



# Safe Return to School Protocols

2020-2021

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## Return to School Protocols

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Following are the return to onsite protocols for Wayside Schools campuses and administration buildings. Since this is an ever-changing situation, the network may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of scholars, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Wayside Schools will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The Network 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 few or no symptoms.

### **Preparation for the Opening of School**

Wayside Schools will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out reopening 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, Wayside Schools 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 Texas Education Agency (TEA) and other jurisdictional policies
  - ▶ Providing communication of procedures and expectations upon entering facilities and throughout buildings
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## Protocols for Screening and Isolation

### **General**

All scholars 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 a Wayside Schools building, and the Network may require further screening of employees at any time based on current state and federal guidelines. Temperature checks will be performed.
- ▶ All visitors and Network personnel will need to check in at the front office.
- ▶ A parent or guardian is encouraged to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents may want to take their child's temperature daily. A temperature screening will be conducted upon arrival at each designated campus. Additional screening may be conducted during the school day if needed.
- ▶ 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 scholars should not enter any campus 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, fatigue, congestion/running nose, nausea/diarrhea, 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 outside of their home state (United States), internationally, or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations](#). In order to expedite the 14 day quarantine, Wayside recommends a rapid COVID test, 3 days after arriving. The negative results will need to be submitted to the campus administration.
- ▶ All scholars and staff will have their temperature checked prior to entering the campus. Scholars will be subject to random temperature checks throughout the day. In the event that a scholar and or staff member's temperature is above 100°F during arrival, they will not be allowed in the building and will be asked to go home and follow the quarantine protocol. The designated campus will ensure to track these scholars in order to follow up with their well being.
- ▶ Teachers will monitor scholars and refer them to the front office if symptoms are present.

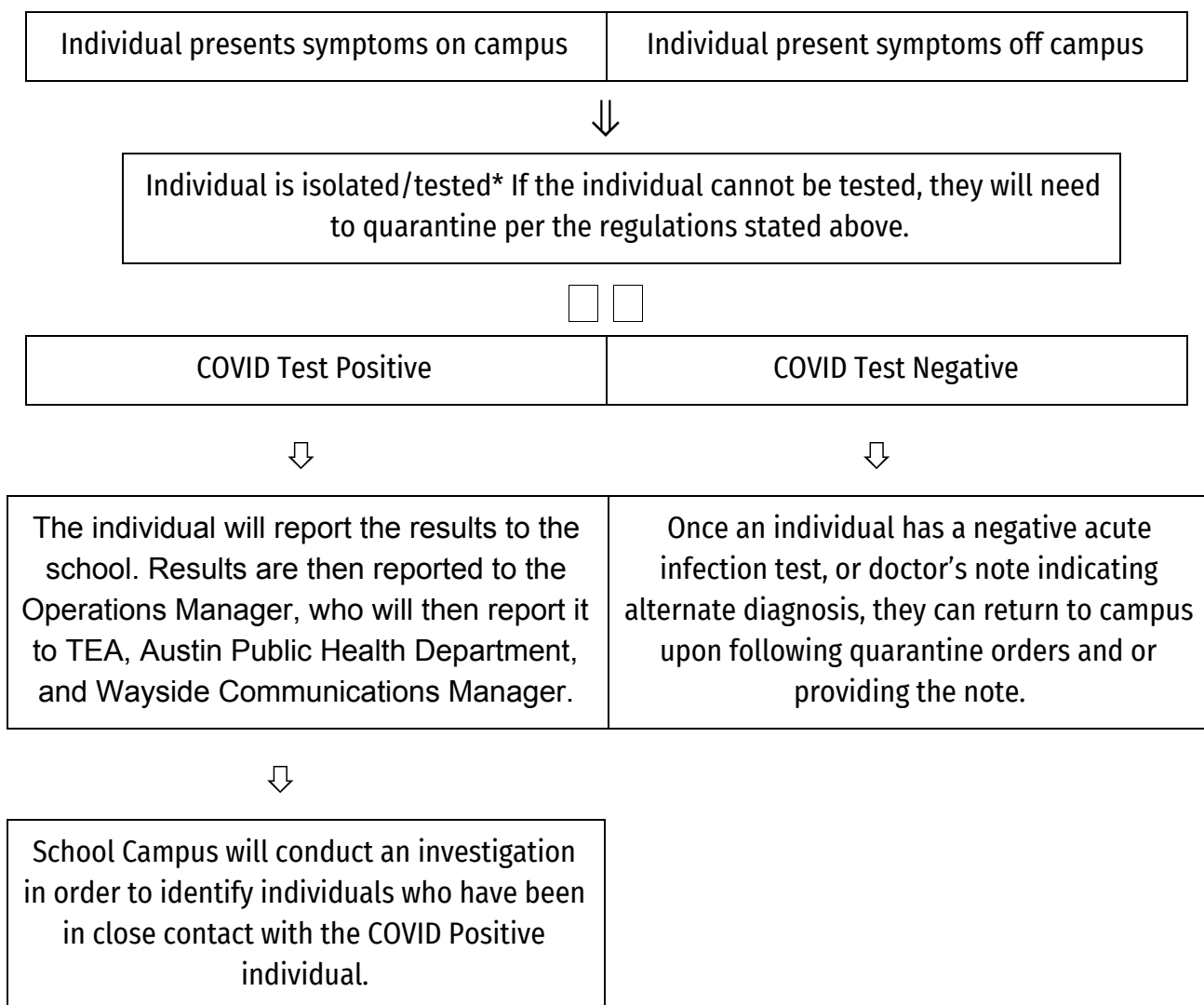
- ▶ A scholar who becomes ill during school hours is to report to the teacher, who will then send him or her to the designated area. The scholar will then be evaluated. If the scholar presents any COVID-19 symptoms (as listed in this document below), the parent will be contacted immediately and the scholar will be sent home. Scholars will not be allowed to call parents or use their cell phones; such calls are to be made from the school office by school staff.
- ▶ Guidelines when deciding who should be sent home sick from school (Scholar/Staff):
  - ▷ 1. Fever
  - ▷ 2. Onset severe headache (excluding history of migraines)
  - ▷ 3. 2 or more bouts of diarrhea or vomiting at school
  - ▷ 4. Uncontrolled cough that causes difficulty breathing (for students with allergies or asthma, must be a change in their baseline)
  - ▷ 5. Any combination of 2 or more of the following symptoms – runny nose, sore throat, abdominal pain, nausea, malaise/fatigue
- ▶ Staff members sent home may be eligible for EPSL or EFMLA, please refer to the [Wayside HR Back to Work Handbook](#) for further guidance.

