



to In-Person Instruction and  
Continuity of Services Plan

A.W. Brown Leadership Academy

2021-2022 School Year

Anthony Jefferson, Superintendent

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As we near the beginning of the new school year, we are finalizing plans for face-to-face instruction to serve as the only mode of instruction for our scholars. Of course, the health, safety and wellbeing of our scholars, teachers and staff remains the utmost concern and we will continue to adhere to the current recommendations from our state and local governing bodies as well as the Centers for Disease Control and Prevention (CDC).

We are doing everything to ensure our scholars and staff return to buildings that are safe. We have a plan for maintaining our buildings that promotes the health of our scholars, staff, parents, and the AWBLA community. In this document you will find details of our plan that focuses on the variables that we can control.

Like you, we missed being able to enjoy the social interaction, athletic competitions, and extracurricular activities with our scholars. While we will continue to exercise caution this year, we hope to reinstate many of our extracurricular activities. To effectively do so, however, the protocols we enacted last school year at A.W. Brown Leadership Academy will remain in place for the upcoming school year, including the two W's (wash your hands and watch your distance). However, the use of masks inside schools, on buses, and all district facilities is optional.

To support our scholars academically, we've created our Accelerated Learning Academy to address the learning gap many scholars face after a year of virtual instruction. We invite you to participate and look forward to meeting you.

We consider our AWBLA parents and caregivers as partners in the academic and personal growth and development of your scholars. Thank you for continuing to place your trust in us to help achieve our vision of providing a learning environment in which scholars are trained, prepared and equipped for life leadership and academic excellence.

Thank you,

Anthony Jefferson, Superintendent

**This plan includes comprehensive health and safety protocols for all staff, scholars and the AWBLA community for At-school (Face-to-Face) instruction.**

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The protocols listed on the following pages will be in place in District facilities. Please note these are subject to change based on recommendations from our state and local governing bodies as well as the Centers for Disease Control and Prevention (CDC).

## Cleaning/Sanitizing/Disinfecting

### **Cleaning of all AWBLA facilities will include:**

- ❖ Special attention to specific high use areas such as door handles, knobs, and buttons will be cleaned periodically throughout the day.
- ❖ Daily cleaning with the safest and most effective products as approved by the Center for Disease Control (CDC) and the EPA.
- ❖ An AWBLA operational strategy to prevent the spread of COVID-19 that includes the requirement of each campus to apply GermBlast on a consistent basis.
- ❖ Highly touched surfaces will be treated with a protective polymer that stops growth of microorganisms for up to 90 days.
- ❖ Germblast treatment that is registered with the EPA and approved for contact services.
- ❖ Spraying of all AWBLA facilities inclusive of buses, classrooms, cafeterias, offices, and other areas.
- ❖ The ability of classroom teachers to leave out any items they want to be disinfected like computer keyboards, math manipulatives, books, etc.
- ❖ Disinfectant treatment that does comply with the Center for Disease Control (CDC) guidelines regarding disinfecting facilities while allowing scholars to engage in classroom activities.
- ❖ All AWBLA campus janitors will receive training on the deep cleaning of a facility or a specific site within a facility should a confirmed case of COVID-19 be identified.
- ❖ Classrooms will be provided with CDC-approved cleaning sanitizer.
- ❖ Continue to use the CDC guidelines and recommendations to ensure the safest and most current practices for cleaning and disinfecting.
- ❖ Contactless Hand Sanitizing stations are installed throughout the campuses including each building entrance/exit and at the entrance of classrooms.

- ❖ Spill/Body fluid skits will be strategically placed in/near common areas
- ❖ At the end of each semester break, deep cleaning will be performed.



- ❖ Electrostatic spraying of facilities will occur weekly and quarterly by GERMBLAST. The product is a safe, environmentally friendly and powerful disinfection product. The product systematically removes and destroys dangerous microorganisms in the environment. Surfaces are treated with a protective polymer that inhibits growth of microorganisms for up to 900 days. The chemical is registered with the EPA and approved for contact services.
- ❖ With weekly spraying, teachers may leave out any items they want disinfected to include computer keyboards, math manipulatives, books, etc. This will allow students to utilize materials in the classroom without transmission of germs.
- ❖ This weekly disinfectant does comply with the CDC guidelines regarding disinfecting facilities while allowing students to engage in classroom activities.
- ❖ AWBLA will continue to utilize the CDC guidelines and recommendations to ensure we implement the safest and most current practices for the cleaning, sanitizing, and disinfecting of our school campuses.
- ❖ Custodians will also receive professional development on the deep cleaning of a facility or a specific site within a facility should a confirmed case of COVID-19 be identified on a specific campus or site and need to be closed for a designated amount of time, as recommended by the CDC.

