

# PERKINS MIDDLE SCHOOL



## COVID PLAN OF ACTION

## BELL SCHEDULE

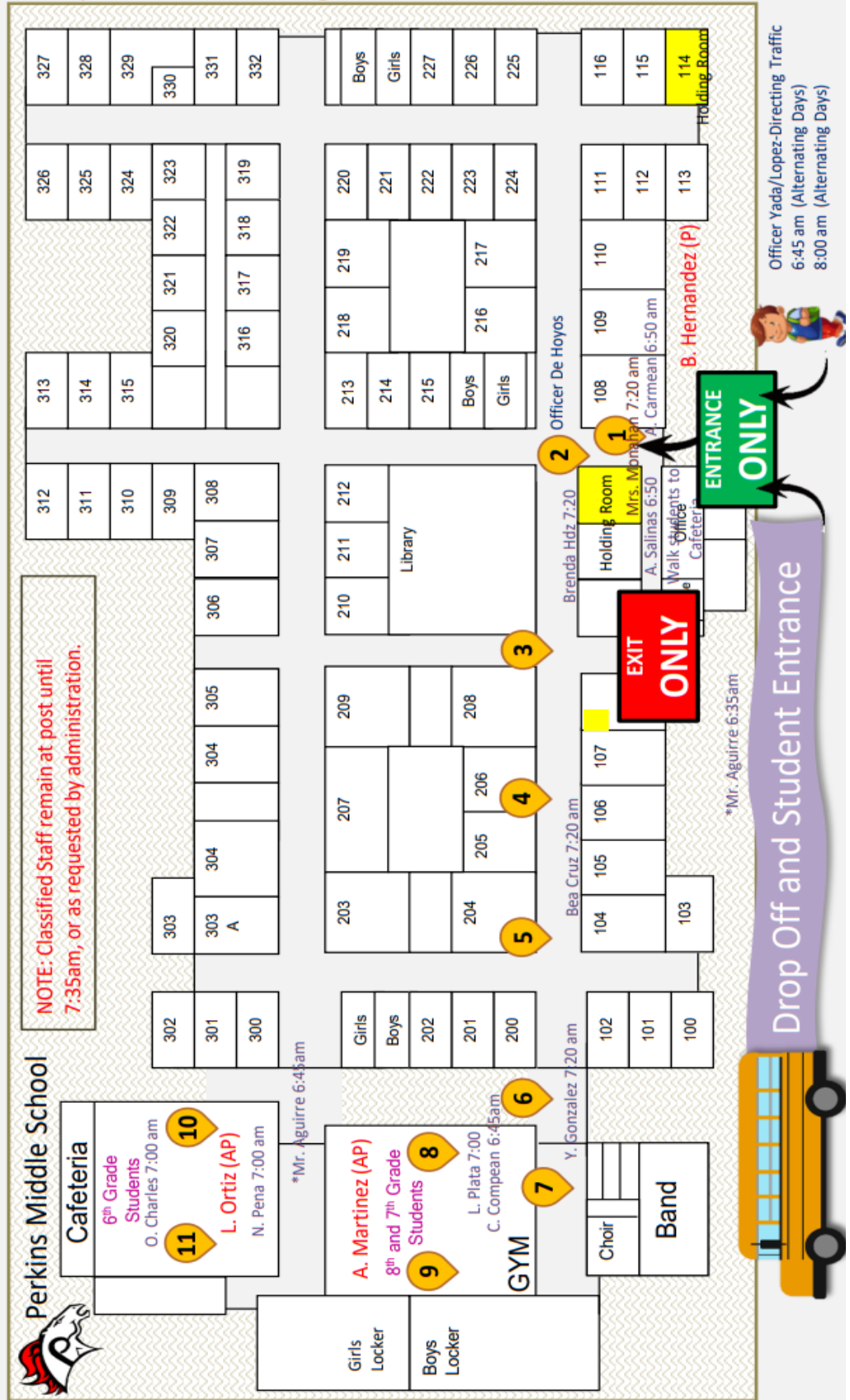
| <b>6th GRADE AT-SCHOOL BELL SCHEDULE</b> |           |         |  |            |            |            |            |            |            |      |
|--|-----------|---------|--|------------|------------|------------|------------|------------|------------|------|
| Virtual Start                            | F2F START | END     | Monday   | Tuesday    | Wednesday  | Thursday   | Friday A   | Friday B   | Total Time |      |
|  | 7:30      | 7:45    | Breakfast  |            |            |            |            |            |            |      |
| 7:45                                     | 7:45      | 9:12    | 1st period   | 2nd period | 1st period | 2nd period | 1st period | 2nd period | 1:27       |      |
| 9:15                                     | 9:15      | 10:45   | 3rd period   | 4th period | 3rd period | 4th period | 3rd period | 4th period | 1:30       |      |
| LUNCH                                    | 10:45     | 11:15   | Homework Help ( Students Remain in 3rd or 4th)       |            |            |            |            |            |            | 0:30 |
| 10:45-12:00                              | 11:15     | 11:55   | LUNCH  |            |            |            |            |            |            | 0:40 |
| 12:00                                    | 11:55     | 1:26 PM | 6th period   | 7th period | 6th period | 7th period | 6th period | 7th period | 1:31       |      |
| 1:30                                     | 1:29 PM   | 2:51 PM | 9th period   | 8th period | 9th period | 8th period | 9th period | 8th period | 1:22       |      |
|  |           |         |  |            |            |            |            | Total      | 7:00       |      |
| <b>7th GRADE AT-SCHOOL BELL SCHEDULE</b> |           |         |  |            |            |            |            |            |            |      |
| Virtual Start                            | F2F START | END     | Monday   | Tuesday    | Wednesday  | Thursday   | Friday A   | Friday B   | Total Time |      |
|  | 7:30      | 7:45    | BREAKFAST  |            |            |            |            |            |            |      |
| 7:45                                     | 7:45      | 9:08    | 1st period   | 2nd period | 1st period | 2nd period | 1st period | 2nd period | 1:23       |      |