### **Isolation Protocols**

- ▶ For scholars displaying any symptom of COVID-19 or are feeling feverish, the school office staff will immediately isolate the scholar and call home in order to send the scholar home.
- ▶ Scholars who are ill will be separated from their peers and placed in an isolation room and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- ▶ Other scholars will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc) so that the classroom can be disinfected.
- ▶ If an individual who has been in a school is lab-confirmed to have COVID-19, the school must follow 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 (scholar, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- ▶ Campus communication via email will be provided to the scholars who came in contact with a student or staff member who have been lab-confirmed with COVID-19.
- ▶ Scholars and staff who have tested positive for COVID-19 will be permitted to return to school when:
  - ▷ They are 3 days (72 hours) fever-free without using fever-reducing medication; **and**
  - ▷ Improved symptoms (cough, difficulty breathing, etc.); **and**
  - ▷ 10 days have passed since symptoms began.
- ▶ Staff members displaying COVID-19 symptoms will follow the same protocols as scholars including isolation. They may be eligible for EPSL or EFMLA and are encouraged to refer to the [Wayside HR Back to Work Handbook](#) for further guidance.
- ▶ If a scholar or staff member is sent home during the school day, it is recommended to get COVID-19 tested and/or quarantine.

- ▶ If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19.
- ▶ If the symptoms are not COVID-19 related, and/or is an existing medical condition, the scholars and staff may be asked to quarantine until they are 24 hours free of any symptom without using fever-reducing medication. Parents and/or staff members should contact the school with updated information in order to be cleared to return to school.

## Identifying Impact of COVID-19 Positive Individual On Campus





School conducts all aspects of communication. The incident will be communicated campus wide, as well as those who were in close contact and will need to quarantine.



Individuals may return to campus per the regulations stated above.

\*Testing is paid for by most insurances, though a copay or deductible may apply. Public health entities and community groups also offer free testing in many communities.