## **Daily Campus Cleaning**

- ▶ Each classroom, restroom, and offices will be cleaned and disinfected.
- ▶ All high-touch areas will be disinfected throughout the day.
- ▶ Cafeteria Staff will be expected to wear gloves during work hours.
- ▶ Custodians will wear eye protection, gloves, and a gown for cleaning throughout the day when appropriate.
- ▶ Cafeterias and food preparation areas will be disinfected between lunch periods.
- ▶ Staff and scholars 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 will limit the number of scholars that enter the restroom at one time.
- ❖ Scheduling of whole class breaks will be implemented to reduce co-mingling of scholars across various classes to ensure teacher monitoring and social distance guidelines.
- ❖ Periodic disinfecting in restrooms will occur throughout the day.
- ❖ Staff and scholars must wash their hands with soap and water prior to exiting the restroom.
- ❖ Proper handwashing signs will be posted in all restrooms.
- ❖ Handwashing procedures will be taught and consistently reinforced by staff members.

Notes: Replacement of air conditioning system filters and disinfected with an EPA approved disinfectant for COVID-19. Thoroughly ventilate the school by opening all doors and windows and turning the fan option on for the central air conditioning/heating systems for the amount of time it takes for a complete air exchange in the building.

## Cleaning/Sanitizing/Disinfecting Agents

### **Cleaning-Sanitizing-Disinfecting Agents used by AWBLA Custodial Services**

- ▶ **Alpha HP Multi-Surface Cleaner:**  
Primary use is for cleaning and sanitizing horizontal and vertical surfaces:
  - ▷ scholar desks, classroom work areas
  - ▷ Cafeteria tables
  - ▷ Handrails
  - ▷ 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.
- ▶ **Bona Antibacterial Floor Cleaner:**  
Used for mopping and auto-scrubbing of non-carpeted, non-restroom floors (VCT and concrete flooring):
  - ▷ Hallways, cafeteria, clinic, classrooms
- ▶ **Virex II 256 (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, weight room
- ▶ **GERMBLAST - Electrostatic Sprayers**  
This product is a safe, environmentally friendly and powerful disinfection product. It kills microorganisms in the environment that cause illness and infection such as coronavirus, the flu, stomach bug, staph infection, strep throat, and much more.
- ▶ **KAIVAC - Contactless Cleaning Systems** thoroughly removes soils and other contaminants that mops and wipes leave behind, eliminating odors and reducing the risk of contamination.



# Health Protocols

The following protocols will be in place in District facilities. Please note these are subject to change based on recommendations from our state and local governing bodies as well as the Centers for Disease Control and Prevention (CDC).

Per Governor Abbott's Executive Order GA 36, effective 11:59pm June 4, 2021, public schools may not require students, teachers, other staff members, parents, or visitors to wear a face covering.

Campuses will work to ensure no person is treated differently as a result of their choice to wear or not wear a mask.

A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school.

Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.

Staff and scholars will continue to be expected to wash their hands frequently throughout the day and use hand sanitizer.

Parents and employees will continue to be required to report confirmed positive cases of COVID-19 to campus administration or their supervisor, but this information will no longer be tracked on a District COVID-19 Dashboard.

Parents and staff will be notified when there is a positive case in their scholar's class/staff member's class or department.

Staff will not conduct close contact reviews, and quarantines will only be required for those who test positive for COVID-19.

Rapid antigen and PCR testing for staff and scholars is available in the clinics.

Body temperature cameras have been installed at the front entrances of Genesis and Quest campuses. Employees and scholars will enter through the front doors to enable temperature screening. For areas such as the portables or buildings without temperature cameras, infrared thermometers will be utilized for temperature checks, if necessary. AWBLA will no longer be screening questions upon entry to facilities, as the CDC recommends screening should happen before leaving home. Anyone who is sick should stay home and contact your physician.