| 9:15                                     | 9:11      | 10:45   | 3rd period   | 4th period | 3rd period | 4th period | 3rd period | 4th period | 1:34       |      |
| LUNCH                                    | 10:45     | 11:05   | Homework Help ( Students Remain in 3rd or 4th)       |            |            |            |            |            |            | 0:20 |
| 10:45-12:00                              | 11:05     | 11:45   | LUNCH  |            |            |            |            |            |            | 0:40 |
| 12:00                                    | 11:45     | 1:23 PM | 5th period   | 7th period | 5th period | 7th period | 5th period | 7th period | 1:38       |      |
| 1:30                                     | 1:26      | 2:54    | 9th period   | 8th period | 9th period | 8th period | 9th period | 8th period | 1:28       |      |
|  |           |         |  |            |            |            |            | Total      | 7:03       |      |
| <b>8th GRADE AT-SCHOOL BELL SCHEDULE</b> |           |         |  |            |            |            |            |            |            |      |
| Virtual Start                            | F2F START | END     | Monday   | Tuesday    | Wednesday  | Thursday   | Friday A   | Friday B   | Total Time |      |
|  | 7:30      | 7:45    | Breakfast  |            |            |            |            |            |            |      |
| 7:45                                     | 7:45      | 9:06    | 1st period   | 2nd period | 1st period | 2nd period | 1st Period | 2nd period | 1:21       |      |
| 9:15                                     | 9:09      | 10:55   | 3rd period   | 4th period | 3rd period | 4th period | 3rd Period | 4th period | 1:46       |      |
| LUNCH                                    | 10:55     | 11:35   | Lunch  |            |            |            |            |            |            | 0:40 |
| 10:45-12:00                              | 11:35     | 12:00   | Homework Help (Students Report to 5th or 6th Period) |            |            |            |            |            |            | 0:25 |
| 12:00                                    | 12:00     | 1:20 PM | 5th period   | 6th period | 5th period | 6th period | 5th Period | 6th Period | 1:20       |      |
| 1:30                                     | 1:23 PM   | 2:57 PM | 9th period   | 8th period | 9th period | 8th period | 9th Period | 8th Period | 1:34       |      |
|  |           |         |  |            |            |            |            | Total      | 7:06       |      |