\*\*Each campus will ensure to have a proper “Contact Tracing” system in order to facilitate the process in the event of a positive COVID case.

- To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes with or without the use of a face covering, or being in direct contact with secretions from the sick person.

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## Protocols for Attendance

Wayside Schools is required to comply with TEA regulations regarding attendance. In the event that a scholar and/or staff member is sent home due to potential COVID symptoms and/or has a positive COVID result, both staff and scholars will revert to remote asynchronous learning. Depending on the severity of the symptoms presented, a doctor's note will need to be provided in order to excuse any unexcused absences.

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## Protocols for Personal Protective Equipment

Schools are required to comply with the local and state executive orders regarding the wearing of masks. Scholars 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). In addition to masks, a full-face shield can be worn to further protect eyes, nose, and mouth.
- ▶ Staff and scholars will appropriately wear face coverings at all times.

- ▶ Scholars 6 years old and under will be encouraged to wear face coverings in hallways, common areas and during arrival and dismissal.
  - ▶ Scholars 6 years old and older will wear face coverings at all times while at school.
  - ▶ Scholars will not be required to wear face coverings while eating but will be distanced to the greatest extent possible.
  - ▶ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
  - ▶ Staff will be provided with a reusable face covering.
  - ▶ Families will be responsible for providing a face covering, daily cleaning, and requested to supply an extra student face covering in their backpacks should theirs become unusable or lost.
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## Protocols for Campus Visitors

Campus staff will utilize virtual meeting options for campus visitors. At this time, parents should contact the school via e-mail and phone to communicate with school personnel. Access to the campus by parents will be limited to the front office and will be subject to additional screening procedures and PPE requirements listed below.

### Visitor Screening/PPE Requirements

- ▶ All visitors will be subject to temperature checks.
  - ▶ 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 PTA meetings, ARDs, LPAC, etc.
  - ▶ 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 adhere to social distancing protocols upon entering the office.
  - ▶ Any Individuals permitted to proceed beyond the reception area must be escorted by a staff member and follow all safety and campus protocols.
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## Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of scholars 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 scholars will be expected to regularly wash and sanitize their hands.
- ▶ Requirement for hand washing and use of hand sanitizer per Wayside Schools:

#### 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 wipes to sanitize high-touch and working surfaces.
  - ▶ Staff will limit the use of shared supplies when possible.
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## **Protocols for Campus Cleaning and Disinfecting**

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

### **Daily Campus Cleaning**

- ▶ Each classroom and restroom will be cleaned and disinfected.
- ▶ All high-touch areas will be disinfected throughout the day.
- ▶ Custodians will be expected to wear PPE (masks and gloves) during work hours.
- ▶ If applicable, cafeterias will be disinfected between lunch periods.

### **Restrooms**

- ▶ Campus staff should develop plans based on their individual campus needs to limit the number of scholars that enter the bathroom at one time.
  - ▶ Elementary campuses could consider the scheduling of whole class restroom breaks to eliminate co-mingling of scholars across various classes and to ensure teacher monitoring of social distancing guidelines.
  - ▶ Increased disinfecting by custodial staff will occur throughout the school day.
  - ▶ Staff and scholars must wash hands with soap and water prior to exiting the restroom.
  - ▶ Visuals indicating proper handwashing techniques and social distancing will be displayed to consistently reinforce this practice.
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## **Protocols for Common Areas and Meetings**

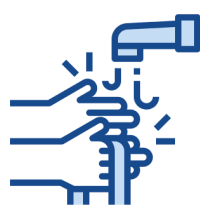
Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms and other meeting rooms.

- ▶ All scholars and staff will be required to use hand sanitizer when entering and exiting common areas.
- ▶ Campuses will follow the Network 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.
- ▶ Number of scholars in a common area will be based upon social distancing practices.
- ▶ Campuses are encouraged to post visual reminders throughout common areas to remind scholars and staff about social distancing and safety protocols (handwashing, sanitizing, face coverings, etc.) .
- ▶ The use of virtual meetings/videoconferencing is recommended, including PTA meetings, ARDs, LPAC, booster club meetings and events.
- ▶ If meetings must be held in person, all social distancing protocols will be implemented:

- ▷ Face coverings
  - ▷ Social distancing when possible
  - ▷ Limiting the sharing of materials/supplies
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## Protocols for Positive COVID-19 Cases on Campus

- ▶ If a classroom or facility is closed due to COVID-19 spread, custodial staff will deep clean and disinfectant the affected areas.
- ▶ If any staff member or scholar has a lab confirmed COVID-19 result, the whole classroom and teacher will be asked to follow the isolation protocols and continue educational activities via remote asynchronous learning.