# Personal Protective Equipment (PPE)

How will PPE be used at the school(s)?

Students	Face masks are optional
Faculty	Face masks are optional
Staff	Face masks are optional
Custodial Staff	Face masks, face shields/eye protection, gloves, gowns (as needed based on the cleaning products or disinfectants that are being used and the possibility of the products being splashed on the skin).
<b>Visitors</b>	<b>Face Masks are optional; limited/visitors allowed. See Closed Campus Information</b>

At the front counter of each campus, disposable face masks, hand sanitizer, and gloves will be available for staff and visitors.

# Vaccination

Getting a COVID-19 vaccine helps to lower your chances of getting COVID-19, spreading it to others, and ending up in the hospital. Employees and families can also sign up for free COVID-19 testing and vaccinations from the following:

- § [Dallas County](#)
- § [Local Pharmacy and Grocery Stores](#)
- § [Texas Health and Human Services](#)

The vaccination status of other people or whether they are at increased risk for severe COVID-19 is likely unknown. Therefore, fully vaccinated people should continue to follow the safety protocols and preventative measures of the district.

# Confirmed COVID-19 and Testing

## Individuals Confirmed with COVID-19

1. Any individuals who **themselves** are test-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who is symptomatic and is diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - iii. at least ten (10) days have passed since symptoms first appeared.
- In the case of an individual that is asymptomatic but has received a positive COVID-19 test result, the individual may not return to the campus until ten days have passed since a positive test.

AWBLA will offer free COVID-19 testing for all employees and scholars (with parent permission). To schedule an appointment, email your campus nurse.

The CDC website provides the latest information about COVID-19 transmission. The Dallas County Health and Human Services (DCHHS) provides local threat level information, registration information regarding vaccinations and testing.

Our campus clinics are staffed with an LVN and a Clinic assistant. Medication will be administered by the LVN/RN. In the event that the Nurse is not available, medication will be administered by the trained Clinic Assistant. All medication administration will occur in the clinic. Both clinics offer sufficient space to separate ill and well scholars.

Due to the risk of exposure during an aerosol generating procedure such as a nebulizer treatment, parents will be asked to provide an inhaler with a spacer for their scholar in lieu of albuterol for administration via nebulizer. In the event the scholar's condition necessitates use of a nebulizer:

- Health Services personnel (HSP) will wear a face mask (as well as eye protection, gloves and a gown) during treatment
- Upon set-up of nebulizer, have HCWs maintain a safe distance (6 feet or greater), possibly outside the door
- If unoccupied and confirmed, cleaned and disinfected since last use, the isolation room will be used to facilitate the nebulizer treatment. Both areas being used for isolation provide the opportunity for the door to be closed and for the HSP to stand outside the door while monitoring the scholar. Once completed, the custodial staff would be asked to clean and disinfect the area.

Infrared thermometers will be used by clinic personnel to check temperatures.

Areas have been designated on each campus in the event that a scholar needs to be isolated and supervised while waiting for the parent to pick them up.

If an individual who has been in a school is lab-confirmed to have COVID-19, AWBLA will notify Dallas County 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).

AWBLA will act in accordance with guidance from the Dallas County Health Department.

AWBLA will close off areas that are heavily used by the individual with the lab-confirmed case (scholar, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.

District communication will be provided to the parents of scholars who came in contact with a scholar or staff member displaying COVID-19 symptoms.

# Water Fountains/Cooler Dispensers

Due to COVID19 and to minimize the risk of exposure, the water fountains will not be functional. Scholars and staff will have access to water dispensers.

- Scholar** Scholars are expected to bring only “clear” reusable water bottles that are labeled 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 “labeled” water bottle for their child to bring to school on a daily basis. Parents are asked to assist scholars, as needed, to clean water bottles on a daily basis.
- Staff** Develop and demonstrate how scholars should fill water bottles from the water dispensers. Monitor that scholars take water bottles home to be cleaned.

## Daily Cleaning/Sanitizing

- ▶ The drip tray will be emptied and cleaned hourly/daily.
- ▶ The dispensers and spigots will be cleaned and sanitized hourly/daily.
- ▶ The reservoir will be cleaned twice monthly.

