

Esteemed Guerra Community,

As we continue to navigate through COVID-19 pandemic this 2020-2021 school year, we are committed to keeping all members of our community informed: our families, staff, and students. While there are still many uncertainties, we are working diligently to ensure that our students continue to have access to a high-quality educational experience, and both students and staff are safe. Below is “Temporary” re-opening safe plan which will help facilitate the process to ensure the safety and health of everyone involved as we continue to provide instructional support and operational services to all employees, students, and parents during our Phase 1 re-opening scheduled for December 7, 2020.

Arrival / Dismissal Procedures

BEFORE REPORTING TO SCHOOL:

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

- | | | |
|--|--------------------------------|----------------------------|
| * Fever ($\geq 100.0^{\circ}\text{F}$) | * chills | * fatigue |
| * Shortness of breath | * headache | * sore throat |
| * Difficulty breathing | * muscle or body aches | * congestion or runny nose |
| * Loss of taste or smell | * nausea, vomiting or diarrhea | * cough |

STUDENT ARRIVAL / DISMISSAL PROCEDURES

Vehicle Drop Off / Pick UP

Drop off time: Between 7:30-8:00 AM

Pick up time: Between 2:00-2:30

***NOTE: Students MUST BE PICKED up no later than 2:30 as per District Re-Opening Plan.**

Location: Student will be dropped off and picked up in the front north east entrance location. Parent must wait for child to be screened before leaving the school.

Bus Drop Off / Pick Up

Drop off time: Between 7:30-8:00 AM

Pick up time: Between 2:00-2:30

Location: Students will be dropped off and picked up in the back of the gym. Students will be escorted by a staff member ensuring they keep 6 feet distance to and from the gym area.

PARENT / STUDENT ARRIVAL & DISMISSAL PROCEDURES:

Student

- All students being dropped off will have their temperature taken by school personnel in the screening station before parent can leave.
- As they enter and exit building, it is required that students and staff wear face coverings at all times.
- As students exit their car, they shall maintain social distance when walking toward the building entrance.

- Students shall not congregate with other students on the campus when walking into and exiting the school.
- Students and volunteers will be allowed to open doors or assist with arrival if wearing face covering and gloves.
- Students must wash hands or use hand sanitizer upon arrival and dismissal.
- Students will remain at a social distance while waiting to be picked up in their classroom.
- Assigned staff supervises student arrival, ensures that students are wearing face coverings, directs students to waiting areas and reminds students to maintain social distance between students.

Parent

- Parents will not be allowed to walk students to classrooms
- Parents should not exit the vehicle to assist their own child with exiting the vehicle.
- Parents should follow 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.

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.

Students will use the same doors/hallway upon dismissal, unless being sent home, in which case, students will be dismissed through the north east glass exit door nearest the clinic. Bus students will be escorted to the back to the gym at 2:15 and a trained staff member will ensure they wait in their designated GL / Bus table for their bus, while still following all procedures: Wearing a mask, and keeping 6 ft. apart. A large trash can will be placed next to exit doors to toss out any disposable personal protective equipment before exiting the building. Hand sanitizers will be available by the exits.

Academics

INSTRUCTION OPTIONS

Students coming in-person , will receive instruction at school via google classroom, their teacher will not be present. Students will continue to receive synchronous instruction via their device while being monitored by staff members on campus.

- Teachers will continue to teach their students virtually, while at the campus
- Other campus personnel, and non-core teachers may assist as needed with students who are on campus.
- Non-teaching personnel will assist with drop-off and pick-up, as well as breakfast and lunch duties.
- Student attendance will continue to be taken virtually as current practice, per TEA approved asynchronous plan.

ITEMS REQUIRED TO BRING TO CAMPUS:

- Electronic devices along with chargers and headphones if they use them
- Work packet and any materials received during "Packet Distribution" .

- Face Masks
- Re-Usable Water bottles
- Light Sweater
- School supplies currently being utilized

ATTENDANCE:

Attendance will be taken daily and will follow the same procedures we are currently following :

- Student Live participation in Google Classroom -
- Student-teacher contact via phone, email or Classdojo
- Student turning in assignments will still have until 11:59 to be counted present.