## Campus Health & Safety Protocols

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### Training

On the first day scholars attend school on campus, staff members will inform scholars on appropriate hygiene practices. 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

<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Scholars will practice health and safety protocols (handwashing; cover cough or sneeze with elbow; etc..)</li> <li>▶ All scholars will be informed about COVID-19 symptoms and prevention of spread.</li> <li>▶ If a scholar is experiencing symptoms, they need to immediately notify a teacher.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are asked to talk to their scholars about COVID-19 symptoms and prevention strategies.</li> <li>▶ Parents are asked to read all campus and Network communication about health and safety protocols and to reinforce with their children.</li> <li>▶ Parents are asked to wash all cloth face coverings after every day of use</li> </ul>

**Teacher/Staff**

- ▶ Staff will develop classroom procedures consistent with TEA and Network guidance
- ▶ All staff will monitor scholars that exhibit symptoms and will be required to notify the front office.

## School Arrival & Dismissal

**Arrival:** Wayside Schools will provide separate screening entrances via car line. Staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Scholars will go straight to the designated areas set by each campus. Parents will not be allowed to walk scholars to classrooms.

**Dismissal:** Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, shuttle riders or grade level will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time. Sanitizer stations will be placed at each exit and scholars will be encouraged to sanitize hands prior to exit. Sibling connections at elementary campuses will be done outside the building. Parents picking up scholars during the day will be required to call ahead so that scholars can be sent or accompanied to parent vehicles upon arrival. Office staff will sign the student out, documenting both the time the student left the building, as well as the time the parent requested for early dismissal.

## Shuttle Transportation

As schools reopen, scholars using shuttle transportation services will follow revised protocols. Starting at the time when scholars arrive at their designated stop and board the shuttle. Note the shuttle service will be provided only if there is a certain number of scholar sign-ups. More information will be provided on the final decision of this service.

### Transportation COVID-19 Protocol: Parent Information

Wayside Schools offers the following guidance to parents and caregivers regarding shuttle transportation for daily routes as well as field trips. Shuttle routes will run at regular capacity. Although the network is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop scholars off, carpool or walk with their child to school to reduce possible exposure on buses.

***We are requiring all of our drivers and scholars to wear masks while on the school bus.***

### Shuttle Loading and Unloading Procedures

#### **Bus Stop Expectations**

- ▶ Scholars should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the shuttle.
- ▶ Scholars should NOT share food, drinks or personal devices.

### **Morning Boarding Bus Procedures**

- ▶ Scholars should practice social distancing as they approach and board the Shuttle.
- ▶ Seating: Scholars will be seated starting from the back seats, then toward the front.
  - ▷ Considerations for siblings & younger scholars mixed with older scholars.
- ▶ Bus in motion rules: Standard Wayside Schools Shuttle rules apply.
- ▶ Scholars should NOT share food, drinks or personal devices.

### **Unloading at Campus**

- ▶ Unloading will start from the front to the back.
- ▶ Scholars should practice social distancing and follow campus guidelines.

### **Afternoon Campus Boarding Bus Procedures**

- ▶ Scholars should practice social distancing as they approach and board the shuttle.
- ▶ Seating: Scholars will be seated starting from the back seats then toward the front.
  - ▷ Considerations for siblings & younger scholars mixed with older scholars.
- ▶ Bus in motion rules: Standard Wayside Schools Shuttle rules apply.
- ▶ Scholars should NOT share food, drinks or personal devices.

### **Unloading at Bus Stop**

- ▶ Unloading will start from the front to the back.
- ▶ Scholars should practice Social Distancing and avoid gathering in groups of 10 or more.
- ▶ Scholars should NOT share food, drinks or personal devices.

### **Disinfecting Protocol**

#### **Between each AM & PM Campus drop-off**

- ▶ Shuttle drivers will be spraying and wiping down seats and high-touch items with disinfecting spray.
- ▶ Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs, and stairway handrail.
- ▶ Weather conditions permitting, various bus windows and the roof hatch will be opened to allow outside air to circulate in the bus.