**ReadyRefresh** professional cleaning company will provide the following services:

- ▶ Thoroughly clean and sanitize dispenser through a rigorous multistep process
- ▶ Utilize U.S. EPA registered cleaners and sanitizers such as DrySan™ Duo, a ready-to-use, two-step cleaner and sanitizer and Essential Oxygen Food Grade Hydrogen Peroxide to service any and all parts of your dispenser that come in contact with water.
- ▶ In addition to cleaning all external surfaces, Technicians will remove internal components and clean all water contact surfaces. The spigots, baffle, float kit, and non-spill assembly are either cleaned or replaced, and then the dispenser is thoroughly flushed with distilled water. This process removes 99.9% of bacteria.
- ▶ Cups are available for staff and scholars upon request,



# FACE-TO-FACE LEARNING

Scholars and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations. The District will continue to implement a number of strategies to address the impact of COVID-19 on student learning and mental health. This includes the use of evidence-based interventions to address learning loss and investments in additional support for students' social-emotional and behavioral needs.

A number of enhanced health and safety protocols will remain in place to help prevent the spread of COVID-19. Highlights include:

- ▶ The use of masks inside schools, on buses, and all district facilities is optional.
- ▶ Staff will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.
- ▶ Parents/guardians are expected to screen their scholar for COVID-19 each day prior to sending their scholar to school.
- ▶ Teachers will monitor scholars and refer to the nurse if symptoms are present.
- ▶ Alcohol-based hand sanitizer will be readily available and thorough hand washing will be practiced.
- ▶ District-directed and campus-designed safety procedures will be implemented.
- ▶ Desks or tables will be socially distanced as much as instructionally possible.
- ▶ When possible, technology can be utilized when the use of manipulatives is needed. Teachers will consider assigning scholars specific manipulatives in order to reduce the possibility of exposure.
- ▶ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.

- ▶ The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Scholars' individual needs will be addressed on a case-by-case basis.
- ▶ The scheduling of whole classroom breaks is recommended to eliminate co-mingling of scholars across various classes and to ensure teacher monitoring of social distancing guidelines.
- ▶ After a restroom break, scholars will be required to use hand sanitizer before reentering the classroom.
- ▶ "Brain breaks" will be implemented as needed, at the discretion of the teacher.
- ▶ Teachers will discourage sharing of items that are difficult to clean or disinfect.
- ▶ Teachers will keep each scholar's belongings separated from others' by storing them in individually labeled containers, cubbies, or areas.
- ▶ Teachers will ensure adequate supplies to minimize sharing of high touch materials as possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- ▶ Avoid sharing electronic devices, toys, books, games and other learning aids.



# Instructional Roles & Learning Tools

AWBLA is committed to providing consistency in high quality instruction and learning tools for all scholars.

## Preparation for Learning Success

<b>Scholar</b>	<ul style="list-style-type: none"><li>▶ Be prepared for learning each day and have work and assignments completed and ready.</li><li>▶ Complete coursework by the deadline set by teachers.</li><li>▶ Take all materials and devices home each day</li></ul>
<b>Parent</b>	<ul style="list-style-type: none"><li>▶ Access parent resources to learn how scholars will navigate Schoology.</li><li>▶ Encourage your scholar to have their things in their backpack/device and ready for school the night before.</li></ul>
<b>Teacher</b>	<ul style="list-style-type: none"><li>▶ Meet weekly with collaborative team to plan instruction for all scholars.</li><li>▶ Utilize the district curriculum documents and follow the scope and sequence provided by the academic services department.</li><li>▶ Upload “Week at a Glance” for parents and scholars in Schoology.</li><li>▶ Upload weekly instructional materials into Schoology.</li></ul>

