

PSJA EARLY COLLEGE HIGH SCHOOL



BACK-TO-SCHOOL 2020-2021

WORK SAFE PLAN AND PROTOCOLS



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PSJA EARLY COLLEGE HIGH SCHOOL WORK SAFE PLAN AND PROTOCOLS

PSJA Early College High School will continue to provide instructional support and operational services to all employees, students, and parents. To best provide a safe and comfortable work environment for all the PSJA ECHS faculty and staff, PSJA ECHS has developed a “Work Safe Plan” and has established “Daily Protocols” for everyone returning to campus. Details are below.

TEA REQUIREMENT: PROVIDING NOTICE

PSJA Early College High School is providing notice to parents, families, and the community regarding back-to-school plans and instruction through this initial document. As further required, a plan to mitigate COVID-19 will be disseminated to all families and posted on the district and school websites. Preliminary information is posted in this guidance and is subject to change based on state and local decisions.

COVID-19 RESPONSE TEAM

PSJA Early College High School has developed a COVID-19 Response Team to respond to concerns and communicate district decisions. Members of the team and email addresses are noted below:

| | | |
|---|---------------------|--|
| Alejandro Elias , Ed.D | Principal | alejandro.elias@psjaisd.us |
| Rolando Peña , M.Ed. | ECHS Director | rolando.pena@psjaisd.us |
| Angelita Hernandez-Gutierrez , M.Ed. | Dean of Instruction | angelita.hernandez@psjaisd.us |
| Javier Saldaña , M.Ed. | Assistant Principal | javier.saldana@psjaisd.us |
| Heather Contreras-Peña , M.Ed. | Assistant Principal | heather.pena@psjaisd.us |
| Consuelo Chapa , M.Ed. | Assistant Principal | consuelo.chapa@psjaisd.us |
| Marilu Navarro , M.Ed. | Assistant Principal | marilu.navarro@psjaisd.us |
| Martha Alvarado , M.Ed. | CLL | martha.alvarado@psjaisd.us |
| Dora Hinojosa , RN | School Nurse | dora.hinojosa1@psjaisd.us |
| Ofelia Hernandez , RN | School Nurse | ofelia.hernandez@psjaisd.us |
| Lupe Rodriguez | Head Coach | lupe.rodriguez@psjaisd.us |
| Baldemar Cantu | Athletic Trainer | baldemar.cantu@psjaisd.us |
| Sarah Snodgrass | Athletic Trainer | sarah.snodgrass@psjaisd.us |
| Paul Guerra | Head Security | paul.guerra@psjaisd.us |
| Agustin Padron | Head Custodian | agustin.padron@psjaisd.us |



TEA REQUIREMENT: PREVENT AND MITIGATE

PSJA Early College High School must identify and implement practices to prevent the virus from entering the school and mitigate or reduce the likely spread inside the school; therefore, practices and guidelines have been established for various areas noted below:

HEALTH AND SAFETY GUIDANCE

SOCIAL AND EMOTIONAL WELL-BEING

Students' social and emotional well-being are a top priority during these challenging times. Together, schools and families can support your child during this challenging time. With the endless COVID coverage, it is natural for your child to experience some changes in behavior and mood. Counselors and staff will continue to work closely with families and students to ease the stress. Keeping routines predictable, sharing COVID facts that are age appropriate, making time to listen and share feelings, and reaching out to us for support are all important. We are here for you and your child(ren). They may schedule a meeting with the counseling staff:

| | |
|---|--|
| Haydee Bonilla-Lazo , Head Counselor (A–Chapa, Z) | astrid.lazo@psjaisd.us |
| Clara Rodriguez , Counselor (Chaparro–Garcia, J) | clara.rodriguez@psjaisd.us |
| Marcela Barron , Counselor (Garcia, K–Ibarra, Z) | marcela.barron@psjaisd.us |
| Vicky Luebanos , Counselor (Iglesias–Montemayor, Z) | victoriana.luebanos@psjaisd.us |
| Koren James , Counselor (Montes–Ramirez, L) | koren.james@psjaisd.us |
| Melissa Sanchez , Counselor (Ramirez, M–Sandoval, Z) | melissa.sanchez@psjaisd.us |
| Samantha Zavala , Counselor (Sane–Z) | samantha.zavala@psjaisd.us |
| Roel Tovar , Migrant Counselor (A–Z) | roel.tovar@psjaisd.us |
| Rickey Banda , Financial Aid Officer (A–Z) | rickey.banda@psjaisd.us |

MASKS, SOCIAL DISTANCING, AND HANDWASHING/SANITIZING

- Schools are expected to comply with the Governor's Executive Order for wearing masks or face shields where this is most developmentally appropriate.
- Everyone must wear a face mask at all times while entering, while in the building, and when exiting the building (only exception is when eating/drinking water). Face masks that go around the neck or face masks that have ventilation are not allowed.
- It is recommended that masks be rotated and thoroughly cleaned daily. Sharing of masks with other family members is extremely risky and discouraged.
- Employees and students are expected to bring their own mask. PSJA ISD will provide a reusable mask and PSJA ECHS will provide a disposable mask in the event of an emergency.
- When it is impractical to wear a mask or face shield while participating in some non-UIL athletic or other extracurricular activities, students, teachers, staff, and visitors are to maintain six feet of distance.



- Employees and students are required to maintain a physical distance of 6 feet from each other at all times.
- Signs throughout the campus building and on doors will serve as a reminder to maintain your social distance and to stay 6 ft away from others. Signs on doors will inform you how many individuals are allowed at a time.
- Blue tape on the floor will divide walkways. Employees and students should stay on the right side as they navigate through the building.
- There will be **absolutely no congregating and or socializing** while in the building.
- Should employees choose to eat in staff lounge, they are instructed to maintain a physical distance of 6 feet apart.
- Should employees choose to store food in the lounge refrigerator, lunch bag/container must be completely sealed and labeled. Employees are to refrain from sharing food. Employees are instructed to wash hands thoroughly before and after using the microwave and refrigerator. Hand sanitizer is also available by time clock as employees exit the lounge. (Only two employees in Lounge at a time)
- Employees and students must wash hands with soap and water regularly throughout the day or use alcohol-based hand sanitizer.
- Hand sanitizing stations will be spread throughout the campus. Use regularly throughout the day.
- All PSJA ISD employees who have questions about COVID-19 may call our hotline at (956) 354-2013.



HOW TO PROPERLY WEAR A MASK



MASKS THAT ARE ALLOWED:





MASKS THAT ARE NOT ALLOWED:



HOW TO PROPERLY SOCIAL DISTANCE



HOW TO PROPERLY WASH YOUR HANDS (AND HAND SANITIZER STATIONS)

According to the CDC one should follow the following steps for handwashing:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.



Or, you can watch the following video, “*Mingle Fingle Jingle*,” created by Texas A&M Agrilife Extension program to help memorize and educate others about the proper handwashing steps that prevent germs and disease: <https://vimeo.com/403457488>



CAMPUS SANITATION AND SAFETY PROTOCOLS

The following sanitation and safety protocols will be in effect at PSJA Early College High School will:

- Provide disinfecting and sanitation supplies to employees as needed/requested.
- Issue personal protective equipment to staff as needed.
- Campus custodial staff will be assigned a schedule to disinfect work areas and high trafficked spaces such as doorknobs and restrooms (twice a day- once in the AM and again in the PM).
- Have administration conduct checks throughout the day to ensure compliance by all employees. Failure to comply with outlined safety procedures and guidelines may result in disciplinary action.
- Employee will be sent home if any of the following are identified:
 1. Exposure (close contact) to someone who has been confirmed to have COVID-19.
 2. Employee has signs or symptoms of COVID-19.
- Should employee be exposed to someone who has been confirmed to have COVID-19, exhibiting symptoms of COVID-19 or have tested positive for COVID-19, employee is required to self-isolate.

BEFORE REPORTING TO SCHOOL/TEMPERATURE CHECKS AND SCREENING

All EMPLOYEES must self-screen for COVID-19 symptoms by completing the screening questionnaire at <https://covid.psjaisd.us/> prior to reporting to campus on a daily basis. If employees experience any of the symptoms listed below, employees must contact principal and NOT report to campus. Should any of these symptoms arise while at work, employees must notify principal via phone and use the designated exit door when leaving. The employee will notify the principal and nurse in the event of a positive COVID-19 diagnosis and complete “Self-Reporting Form” at <https://covistat.psjaisd.us/>



All STUDENTS must be screened for COVID-19 symptoms. If a student experiences any of the symptoms listed below, DO NOT report to school. Notify school if child has any of the following symptoms:

- fever ($\geq 100.0^{\circ}\text{F}$)
- shortness of breath
- difficulty breathing
- loss of taste or smell
- chills
- headache
- muscle or body aches
- nausea, vomiting or diarrhea
- fatigue
- sore throat
- congestion or runny nose
- cough

TEA Guidance is as follows for students:

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 test-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction, if their child has had close contact with an individual who's test-confirmed with COVID-19 until the 14-day incubation period has passed. Screening is accomplished by asking questions by phone or other electronic methods and/or in person. The screening questions should also be asked of a student's parent, if that parent will be dropping off or picking up their child from inside the school.



CAMPUS AND CLASSROOMS

MORNING AND DROP OFF PROCEDURES

Parents will not be allowed to exit vehicle nor enter building. Parent must wait for child to be screened before leaving the school grounds.

**ENTRANCE ONTO
SCHOOL PROPERTY:**

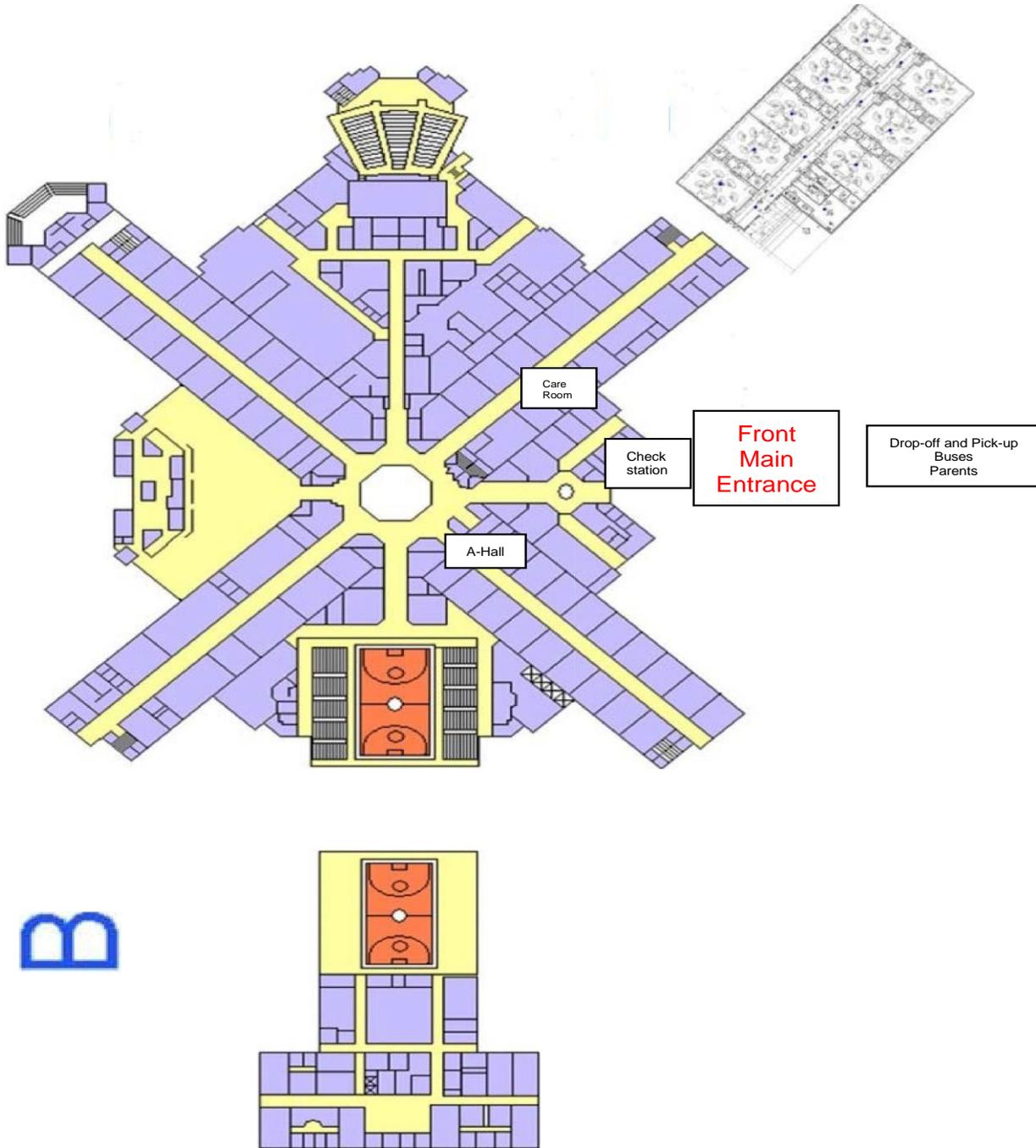
Drop off will be in the front of the school only. * This is subject to change based on re-opening phase and district guidelines.



| | |
|--|---|
| DROP OFF TIME: | Between 8:00 – 8:30 AM |
| TEMPERATURE CHECK: | All students being dropped off will have their temperature taken by school personnel before parent can leave. All students must wear face masks upon exiting vehicle. |
| TEMPERATURE CHECK IN STATION FOR STAFF: | <p>ALL STAFF WILL PARK IN THE STAFF PARKING LOT (North Side)</p> <p>The morning temperature check-in station will be through the front entrance. Everyone is expected to maintain social distancing and be patient while getting checked in. Trained personnel taking temperatures is expected to wear personal protective equipment including a mask. Employees and students are required to fill out the screening questionnaire daily.</p> <p>Check-in starts at 8:00 AM. Plan accordingly to be in your classroom on time.</p> <p>Trained personnel MUST check EVERYONE and record daily temperature readings BEFORE allowing entry into any part of the building.</p> |
| STUDENT ILLNESS: | Any student exhibiting symptoms throughout the day will be escorted to the student Care Room by a nurse (Room across Admin Conference) until picked up by parent or |
| SOCIAL DISTANCING | NO ONE may congregate or socialize with anyone. All safety guidelines and expectations are to be followed as provided by PSJA ISD, TEA, and CDC. |



PSJA ECHS CAMPUS MAP





PSJA ECHS CAMPUS MAP



EARLY DISMISSAL PROCEDURES

- Call the school prior to arriving at the school to request early dismissal and time of dismissal.
- Students will be dismissed directly from the classroom to the front office.
- Once ID has been verified, student will be escorted to the vehicle.

DISMISSAL PROCEDURES

- **WALKERS:** Dismiss at 4:10 PM by security
- **BUS STUDENTS:** Dismiss at 4:10 PM by grade level (Wait in **A- Hall** assigned classrooms until they are dismissed by security)
- **PICK-UPS:** Dismiss at 4:10 PM by grade level (Wait in **A- Hall** assigned classrooms until they are dismissed by security)



CAMPUS VISITORS

- PSJA Early College High School will not be receiving visitors or staff that is not scheduled to be at work. Any person who is needing to come on campus, must have prior approval by the Principal and must follow work safe campus procedures and guidelines.
- Campus entry is for essential visitors only.
- All visitors will be encouraged to call for a future appointment to meet virtually.
- All visitors must wear a mask/PPE and use hand sanitizer.
- School nurse will screen and check and record the temperatures of all visitors allowed on to campus as per administration approval.

MEETINGS AND COMMUNICATIONS (STAFF, CLCs, PLCs, PARENT CONFERENCES etc.)

- All communication among staff will be conducted virtually via Teams, phone or email.
- All communication with parents will be conducted virtually via Teams, phone or email.
- Traditional face-to-face campus events such as Meet-The-Teacher, Open House, etc., are suspended. Campus will use other means to keep parents and families up-to-date and engaged in their child's learning, including online platforms.

CLASSROOM CONFIGURATIONS

- PSJA Early College High School will arrange student learning spaces to be as safe as possible.
- Desks will be separated and have plexiglass.
- Students will have an assigned desk to them. Use the seating chart provided on the next page.

CLASSROOM PROCEDURES

- All classroom doors will remain open, this ensures proper ventilation.
- All classrooms are equipped with PPE and First Aid supplies.
- Students and Teacher may not share any school supplies or work in close proximity.
- Students need to bring their district-issued computer or devices.
- Students and Teachers must always wear face coverings/PPE.
- The teacher area will be marked with a line of tape to ensure proper distancing.
- Teachers will refrain students from leaving the classroom other than going to the bathroom.
- Health and safety signs will be posted in the classroom to remind students of expectations.



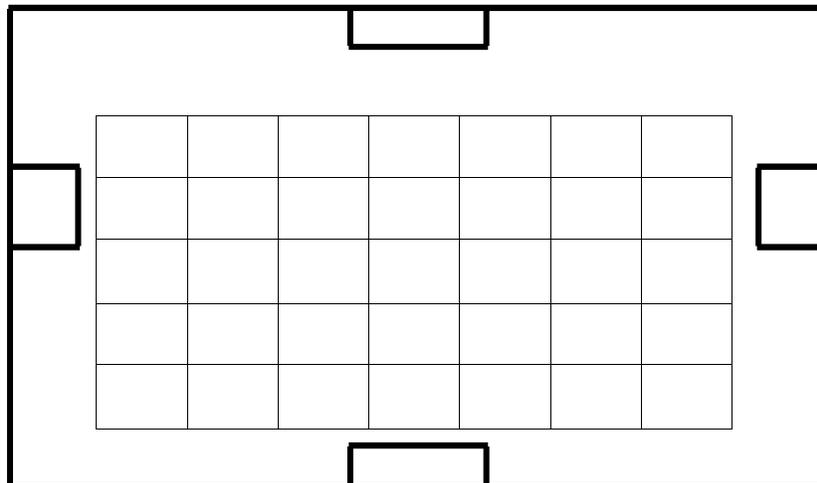
PSJA ECHS CLASSROOM SEATING CHART

| | | |
|---------------------------|------------------------|--------------------|
| Teacher | Room #: | Date: |
| Start Time: 8:30am | Breakfast Time: | Lunch Time: |

| | Last Name | First Name | Local Student ID | Seat # | RR Time out | RR Time back | RR Time Out | RR Time out |
|----|-----------|------------|------------------|--------|-------------|--------------|-------------|-------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

Instructions for the grid below:

1. Mark the location of the Teacher/Monitor by placing an "X" in the margin surrounding the grid.
2. Mark the seat number on the grid that corresponds to each student on the list.
3. Mark the location of any entrances into the area.





HALLWAY AND RESTROOMS

- Hallways and Restrooms will be monitored at all times to ensure the safety protocols. Teachers will log time students leave to the restroom and when they return from the restroom.
- Restrooms are clearly marked to ensure distancing.
- Students will be asked to bring their own bottled water to school. Modified water fountains will only be used for refilling bottles. Ensure the water bottle has the student's first and last name.

NURSE'S CLINIC

- The teacher will control minor needs.
- The teacher may call the nurse or the front office if deemed necessary.
- The nurse will escort students from the classroom and accompany them to the Nurse's clinic.
- If it is a suspected COVID-19 case, the student will be escorted to the Care Room.
- The Care Room will be designated as the Isolation Room.

INSTRUCTION

IN-PERSON INSTRUCTION AND VIRTUAL LEARNING

While PSJA Early College High School is taking multiple precautions to protect both students and staff in school operations, we will offer parents the option for either in-person or virtual learning. In both instances, students are expected to participate and remain engaged in high quality instruction. Each of these options is described below:

- With in-person instruction students attend school daily, as with the regular school year, and follow safety, sanitation, and social distancing expectations.
- Virtual instruction students participate in classroom instruction via virtual learning and are expected to complete and submit assignments as communicated by the virtual learning teacher(s).
- Virtual instruction in grades 9-12 will be delivered through synchronous instruction that requires students to be logged on in real-time classes conducted by a teacher through the Google Platform.
- Students are responsible for the same content and assignments as those students in the classroom. This is an extension of the classroom and includes the same high-level expectations for participation and assignments as in-person.
- In both models, the campuses must provide instruction in the Texas Essential Knowledge and Skills (TEKS) for the required grade level/subject/course. Monitoring student learning and progress remains integral to the success of the students. This includes attendance, grades, formative/summative assessments, and other monitoring systems that help teachers know how students are making progress.



ATTENDANCE

- Attendance will be taken each day for both in-person **and** virtual learning to ensure that students are actively engaged.
- Attendance in both models is **mandatory**.
- *As per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year. This requirement applies to both in-person and virtual instruction.*

GRADING

- State law requires each district to adopt its own grading policies. This policy must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment. PSJA ISD grading policies are accessible on the district website.
- Progress reports and report cards, along with parent conferences, will be used to communicate each student's progress and performance.

STATE AND LOCAL TESTING

- All students at PSJA Early College High School are expected to follow state and local testing requirements, whether participating in in-person or virtual instruction.

MEALS AND TRANSPORTATION

MEALS

- PSJA Early College High School must comply with child nutrition guidelines.
- Breakfast and Lunch will be served in the classrooms and will be from **11:50 AM to 12:50 PM**.
- Teachers and Paraprofessionals will monitor to ensure health and safety protocols are followed.
- Students will wash their hands or use hand sanitizer before picking up their lunch and after eating while maintaining social distancing norms.
- Students will not be permitted to share any food or drink.
- All staff will be encouraged to remain on campus for lunch. Anyone leaving the building will have to be checked in again. Time for lunch will remain at 1 hour as per the synchronous schedule.
- Students are **not** allowed off campus.

TRANSPORTATION

- Seating arrangements in bus will be established by PSJA ISD personnel to comply with TEA's social distancing requirements for school transportation.



CONTACT INFORMATION

- Contact front office 956-354-2300

ELECTIVES: BAND/MARIACHI, P.E, CTE, OTHER: CHEER, DANCE, ETC.

- Band/Mariachi: Students participating in these programs are required to have their own instrument. Protocols established by U.I.L. will be followed for band and mariachi, including marching, competitions, etc.
- P.E.: Protocols established by U.I.L. will follow COVID-19 guidelines for athletics.
- CTE Courses: CTE courses include hands-on experiences. Social distancing and sanitation requirements will be further defined and communicated by the teachers.
- Other Electives: Dance, Cheer, etc. – Each course will be reviewed individually to ensure that social distancing and sanitation requirements are established and communicated by the teachers/directors.

DUAL CREDIT/EARLY COLLEGE HIGH SCHOOL

Students at PSJA Early College High School will be serviced and the college professors will provide virtual instruction. All teachers and staff will observe Covid-19 precautionary measures and guidelines as established by partnering Institution of Higher Education.

DUAL LANGUAGE PROGRAM

Dual Language students will continue to receive Dual Language Enrichment (DLE) instruction, as outlined by model adopted by the district. All teachers and staff will observe Covid-19 precautionary measures and guidelines.

SPECIAL PROGRAMS

- Students currently participating in special program services, e.g., special education, 504, Bilingual/ESL, etc., will continue to receive services whether through in-person or virtual learning.
- Parent meetings will primarily be held using virtual meeting platforms.
- District protocols have been established to evaluate students who have been referred for special programs.

EXTRACURRICULAR AND AFTER-SCHOOL PROGRAMS

Each program will be evaluated on a case-by-case basis to determine implementation guidelines. Program sponsors will provide information to students and parents/families as information is available.



TEA REQUIREMENT: RESPOND

PSJA Early College High School must identify and implement responsive actions to address the situation if there are lab-confirmed cases in a school.

1. If an individual who has been in a school and their test-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).

2. Schools must close off areas that are heavily used by the individual with the test-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.

3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school, if a test-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on-campus activities.

4. Upon receipt of information that any teacher, staff member, student, or visitor at a school test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services.

CAMPUS SANITATION AND SAFETY PROTOCOLS

The following sanitation and safety protocols will be in effect at PSJA Early College High School:

- Provide disinfecting and sanitation supplies to employees as needed/requested.
- Issue personal protective equipment to staff as needed.
- Campus custodial staff will be assigned a schedule to disinfect work areas and high trafficked spaces such as doorknobs and restrooms (twice a day- once in the AM and again in the PM).
- Have administration conduct checks throughout the day to ensure compliance by all employees. Failure to comply with outlined safety procedures and guidelines may result in disciplinary action.
- Employee will be sent home if any of the following are identified:
 3. Exposure (close contact) to someone who has been confirmed to have COVID-19.
 4. Employee has signs or symptoms of COVID-19.
- Should employee be exposed to someone who has been confirmed to have COVID-19, exhibiting symptoms of COVID-19 or have tested positive for COVID-19, employee is required to self-isolate.



NAME OF SISTER SCHOOL DUE TO CAMPUS CLOSING:

- Raul Yzaguirre Middle School
- Austin Middle School

FOR THE MOST UP TO DATE DISTRICT COVID-19 INFORMATION AND DASHBOARD VISIT:

WWW.PSJAISD.US/COVID