### **Weekly Deep Disinfecting Process**

- ▶ Deep cleaning of shuttle interiors will occur twice weekly.

### **Shuttle Arrival & Dismissal**

#### **Scholar**

#### **Arrival**

- ▶ Scholars will load and unload the shuttle at the direction of the shuttle driver.
- ▶ As scholars depart from the shuttle, they should immediately get in line to get their temperature checked in order to walk into the building and go to their designated area.
- ▶ Scholars should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.

	<b>Dismissal</b> <ul style="list-style-type: none"> <li>▶ Scholars will wait in a designated "pre-loading" area for each shuttle to arrive.</li> <li>▶ Scholars will load onto the shuttle at the direction of the bus driver.</li> <li>▶ Scholars will maintain current social distance guidelines as they load and are seated for the duration of the ride home.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ When possible, parents should help with student supervision at the shuttle stop.</li> </ul>

<b>Walkers</b>	
<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ It is recommended that walkers keep social distance and use a face covering while walking to and from school.</li> <li>▶ As much as possible scholars will be asked to avoid large groups or gatherings with other scholars on the campus before or after school.</li> <li>▶ Scholars will be asked to immediately leave campus and begin walking home at the end of the school day.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of social distancing.</li> <li>▶ Parents should follow campus guidance on how to pick up their child.</li> <li>▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff will supervise scholar arrival and dismissal. They will ensure that scholars are wearing masks, direct scholars to waiting areas and encourage scholars to maintain desired social distance.</li> <li>▶ Teachers will assist in monitoring scholars to discourage large groups from congregating.</li> </ul>
<b>Car Pool</b>	
<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ As scholars exit their car, they will be expected to keep social distance when walking toward the building entry.</li> <li>▶ Scholars or volunteers will not be allowed to open doors or assist with car pool arrival.</li> <li>▶ Scholars will remain at a social distance while waiting to be picked up in the carpool area.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents should assist their own child with exiting the car.</li> <li>▶ Parents should follow pick up protocols regarding how to pick up their child.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from campus.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Assigned staff will supervise student arrival, ensure that scholars are wearing masks, direct scholars to waiting areas and encourage scholars to maintain a desired social distance between scholars.</li> <li>▶ Assigned staff will supervise student dismissal, direct scholars to waiting areas and encourage scholars to maintain desired social distance between scholars.</li> </ul>
<b>Bike Riders</b>	
<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Scholars will use designated space to keep distance when arriving at school.</li> <li>▶ Scholars will immediately leave campus and begin riding their bike home at the end of the school day.</li> <li>▶ Scholars are not to congregate in large groups with other scholars on the campus when dismissed from school at the end of the day.</li> <li>▶ It is recommended that scholars keep social distance and use a face covering while riding their bike home.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of social distancing.</li> <li>▶ Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from school.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Teachers assigned will supervise this area and will encourage scholars to keep social distance and use a face covering while riding their bike home.</li> </ul>
<b>General Building Arrival</b>	
<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Use hand sanitizer upon arrival.</li> <li>▶ Scholar's temperature will be checked with an infrared thermometer upon entering the building.</li> <li>▶ Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of scholars and/or adults) in close proximity.</li> <li>▶ Scholars will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.</li> <li>▶ It is required that scholars and staff wear masks when entering the building and waiting in the designated waiting area.</li> <li>▶ Scholars are expected to stay in their specific area until they are dismissed by a staff member.</li> <li>▶ Scholars will have access to use the restroom while they wait to go to their classroom.</li> <li>▶ Scholars and staff will follow the campus procedures developed to maintain proper social distancing.</li> </ul>

<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are encouraged to talk with their child about the health benefits of wearing a mask at school.</li> <li>▶ 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.</li> <li>▶ Parents will not be allowed to walk their scholar into the building.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Campus staff's temperature will be checked with an infrared thermometer upon entering the building.</li> <li>▶ Staff will be assigned to supervise scholars for morning arrival.</li> <li>▶ Staff are required to have masks on when entering the building and monitor to ensure that they ensure that scholars are wearing masks in the hallways and in classrooms.</li> <li>▶ Staff will dismiss student cohorts using staggered student release into halls from these areas.</li> </ul>

## Cafeteria - Breakfast and Lunch

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for lunch. These areas could include classrooms, the cafeteria, or other large areas within the school building.