## Learning & Teaching Expectations

<b>Scholar</b>	<ul style="list-style-type: none"><li>▶ Attend classes according to the school schedule and give your best efforts in your school assignments.</li><li>▶ Participate in activities as instructed by teachers.</li><li>▶ Be organized in your work and in getting projects completed.</li><li>▶ Ask questions and communicate with your teacher.</li><li>▶ Be aware of what you should be learning each day.</li><li>▶ Become familiar with the structure of Schoology and how your teacher organizes information.</li><li>▶ Turn in assignments on time.</li></ul>
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<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Access Parent Portal (grades K-8) to view scholar grades.</li> <li>▶ Check in with scholar(s) to monitor completion of homework and assignments.</li> <li>▶ Discuss your scholar’s favorite part of their day and what they learned in school.</li> <li>▶ Facilitate academic support and encouragement as a learning partner to motivate and guide your scholar throughout the school year in your role as a learning coach.</li> <li>▶ Provide your scholar with assistance on their day-to-day activities with the exception of designated independent work.</li> <li>▶ Consider creating a designated learning/study space for your scholar at home to learn comfortably.</li> <li>▶ Maintain communication with your scholar’s teacher by phone, email and/or online meetings to create a learning partnership.</li> <li>▶ Monitor and ask for evidence that your scholar is on track with assignments and coursework.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>▶ Teach scholars how to access learning materials through Schoology.</li> <li>▶ Manage online and offline resources to provide consistency and routines for scholars.</li> <li>▶ Provide clear learning goals for scholars.</li> <li>▶ Follow the expectations established across the district for Schoology.</li> <li>▶ Check scholar 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.</li> <li>▶ Post grades in a timely manner according to district grading guidelines.</li> </ul>

## Learning Tools

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Information	Resources
<b>Device</b>	All scholars will be offered a Chromebook (grades 2-8) and Tablets (PK-1) to use.
<b>Instructional Platform</b>	<p>▶ All teachers, grades PK-8, will utilize Schoology as their primary learning management system and communication tool for the 2021-2022 school year.</p> <p>▶ Schoology will use a similar structure by grade level in order to provide consistency for all scholars and classes.</p> <p>▶ Assignment submissions: Scholar assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.</p>

## Scholar Social and Emotional Supports

AWBLA Counseling Services staff are dedicated to supporting the social and emotional wellbeing of all scholars. Counseling programs and resources will be available at each campus to assist students with removing social, emotional, and economic barriers that may impede scholar achievement.

- Classroom social-emotional learning lessons
- Individual counseling
- Small group counseling

# Special Education and Section 504

AWBLA is committed to providing a high-quality education and academic experiences for scholars with disabilities. AWBLA will ensure that scholars have access to a free and appropriate public education (FAPE) to the maximum extent possible, given the students' individualized educational plan (IEP) or individual accommodation plan (IAP)/Section 504 plan.

## General Guidance

- scholars with disabilities will follow and be provided their IEP or IAP/Section 504 plan as outlined and agreed to by an ARD Committee or Section 504 Committee.
- scholars with disabilities will follow the same health and safety guidance and protocols as their non-disabled peers with special consideration given to meet their unique needs.
- Parents and guardians of scholars who receive instructional and/or related services through an IEP or IAP/Section 504 Plan may request to convene at an ARD Committee or Section 504 Committee meeting to discuss these services, as needed.

## Classroom Supplies

- ❖ Teachers will discourage sharing of items that are difficult to clean or disinfect.
- ❖ Teachers will keep each scholar's belongings separated from others' by storing them in individually labeled containers, cubbies, or areas.
- ❖ Teachers will ensure adequate supplies to minimize sharing of high touch materials as possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- ❖ Avoid sharing electronic devices, toys, books, games and other learning aids.

# Restroom Procedures

## **Elementary and Middle School**

Scholars will be trained on the proper handwashing techniques and hand washing signs will be posted in the restroom and become a part of routine procedures to assist scholars in learning the proper steps for handwashing.

Classes will operate on a scheduled restroom break cycle (exceptions will be made based on the scholar's needs). The custodial staff will clean the restroom after each scheduled break.

Scholars will enter the restroom 2-3 at a time, utilizing every other stall.

The restroom doors will remain open for staff to monitor. When a scholar has a restroom need due to privacy, the door will be closed. She/he will be reminded to wash their hands properly.

## **PreKindergarten & Kindergarten**

To ensure that Pre-school scholars follow standard handwashing procedures, our staff will model and train them to wash their hands properly by following the appropriate steps. Scholars will have adult supervision provided by the teacher/co-teacher. The bathroom door will remain open during hand washing time. Scholars will wash their hands frequently throughout the day. Hand washing will occur before and after lunch, before snack, after all hands on activities and as often as necessary.