CLASSROOM PROCEDURES

- All classroom doors remain unlocked and opened.
- 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 always 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 classroom to remind student of expectations.
- If an electronic device will be used by another student after use, it must be disinfected properly according to the product label before allowing another student to use it.

STUDENT ORIENTATION

Volunteer staff will review daily procedures and safety guidelines with students based on individual campus safety plan on their first day back with scheduled re-freshers each week.

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
- Guerra Elementary will provide a water bottle station as well.

MEAL PROCEDURES

Breakfast and lunch menu items will be prepackaged for distribution. All PSJA students will receive a complimentary breakfast and lunch daily. Distribution of meals are dependent on the instructional model in place.

- Breakfast and Lunch will be served in the classrooms and coordinated by hall monitors.
- Teachers and Staff 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.

BELL SCHEDULES

Pre-Kinder 3

Morning Group

8:30 am -10:30 am

10:30 am - 11:00 am (LUNCH)

Afternoon Group

12:00 pm - 12:30 pm (LUNCH)

12:30 pm - 2:30 pm

(Synchronous/Asynchronous)

Pre-Kinder 4 - 5th Grade

8:30 am - 12:00 pm (Synchronous)

12:00 pm - 12:30 pm (LUNCH)

12:30 pm - 2:30 pm

(Synchronous/Asynchronous)

- *Synchronous - Live interactive classes*
- *Asynchronous - Self-paced online classes*

Transportation

SCHOOL BUS TRANSPORTATION: Contact 956-354-5190

The PSJA Transportation Department offers the following guidelines to parents and caregivers regarding school bus transportation for daily bus routes as well as field trips.

- Masks are mandatory on bus
- Hand Sanitizer located on bus, to be used upon entering
- If student has a temperature of 100F or higher, parent should take student home if available.
- Parent should be advised to call the school to inform of fever.
- Bus driver will record name of student and report to dispatcher
- Dispatcher will call campus to notify them of student with fever.
- If parent is not available, student should be isolated on bus with a minimum of 3 empty seats surrounding student.
- Upon arrival bus driver should escort student to nearest COVID-19 screening team member or school
- Bus windows will be open during transport to allow for fresh air circulation. Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off or walk with their students to school to reduce possible exposure on buses

BUS STOP EXPECTATIONS

Students shall practice social distancing while waiting for and approaching the school bus

Morning Boarding Bus Procedures

- The first row of seats behind the driver shall remain vacant to provide social distancing between driver and passengers
- Bus routes will run with one student per seat.
- Students shall practice social distancing as they approach and board the bus.
- Use hand sanitizer (provided near the bus stairwell).
- Students will be seated starting from the back seats, then toward the front.
- Students from the same household will be allowed to sit together.

Unloading at Campus

- Unloading will start from the front to the back.
- Students shall practice social distancing and follow campus guidelines.

Afternoon Campus Boarding Bus Procedures

- Students shall practice social distancing as they approach and board the bus.
- Use hand sanitizer (provided near stairwells).
- Students will be seated starting from the back seats then toward the front.

Health & Safety

• NURSE'S CLINIC

- The staff member will control minor needs in the classroom.
- The staff member 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.
- Nurses will follow district policies on suspected probable cases.

STUDENT PROTOCOLS TO RETURN ONSITE

- Child must be current with immunizations before first day of instructions, if child isn't current they will not be allowed to campus until vaccinations are current.
- Student should also complete the questionnaire prior to coming back to campus
- An option calendar journal for parents to sign daily indicating no COVID-19 symptoms, illness or contact may also be provided
- Staff assigned will record temperatures and COVID-19 screening results by entering student ID or name.
- A bar code will be issued to every student to document screening and temperature results.

STUDENT ILLNESS:

Any student exhibiting symptoms throughout the day will report to the "CARE ROOM" (Computer LAB) until picked up by parent or taken home by bus.

CAREROOM

The CARE Room is equipped with chairs and a cot for students feeling sick and unable to sit while waiting for their parents.