Staff will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of scholars in the school, scholars may have meals in both the cafeteria and in classrooms. Cafeteria capacity will be based on current guidelines. Physical distance will be provided around each occupiable seat. Posted signage and staff will reinforce social distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at entrances and exits of the cafeteria. No third-party food deliveries will be accepted at any campus.

### Seating & Directions

<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Scholars will be expected to follow campus guidelines for cafeteria procedures.</li> <li>▶ Scholars will be seated according to a seating plan for scholars consistent with social distancing guidelines</li> <li>▶ All scholars are expected to wash hands or use hand sanitizer prior to entering the cafeteria.</li> <li>▶ Scholars are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.</li> </ul>
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| <b>Parent</b> | <ul style="list-style-type: none"> <li>▶ At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.</li> <li>▶ Parents are encouraged to speak to their children about safety protocols and social distancing.</li> <li>▶ Parents are asked to read and be familiar with all school communication regarding health and safety protocols.</li> <li>▶ Visitors dropping off lunches for scholars will not be permitted.</li> </ul> |
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| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.</li> <li>▶ A seating plan for scholars will be followed for social distancing.</li> <li>▶ Assigned staff will supervise scholars in cafeteria lines, direct scholars to open seats, and ensure that scholars maintain desired social distance.</li> <li>▶ A seating plan for scholars will be followed for social distancing.</li> <li>▶ Teachers will monitor scholars while in the cafeteria to ensure social distancing.</li> </ul> |
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**Meal Information:** The Wayside Schools Food and Nutritional Services Department will follow all Texas Department of Agriculture (TDA) regulations.

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| <b>On-Site<br/>Breakfast &amp;<br/>Lunch</b> | <ul style="list-style-type: none"> <li>▶ Breakfast and lunch will be provided daily.</li> <li>▶ Scholars will enter serving lines and will have one breakfast and lunch selection daily.</li> <li>▶ Menu items will be placed in pre-packaged containers for scholars to take to designated locations within the school building.</li> <li>▶ Breakfast and lunches will be free.</li> </ul> |
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| <b>Wayside<br/>Schools<br/>@Home</b> | <ul style="list-style-type: none"> <li>▶ Scholars must be enrolled in Wayside Schools.</li> <li>▶ Breakfast and lunch grab-and-go meals will be provided on every Tuesday at a designated campus (the designated campus may not be the student's home campus).</li> <li>▶ Grab-and-go meals will be available during scheduled meal pickup times.</li> <li>▶ Scholars name, grade level, campus, and lunch ID number must be provided for scholars to receive meals.             <ul style="list-style-type: none"> <li>▷ Meals can be picked up without a student present if the above information is provided.</li> </ul> </li> <li>▶ Breakfast and lunches will be free.</li> </ul> |
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## Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, group work, and hand washing or sanitizing, etc. Teachers will



ensure high-touch areas in the classroom are sanitized throughout the day. All classrooms will be outfitted with:

- ▶ 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 wipes to sanitize working surfaces.

In addition to the above the following measures will be taken in every classroom:

- ▶ Whenever possible, scholars and staff will maintain consistent groupings of people to minimize the spread of the virus.
- ▶ Technology should be utilized when scholars 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 scholars are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing.
- ▶ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain social distancing from other classroom groups.

### Classroom Training

<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Scholars will practice health and safety protocols (handwashing; cover cough or sneeze with elbow; etc..)</li> <li>▶ All scholars will be informed about COVID-19 symptoms and prevention of spread.</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>▶ Parents are asked to read all school communication regarding health and safety protocols.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Staff will develop classroom procedures consistent with TEA and Network guidance</li> </ul>

### Classroom Setup

<b>Scholar</b>	<ul style="list-style-type: none"> <li>▶ Scholars will be expected to adhere to class and school-wide protocols.</li> <li>▶ Scholars should avoid sharing school supplies.</li> <li>▶ Scholars will sit at their designated area throughout the day.</li> <li>▶ Scholars will use hand sanitizer at the beginning of class.</li> <li>▶ Scholars may bring a personal snack as long as it is not shared.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ 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.</li> <li>▶ Teachers will post signs with clear class protocols.</li> <li>▶ Teachers will create assigned seating arrangements to ensure social distancing.</li> </ul>

- ▶ Teachers will create systems to limit the sharing of items such as school supplies.

