.
- ▸ Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
    - ▹ Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
    - ▹ Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
    - ▹ Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
    - ▹ Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: View current CDC recommendations.
- ▸ Teachers will monitor students and refer them to the clinic if symptoms are present.

Isolation Protocols

- ▸ For students displaying symptoms of COVID-19 or are feeling feverish, school personnel will provide a clinical assessment to determine if and when a student needs to be sent home.
- ▸ Students who are ill will be separated from their peers and should be picked up as soon as possible from the time the campus has contacted the parent/guardian.
- ▸ If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- ▸ Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- ▸ Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- ▸ Students and staff who have tested positive for COVID-19 will be permitted to return to school when:
    - ▹ They are 24 hours fever-free without using fever-reducing medication;

▷ Improved symptoms (cough, difficulty breathing, etc.);
▷ 10 days have passed since symptoms began.

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, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Staff and students will appropriately wear face coverings at all times.
- Students in pre-k through third grade will wear face coverings in hallways, common areas and during arrival and dismissal.
- Students in fourth through eighth grades will wear face coverings while at school.
- It may be impractical for students to wear masks or face shields while participating in physical education and/or recess.
- Students will not be required to wear face coverings while eating but will be distanced.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.

Protocols for Campus Visitors

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area will follow specific guidelines for visitors.

Visitor Screening/PPE Requirements

- Parents are discouraged from entering the campus and will not be allowed beyond the front office area until further notice.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PAC meetings, ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any ECIA facility.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Any individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of ECIA-provided hand sanitizer:

  Elementary/Secondary
  - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
  - Habitual and thorough hand washing after recess, before eating and following restroom breaks.

Disinfecting Expectations

- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

Daily Campus Cleaning

- Each classroom and restroom will be cleaned and disinfected.
- All high-touch areas will be disinfected throughout the day.
- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

Protocols for Meetings

- ▸ All students and staff will be required to use hand sanitizer when entering and exiting the meeting room.
- ▸ The use of virtual meetings/videoconferencing is preferred when possible, including PAC meetings, ARDs, LPAC, etc..
- ▸ If meetings must be held in person, all social distancing protocols will be implemented:
  - ▹ Facial coverings
  - ▹ Six-feet social distancing when possibles
  - ▹ Limiting the sharing of materials/supplies

Protocols for Positive COVID-19 Cases on Campus

- ▸ If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.
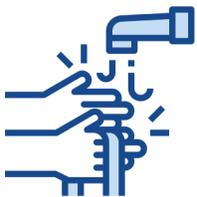
Campus Health & Safety Protocols

Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols & Procedures	
Student	▸ Students will participate in training specific to newly adopted health and safety protocols. ▸ All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas. ▸ If a student is experiencing symptoms they need to immediately notify a teacher.
Parent	▸ Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.
Teacher/Staff	▸ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance. ▸ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas. ▸ All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

School Arrival & Dismissal

Arrival: When possible, separate entrances will be utilized for car riders, walkers and daycares. Staff will take the temperature of each student BEFORE they get out of the car. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to their classroom. Parents will not be allowed to walk students to classrooms.

Dismissal: Sunnyvale campus will have students line up outside of the building at designated locations. Rowlett and Royse City Campuses will have students remain in their classroom until parent/guardian arrives for pick-up. Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

Arrival/Dismissal	
Student	▸ As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school. ▸ Students or volunteers will not be allowed to open doors or assist with car pool arrival.
Parent	▸ Parents should assist their own child with exiting the car. ▸ Parents should follow pick up protocols regarding how to pick up their child. ▸ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.
Teacher/Staff	▸ Assigned staff supervises student arrival, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students. ▸ Teachers will not be allowed to volunteer with the opening of car doors. ▸ Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.

General Building Arrival	
Student	▸ Wash hands or use hand sanitizer upon arrival. ▸ Students will be assigned to report to the classroom. ▸ It is required that students and staff wear masks when entering the building and working at duty stations.

	▸ Students can utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom. ▸ Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.
Parent	▸ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school. ▸ Parents are expected to provide their own PPE for their child. Parents are encouraged to talk with their child about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer. ▸ Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost.

Breakfast and Lunch

Classrooms will be used for breakfast and lunch to limit social interaction.

Teachers will monitor to promote social distancing practices. Depending on the number of students in the school, students will have their meals in the classrooms until further notice. Microwaves will not be provided in the classroom due to the opportunity for cross contamination with a high-touch device. Hand sanitizing stations will be available at entrances of the classrooms.

Seating & Directions	
Student	▸ Students will be expected to follow campus guidelines for lunch procedures.
Parent	▸ At this time, due to COVID-19, mealtime visitors will not be permitted in the school classrooms. ▸ 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. ▸ Parents should talk to their students about COVID-19 symptoms and prevention strategies.

| Teacher/Staff | ▸ Teachers will monitor students while eating lunch to ensure social distancing. |
| | ▸ Staff will ensure to maintain a student consistent cohort for "in person" lunches. |

Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- ▸ 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 sanitize working surfaces.
- ▸ Whenever possible, students and staff will maintain consistent groupings (family crew) 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 classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.
- ▸ In classrooms where students are regularly within six feet of one another, schools should 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 at least 12-ft of social distancing from other classroom groups.