The restroom doors are open for staff to monitor, redirect scholars, and provide feedback when needed. When a scholar has a restroom need due to privacy, the door will be closed. She/he will be reminded to wash their hands properly. Staff members will be readily available outside the door to give them a couple of squirts of hand sanitizer to provide additional sanitization.

Hand washing signs will be posted in the restroom and become a part of routine procedures to assist scholars in learning the proper steps for handwashing. Parental support will also be encouraged. We will send a copy of the handwashing procedures home so that parents can reinforce proper handwashing techniques. See sample signage below.



# SOCIAL DISTANCING

## Classroom Spaces

Classroom setups will maximize spacing of desks 3 feet apart to insure social distancing if possible.

Traffic patterns will be established to separate individuals to the greatest extent possible, and wayfinding signage will encourage social distancing.

PK class size ratio 11:1 (22 w/teacher and teacher assistant)

Grades K-4 class size ratio 18:1

Grades 5-8 class size ratio 22:1

# STUDENT MIXING

**Athletic and Extracurricular:** These programs will divide their teams into groups to help limit student mixing during practices and games/performances. These groups may also rotate for games/performances if deemed necessary:

- 20-30 participants- two groups \*\*\*Red & Gold\*\*\*
- Up to 60 participants- three groups \*\*\*Red, Gold & White\*\*\*
- More than 60 participants- four groups \*\*\*Red, Gold, White, & Black\*\*\*

NOTE: Unfortunately, we had to end the season early this semester for Athletics and Extracurricular after an abrupt increase in Covid-19 cases.

**Physical Education:** Per CDC recommendations, physical education classes will be held outside if all possible and follow all state and local government physical distancing guidelines. Masks are optional.

**Passing Periods:** Hallway transitions will be limited due to the teachers rotating to classrooms instead of the scholars. Scholars will ONLY transition to band and physical education for their assigned class period. To ensure scholars are practicing social distancing guidelines, floor and wall decals (i.e. 6ft away, please wait here, stay to the right, etc.) are posted throughout the building along with contactless hand sanitizer stations. Staff will stay in the middle of the hallway to monitor traffic.

# Hallways / Transitions

- ▶ Hallway transitions will be monitored.
- ▶ Scholars transitioning to classes will follow social distancing guidelines.
- ▶ In the hallway, teachers are to stay in the middle of the hall and scholars are to walk in a straight and quiet line to the RIGHT.
- ▶ Scholar hallway transition protocol is to remain 3 feet away from the person in front of them.

## **Elementary**

- ▶ Scholars 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 scholars are expected to stay to the far right of the hall when walking.
- ▶ When possible, it is recommended that scholars make transitions outside of the building.
- ▶ Scholars will be permitted to bring backpacks to class.
- ▶ Scholars and staff are to avoid gathering in large groups during passing periods.

## **Middle School**

- ▶ Scholars are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ In two-way halls scholars are expected to stay to the far right of the hall when walking.
- ▶ Visual floor markers help scholars maintain physical distances and adhere to established campus traffic flow in hallways.
- ▶ Traffic patterns will be established throughout the campus that separates individuals to the greatest extent possible.
- ▶ Scholars should immediately report to their next class and not congregate in the hallway.



# Common Areas

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ▶ All scholars and staff will be required to use hand sanitizer when entering and exiting common areas.
- ▶ Classes/grade levels will sign up to reserve common areas.
- ▶ Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, scholars will bring personal supplies from the classroom.
- ▶ There will be procedures for scholars to sanitize their spaces before and after usage.
- ▶ Number of scholars in a common area will be based upon social distancing practices.
- ▶ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 3 ft. social distancing.
- ▶ The use of virtual meetings/video conferencing will be used for possible meetings, ARDs, PLC's, parent conferences, faculty meetings and other meetings as determined.
- ▶ When necessary, administration will create a plan for areas of use for meetings to adhere to COVID-19 district, campus, UIL and CDC safety protocols.
- ▶ If meetings must be held in person, all social distancing protocols will be implemented:
  - ▷ 3-feet social distancing when possible
  - ▷ Limiting the sharing of materials/supplies

# Cafeteria

NOTE: Outside lunches or other scholar related drop off items will not be accepted.

## Breakfast

- Breakfast in the classroom for all scholars will be from 7:50-8:10 AM
- Each classroom will receive a thermal bag with hot and cold items.
- All scholars will be offered a meal in the classroom with no pre-ordering necessary.
- Breakfast will be “take-all or take-nothing”. There will be no choices and no snacks sold.
- Desks will be disinfected between each scholar's usage.
- Scholars will be expected to wash hands or use hand sanitizer prior to eating.
- Seating accommodations will be made for scholars with food allergies/intolerances, based on medical forms on file.

## Lunch

- All scholars will eat lunch in the cafeteria excluding PreK who will eat lunch in the classroom.
- Due to COVID-19, visitors will not be permitted to eat lunch with a scholar.
- Scholars who elect not to participate in the school lunch program will be expected to bring their lunch daily, as no lunches will be accepted at the front desk.

# Recess/Playground

Administrators provide training for staff on guidelines and procedures associated with outdoor play and scholar activities. Administrators will develop a schedule for scholars to access the playground equipment. Teachers will monitor scholars to ensure safety guidelines are followed. Campuses will consider limiting the number of scholars per recess group. Staggered schedules and consistent cohorts will be utilized.

## Guidelines for Outdoor Play

- Scholars must maintain social distancing while lining up to return to class. All scholars and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

# CLOSED CAMPUS

## **Closed Campus**

AWBLA operates within a “closed campus”. A closed campus is a term used in education to describe a learning environment that limits access to the classroom and minimizes classroom interruptions for the purpose of maximizing instructional time. This will strictly be enforced *between the hours of 7:00 a.m. – 4:30 p.m.* Parents should email their scholar’s teacher to schedule a virtual appointment for a parent conference.

Protocol/Chain of Command: From time to time, concerns and issues will arise that will require a parent conference. When they do, parents must follow the protocol below:

- 1st Point of Contact - The Scholar’s Teacher
- 2nd Point of Contact - The Campus Principal
- 3rd Point of Contact - The Superintendent

## **Protocols for Campus Visitors**

Campus staff will utilize virtual meeting options to limit campus visitors.

### **Protocols**

- ▶ 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.

# Transportation

## Transportation COVID-19 Protocol:

### Boarding Bus Procedures

- ▶ Onloading and offloading of scholars from buses will be done to maintain 3-foot social distancing practices when feasible.
- ▶ Face coverings will be optional for staff or scholars.
- ▶ The Transportation Team will work to ensure no scholar is treated differently as a result of their choice to wear a mask or not wear a mask.
- ▶ Transportation Team members, scholars, and other staff will continue to be expected to wash their hands frequently throughout the day.
- ▶ Confirmed COVID-19 cases will be reported to the campus administration, but it will no longer be tracked on the AWBLA COVID-19 Dashboard.
- ▶ Parents and staff will be notified when there is a positive case on the bus or in the Transportation Department.
- ▶ Transportation Team and staff will not conduct close contact reviews and scholars and staff will not be required to quarantine for exposure.
- ▶ The interior surfaces of AWBLA buses and other transportation vehicles will be thoroughly treated by the GermBlast (Germblast.com) products and services quarterly.
- ▶ Scholars will not be allowed to share food, drinks, or personal devices in waiting areas and on buses.
- ▶ Hand sanitizer will be provided near the bus stairwell for all riders of the bus.
- ▶ Scholars will practice social distancing (6 feet) and avoid gathering in groups of 10 or more while waiting at the bus depot.
- ▶ All bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.
- ▶ Periodically bus windows will be open to allow outside air to circulate inside the buses.
- ▶ A total of 10-20 scholars will be transported on all bus trips at all times (This number could change depending on COVID-19 data).

### **Afternoon Campus Boarding Bus Procedures (Extra-curricular and Athletics)**

- ▶ Scholars should practice social distancing as they approach and board the bus.
  - ▷ Bus in motion rules: Stay seated at all times and follow directions of the monitors and the bus drivers.
  - ▷ All scholars are required to wear the bus seat belts while seated.

### **Disinfecting Protocol**

- ▶ School bus drivers, bus assistants will be spraying and wiping down seats and high-touch items with disinfecting spray.

## **Communication Plan**

- ▶ The District made its plan public on the AWBLA website.
- ▶ The District has created its plan in an understandable and uniform format.
- ▶ The District's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, can be orally translated
- ▶ The District will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.
- ▶ The District will periodically review and revise its plan as needed, at least every six months.

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