### Classroom Arrival

- |                |   |
|----------------|---|
| <b>Scholar</b> | <ul style="list-style-type: none"> <li>▶ After washing hands or using hand sanitizer, scholars are asked to immediately sit down in their assigned seat.</li> <li>▶ Scholars should avoid touching high-touch areas if possible.</li> </ul> |
|----------------|---|

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## Water Fountains

Use water fountains to only refill water bottles.

### Water Fountain Usage

- |                      |   |
|----------------------|---|
| <b>Scholar</b>       | <ul style="list-style-type: none"> <li>▶ Scholars 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.</li> </ul>   |
| <b>Parent</b>        | <ul style="list-style-type: none"> <li>▶ Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.</li> <li>▶ Parents are asked to assist scholars, as needed, to clean water bottles on a daily basis.</li> </ul> |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Develop and demonstrate how scholars should fill water bottles instead of drinking directly from the water fountains.</li> <li>▶ Monitor that scholars take water bottles home to be cleaned.</li> </ul>                 |

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## Outdoor Play/Scholar Activities

Based on building capacity and student enrollment, campus administration will determine areas that may be utilized for outdoor play/scholar activities. These areas could include classrooms, the cafeteria, or playground.

Administrators will provide guidelines and procedures associated with outdoor play and scholar activities.

### Guidelines for Outdoor Play

- ▶ Scholars are encouraged to wear masks during outdoor activity.
- ▶ Allow small groups of scholars to play together if using proper PPE.

- ▶ Promote structured games that take into account social distance protocols.
- ▶ All scholars and staff will be required to wash their hands or use hand sanitizer before recess and when returning to their classroom.

## Specialized Classrooms/Areas

### Specialized Classrooms

#### Fine Arts/ Music

- ▶ Scholars will be required to wear a mask or other facial covering at all times in the fine arts/music classroom.
- ▶ Appropriate social distancing measures will be followed where possible.
- ▶ Fine Arts/Musical instruments, mallets and other equipment will be sanitized and wiped down after each use using disinfecting wipes.

#### P.E.

- ▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between scholars.
- ▶ Any activities bringing scholars into close physical contact, or requiring multiple scholars to touch or handle the same equipment will be avoided.
- ▶ PE equipment will be disinfected and wiped down after each use. Scholars should disinfect equipment after each use.
- ▶ Scholars should avoid touching their face at all times, but especially while playing games.
- ▶ Access to handwashing will be provided.

#### Art

- ▶ Scholars will be required to wear masks in the art classroom.
- ▶ Appropriate social distancing measures will be followed.
- ▶ Sharing equipment, tools and materials will be avoided as much as possible.
- ▶ Scholars should complete cleaning protocols and sanitize their areas in between use.
- ▶ Art materials will be sanitized and wiped down after each use.

#### STEM/ Library

- ▶ Visual reminders will be added and furniture rearranged to help scholars maintain social distancing while in the STEM classroom/library.
- ▶ Scholars 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.
- ▶ Library occupancy will be limited.

## Extracurricular Activities

All extracurricular practices will be conducted following safety protocols provided by guidance from Wayside Schools and TEA.

Scholars opting for the Wayside Schools remote learning environment will be permitted to participate in certain on-campus extracurricular activities that have a regular and consistent competition component (i.e. cheerleading & athletics) unless decisions from TEA (Texas Education Agency), state or local authorities are communicated that restrict participation. It will be the responsibility of the parent to transport their student to/from practice sessions, games, and performances. Parents and scholars choosing the Wayside Schools remote learning option will need to communicate with the appropriate campus staff (music director, athletic coach, cheer coach, etc.) of their intention to participate. Extracurricular activities will only be offered on campus in a face-to-face environment.

All scholars will communicate with Coaches, Directors or Instructors to notify them of any exposure or positive tests.