Classroom Training	
Student	▸ Students should wash their hands or use hand sanitizer upon entering each classroom.
	▸ Students will participate in training specific to newly adopted health and safety protocols.
Parent	▸ Parents are asked to read all school communication regarding health and safety protocols.
	▸ Parents should talk to their students about COVID-19 symptoms and prevention strategies.
	▸ Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office

Teacher/Staff	‣ Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway. ‣ Teachers will receive training to deliver classroom lessons on health protocols.

Classroom Setup	
Student	‣ 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 may bring a personal classroom snack as long as they are not shared.
Teacher/Staff	‣ 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. ‣ 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. Consistent with TEA guidance, all student desks should face the same direction. ‣ Teachers will create systems to limit the sharing of items such as school supplies so that more than one student is using an item. ‣ Teachers should clean supplies after each use by student.

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

Mitigate the use of water fountains.

Water Fountain Usage	
Student	‣ 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.

Parent	▸ Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis. ▸ Parents are asked to assist students, as needed, to clean water bottles on a daily basis.
Teacher/Staff	▸ Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains. ▸ Monitor that students take water bottles home to be cleaned.

Recess/Playground

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized. Develop structured games that take into account social distance protocols.

Guidelines for Outdoor Play

- Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- All students and staff will be required to wash their hands or use hand sanitizer before entering the playground and upon exiting the playground.
- While in the classroom, brain breaks and "mask breaks" will be implemented as needed, at the discretion of the campus/teacher.

Elementary Specialized Classrooms/Areas

Elementary Specials

Music	▸ Appropriate social distancing measures will be followed. ▸ Music equipment will be sanitized and wiped down after each use.
PE	▸ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students. ▸ Any activities bringing students into close physical contact, or requiring multiple students students to touch or handle the same equipment will be avoided

	▸ PE equipment will be disinfected and wiped down after each use. Students should disinfect equipment after each use. ▸ Visual markers will be 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 will be provided. ▸ Students should bring tennis shoes to participate in class activities.
Art	▸ Students will avoid sharing equipment, utensils and supplies as much as possible. ▸ Students should complete cleaning protocols and sanitize their areas in between use. ▸ Art equipment will be sanitized and wiped down after each use.
Library	▸ Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library. ▸ Students and staff will wash/sanitize hands upon entering and after visiting the library. ▸ High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly. ▸ Occupancy will be limited.

School Events and Activities

Guidelines for School Wide Events/Activities
▸ Campuses are prohibited from planning large attendance events such as all-school assemblies, parties, socials, etc. that bring large groups of students together at one time until further notice.

On-Campus Student Activities

On-Campus Activities & School Wide Events	
On-Campus Activities	▸ PAC event and fundraising information is pending ▸ No in-person assemblies will be held in the fall. ▸ Meet the teacher, open house, parent conferences, etc. will be held virtually. ▸ Parents will be allowed to attend class parties and performances virtually.
School Wide Events	▸ No School Wide Events until further notice.

Hallways

Classroom Transitions & Hallways
▸ Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines. ▸ Where possible, one-way traffic throughout campus corridors will be established. ▸ In two-way halls 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. ▸ Students will be permitted to bring backpacks to class. ▸ For grade levels that implement departmentalization of subject areas, teachers will move to students for transitions in instruction and students will remain in their family crew. ▸ Students 4th grade and above and staff <u>must</u> wear face coverings in the halls and avoid gathering in large groups.

Emergencies and Drills

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

Emergency Evacuation Protocols

- ▸ Administration will implement a protocol to assign each physical classroom to one of two groups ("Red Group" / "Green Group"), designated by a campus-printed sign at each classroom.
- ▸ An administrator will provide 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, as determined by the principal) 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 will stagger their re-entry to the building to maintain social distancing.

  Note: this process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, staff and students will be reminded that in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.

- ▸ Actual Emergencies: Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.

Cleaning/Sanitizing/Disinfecting Agents

Cleaning-Sanitizing-Disinfecting Agents (and links to MSDS information sheets) used by ECIA Custodial Services

▸ **Alpha HP Multi-Surface Cleaner:**
Primary use is for cleaning and sanitizing horizontal and vertical surfaces:
  ▷ Student desks, classroom work areas
  ▷ Cafeteria tables
  ▷ Countertops
  ▷ Push-bars on doors
  ▷ High-touch items

▸ **Crew Neutral Non-Acid Bowl & Bathroom Disinfectant Cleaner (COVID-19 Rated):**
Primary use is for bathroom floors, stalls/partitions, urinals and toilets.

▸ **Prominence Heavy Duty Floor Cleaner:**
Used for mopping and auto-scrubbing of non-carpeted, non-restroom floors (VCT and concrete flooring):
  ▷ Hallways, cafeteria, clinic

▸ **Virex ll 256** and **Oxivir Five 16** (Both are COVID-19 Rated)
Used upon special request (multiple cases of flu, report of staph, MRSA, etc.) to disinfect:
  ▷ A grade-level area
  ▷ Wing of a building
  ▷ Locker room

Covid-19 Symptoms

Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea