



PHARR-SAN JUAN-ALAMO ISD
LBJ Middle School
Work Safe Plan and Protocols

LBJ Middle 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 LBJ faculty and staff, LBJ Middle School has developed a “Work Safe Plan” and has established “Daily Protocols” for everyone returning to campus. Details are below.

BEFORE REPORTING TO SCHOOL:

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 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 these 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

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 on the GATE 1 entrance located on the east side of the school- Knights Drive.
DROP OFF TIME:	Between 8:00 – 8:15 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.

<p style="text-align: center;">TEMPERATURE CHECK IN STATION FOR STAFF:</p>	<p>ALL STAFF WILL PARK IN THE STAFF EAST PARKING LOT NO EXCEPTIONS!</p> <p>The morning temperature check-in station will be through the east 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 are required to fill out the screening questionnaire DAILY.</p> <p>Check-in starts at 7:20 AM.</p> <p>Plan accordingly to be in your CLASSROOM on time.</p>
<p style="text-align: center;">STUDENT ILLNESS:</p>	<p>Any student exhibiting symptoms throughout the day will be escorted to the student isolation room (Room 102) until picked up by parent or taken home by bus.</p>
<p style="text-align: center;">SOCIAL DISTANCING</p>	<p>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.</p>

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.

MEAL PROCEDURES

- Breakfast and Lunch will be served in the classrooms.
- Teachers and Paraprofessionals will monitor to ensure health and safety protocols are followed.
- Students will wash their hands or use hand sanitizer before receiving 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 45 minutes.

CLASSROOM PROCEDURES

- All classroom doors remain open.
- 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 and Teachers must wear face coverings/PPE at all times.
- The teacher area will be marked with a line of tape to ensure proper distancing.
- Teachers will refrain students from leaving the classroom for any reason other than going to the bathroom.
- Health and safety signs will be posted in the hallways to remind students of expectations.

HALLWAY AND RESTROOMS

- Hallways and Restrooms will be monitored at all times to ensure the safety protocols.
- Restrooms are clearly marked to ensure distancing.
- Students will be asked to bring their own bottled water to school. If student needs a bottle of water, it will be provided.

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 Isolation Room.
- Room 102 will be designated as the Isolation Room.

CAMPUS SANITATION AND SAFETY PROTOCOLS:

LBJ Middle 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.

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 2:20 PM by grade level

BUS STUDENTS: Dismiss at 2:30 PM by grade level (Wait in Library)

PICK-UPS: Dismiss at 2:40 PM by grade level (Wait in Cafeteria)

CAMPUS VISITORS:

- LBJ Middle 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.
- All visitors must wear a mask/PPE and use hand sanitizer upon entering LBJ Middle School.
- School nurse will screen and check and record the temperatures of all visitors.

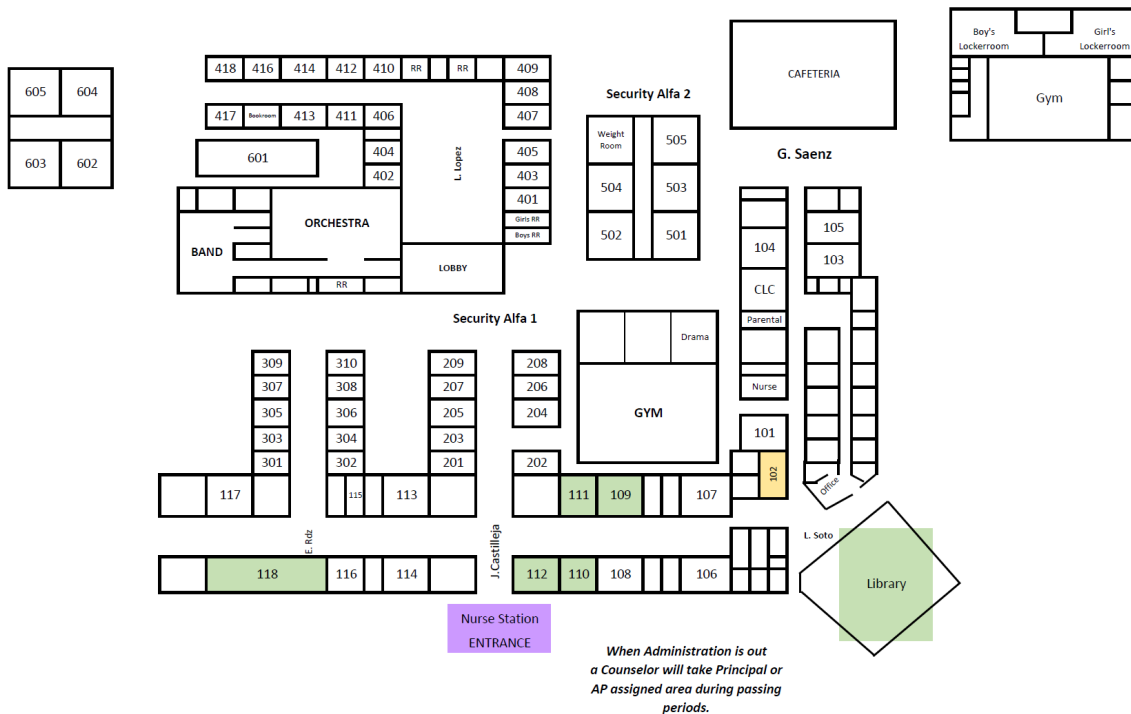
EMPLOYEE RESPONSIBILITIES AND EXPECTATIONS WHILE AT WORK:

Employees must adhere to the following protective and sanitation practices:

- Employees must wear a face mask at all times while in the building (only exception is when eating/drinking water).
- Employees are expected to bring their own mask; PSJA ISD will provide a reusable mask to employees and LBJ Middle School will provide a disposable mask in the event of an emergency.
- Employees are required to maintain a physical distance of 6 feet from each other at all times.
- Employees must wash hands with soap and water regularly throughout the day or use alcohol-based hand sanitizer.
- **Absolutely no congregating and or socializing** with co-workers while in the building.
- Should employees choose to eat in staff lounge, they are instructed to maintain a physical distance of 6 feet apart.
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- 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.
- All PSJA ISD employees who have questions about COVID-19 may call our hotline at **(956) 354-2015**.

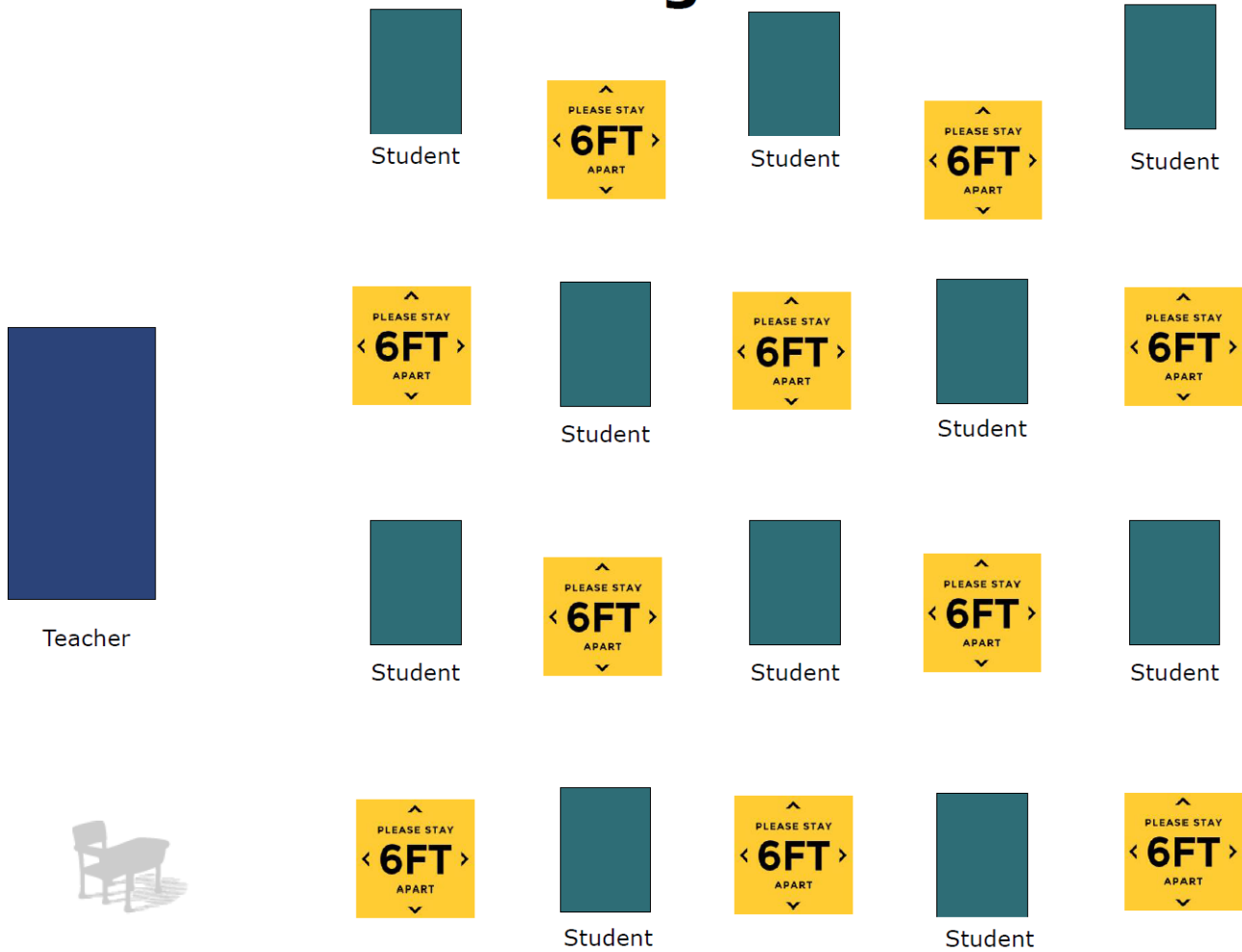
CAMPUS MAP:

LBJ Middle School



CAMPUS SEATING CHARTS:

Seating Chart



NAME OF SISTER SCHOOL DUE TO CAMPUS CLOSING:

- Liberty Middle School and PSJA North ECHS

TRANSPORTATION CONTACT INFORMATION:

- Campus Administrator on Duty

For the most up to date District COVID-19 Information and Dashboard visit:

www.psjaisd.us/covid