### Extracurricular Programming

#### **Athletics/ Cheer Team**

- ▶ Practices will follow protocols established by Wayside Schools. In-season and off-season activities will follow the most current guidelines available.
- ▶ The Athletic Coordinator will provide coaches with orientation of protocols and expectations for scholars at the beginning of their respective season(s).
- ▶ Specific entrances and exits of athletic facilities will be utilized by scholars for appropriate separation and distancing. Signage will serve as a visual cue and reminder for scholars.
- ▶ Equipment used during practices will be sanitized frequently during practice sessions.
- ▶ If applicable, scholars will not share equipment/props (i.e. pom poms, megaphones, sport equipment, etc.)
- ▶ Attendance at scrimmages and games for spectators will be later determined and will be communicated as this information becomes available from Wayside Schools.
- ▶ Parents and scholars will be expected to provide timely notification of any health concerns to their coach and athletic director. Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- ▶ Water breaks will occur in small groups while using their personal reusable water bottles. Coaches will organize water breaks with safety and efficiency in mind. The reusable water bottles must be clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.
- ▶ Scholars will be encouraged to bring their own personal towel to wipe perspiration.

- ▶ During practice and across the floor drills, scholars should maintain at least 6 feet apart, between each other.
- ▶ Scholars will be asked to bring their own mask.

## 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, pep rallies, etc. that bring large groups of scholars together at one time until further notice.
- ▶ Administration will follow all Wayside Schools guidelines in regards to games, practices, etc.
- ▶ To limit larger gatherings, campus club meetings should be held virtually.
- ▶ PTA must collaborate with and seek approval from campus/Network administration prior to any event that is planned.

## On-and Off-Campus Student Activities for the First 9 weeks of School

(The information below will be re-evaluated and modified as updates are provided from federal, state and local laws and regulations.)

### On/Off Campus Activities, Field Trips & School-Wide Events

#### On-Campus Activities

- ▶ PTA events and fundraising information are pending.
- ▶ All after school club information will be held virtually.
- ▶ No in-person assemblies will be held in the fall.
- ▶ Meet the teacher, open house, parent conferences, etc. will be held virtually.
- ▶ No class parties or birthday treats will be allowed at this time and any performances may be held virtually.

#### Field Trips

- ▶ No off-campus field trips.
- ▶ More information regarding field trips during the 2nd 9 weeks of school.
- ▶ Virtual field trips will be considered as often as possible.

#### Off-Campus Activities

- ▶ Student participation in academic contests (Robotics) will only be attended if specific guidance is provided by an authorized entity (e.g., Wayside Schools, TEA, etc.).

**School-Wide Events**

- ▶ To limit larger gatherings, school wide events (pep rallies, open house, back to school events, assemblies, PTA events, etc. ) should be held virtually or postponed.
- ▶ School events will be limited.

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## Hallways

**Classroom Transitions & Hallways****Elementary**

- ▶ Scholars are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ When a hallway is designated as a two-way, scholars are expected to stay to the far right of the hall when walking.
- ▶ Where possible, one-way traffic throughout campus corridors will be established.
- ▶ Scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

**Secondary**

- ▶ Scholars are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ Scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.
- ▶ When possible, staggered releases from each class will be organized to limit the number of scholars in the hallway during transitions.
- ▶ When a hallway is designated as a two-way, scholars are expected to stay to the far right of the hall when walking.
- ▶ Visual markers will be developed to 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.
- ▶ When possible, scholars will remain in their classroom and teachers will rotate amongst the classrooms.
- ▶ Scholars and staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

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## Emergencies and Drills

Actual Emergencies: Social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc. Wayside Schools will follow the standard response protocol and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

### Emergency Drills Evacuation Protocols

- ▶ Administration will implement a protocol to assign each physical classroom to one of two groups (“Yellow Group” / “Blue 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 (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 Yellow/Blue Groups will stagger their re-entry to the building to maintain social distancing.

**Note:** This process can be implemented for other drills (fire, lockdown, shelter for dangerous weather, evacuation, etc..) and/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.

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## Cleaning/Sanitizing/Disinfecting Agents

### Cleaning-Sanitizing-Disinfecting Agents used by Wayside Schools Custodial Services

- ▶ **Hillard QT3** (COVID-19 Rated), **PUR TABS** and **Envirox H2Orange2 Concentrate 117**:  
Primary use is for cleaning and sanitizing horizontal and vertical surfaces:
  - ▷ Student desks, classroom work areas
  - ▷ Cafeteria tables
  - ▷ Handrails
  - ▷ Countertops
  - ▷ Push-bars on doors
  - ▷ High-touch items
  - ▷ Bathroom floors, stalls/partitions, urinals and toilets.

- ▶ **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
- ▷ Classrooms
- ▷ Restrooms