STUDENTS

- For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment and separate the student in a CARE Room separate from the area used to see students who are not displaying symptoms of COVID-19.
- Other students will be removed from the classroom that the student was currently in and taken to an alternate location on campus (move to a different classroom) so that the classroom can be disinfected. Wait at least 2 hours if possible before returning students back to the classroom or re-opening the restroom after being disinfected.
- Siblings of the ill student with COVID-19 symptoms should be assessed for symptoms and can be sent home until the student with COVID-19 symptoms is cleared to return back to school.
- Every campus will have a designated CARE Room to separate students immediately that are displaying COVID-19 symptoms. An assigned school staff member will monitor the student until the parent/guardian arrives.
- Each of the rooms should have chairs 6 ft apart to practice social distancing
- Plastic shield dividers should be placed between students
- The room will be equipped with trash cans with red biohazard bags for disposal of all supplies used
- Nurses will be covered with full PPE: lab coat, gloves, face shields, and N95/KN95 masks. N95/KN95 masks will be recycled every 2 days and lab coats washed every week. Hang gown and lab coat after each use.

- Children will be escorted by the nurse to the entry door to meet their parents to go home. The nurse will explain findings to the parent and to seek medical attention. The nurse will provide the parent with resources.
- Students who are ill with COVID-19 symptoms should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian. If a child has not been picked up after the hour, someone from the campus will make a home visit. If no one is available, the Security Department will be notified for assistance.
- Students who display COVID-19 symptoms will not be allowed on-campus until criteria for reentry is met. The exclusion guidance will be explained to the parent/guardian.

CAMPUS SANITATION PROTOCOLS

Guerra Elementary School will:

- Provide disinfecting and sanitation supplies to employees as needed/requested.
- Ensure campus custodial staff will be assigned and scheduled to disinfect work areas and high trafficked areas 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.
- Ensure facemasks are being used at all times
- Ensure social distancing is being implemented at all times
- Ensure that signage is every classroom, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventive measures (including staying home when sick), good hygiene, and school and district-specific protocols
- Ensure that handwashing hand sanitizer units will be stationed throughout the buildings, in every classroom; and staff will be instructed and regularly reminded about the importance of proper handwashing
- Ensure that every employee and student receive two reusable masks, every six weeks.
- Ensure the campus has the following items available to assist with these efforts, that may include but are not limited to: disinfectants, desk partitions, face shields, gowns, air purifiers, and kits for rapid COVID-19 testing on-site.

ALTERANTE SCHOOL DUE TO CAMPUS CLOSING:

Upon Guerra Elementary closing due to a positive Covid19 case, our students will be re-directed to a sister campus.

1st Alternate campus: Sgt. Leonel Trevino, Principal : Mrs.Maria Rubio / 901 Eldora Rd. San Juan, TX :956-354-2900

2nd Alternate campus: Reed Mock Elementary, Principal: Dr.Karla Montemayor / 400 Eldora Rd, San Juan, TX: 956-354-2890

For the most up to date District COVID-19 Information and Dashboard visit: www.psjaisd.us/covid

COVID 19 - Student Code of Conduct

While students are still required to abide by our District Student Code of Conduct, available in our website; our campus feels there are other specific guidelines that must be followed in order to ensure a safe environment that is conducive to learning is provided for all students during our Re-Opening Phases.

- Students will wear a face covering and report directly to their classroom. When in the hallway, students will wear a mask and practice social distancing. If student refuses to wear mask or take the mask off, student will be advised to follow guidelines; however, if students refuses and will not abide by guidelines, parents will be asked to pick up the student. If this behavior is persistent, a teacher parent conference will follow, and student could lose “On-Campus” privileges.
- Students will use their own school supplies and keep them at school. They will not be shared with classmates.
- Breakfast and lunch for all elementary students will be served in their classrooms. Since we will be eating in the classrooms this year, all classrooms will be designated **peanut-free**.
- Students will wash their hands frequently and use hand sanitizer throughout the day.
- Attendance is critical and we will follow the same procedures for online or “In-Person” attendance, please see below for unexcused absence protocols:
 - 1st absence: parents will be contacted by teacher and/or front office for documentation.
 - 2nd absence: parents will be warned about losing “In Person” privileges.
 - 3rd absence: child will lose “In Person” privilege and will not be allowed back until Phase 2.

WE NEED YOUR HELP TO EDUCATE YOUR CHILD

If you are willing to make the commitment, please sign below.

Student Name: _____ ID: _____ Grade: _____

Parent Signature : _____ Date: _____

Student Signature: _____ Date: _____