As of 11-19-20 @1:08am  
**Students will be admitted to school at 7:00 am.**

**Teacher/Staff Morning Duty-6:50am to 7:25am**

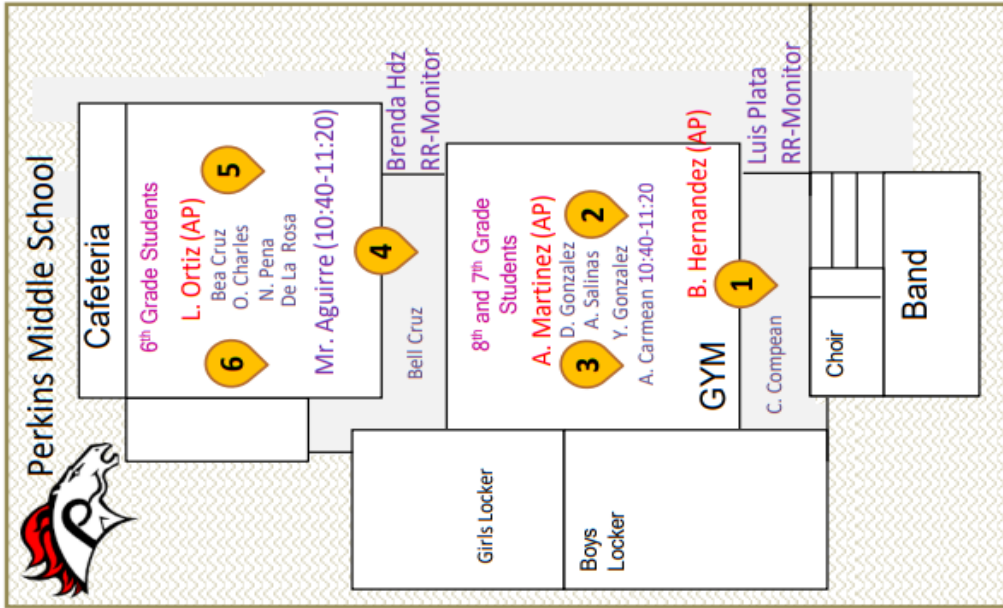
| Monday <sup>^</sup>         | Tuesday <sup>^</sup>         | Wednesday <sup>^</sup>      | Thursday <sup>^</sup>            | Friday <sup>^</sup>         |
|-----------------------------|------------------------------|-----------------------------|----------------------------------|-----------------------------|
| 1-J. Ledezma <sup>*</sup>   | 1-M. Alaniz <sup>^</sup>     | 1-L. Samaniego <sup>^</sup> | 1-A. Ceballos <sup>^</sup>       | 1-Mrs. Medrano <sup>^</sup> |
| 2-N. Teles <sup>*</sup>     | 2-C. Altamirano <sup>^</sup> | 2-A. Gonzalez <sup>^</sup>  | 2-G. Gualardo <sup>^</sup>       | 2-M. Bamfoz <sup>^</sup>    |
| 3-A. Gomez                  | 3-S. Vega                    | 3-E. Trevino                | 3-J. Lopez-Mtz                   | 3-U. Torres <sup>*</sup>    |
| 4-N. Ledezma                | 4-D. Glz (Sub) <sup>^</sup>  | 4-S. Rdgz (Sub)             | 4-E. Arellano (Sub) <sup>^</sup> | 4-Tech. (Sub)               |
| 5-M. Rodriguez              | 5-J. Ruiz                    | 5-Y. G. Moreno              | 5-T. Solitare                    | 5-8-L. De Luna <sup>^</sup> |
| 6-V. Ramirez                | 6-L. Garza                   | 6-T. Reyes                  | 6-E. Garza                       | 6-R. Pineda <sup>*</sup>    |
| 7-K. Villarreal             | 7-R. Guillen                 | 7-M. Hinojosa               | 7-P. Montoya <sup>^</sup>        | 7-R. Guerra <sup>*</sup>    |
| 8-V. Belancour <sup>*</sup> | 8-C. Rodriguez <sup>*</sup>  | 8-S. Martinez <sup>^</sup>  | 8-H. Valdez <sup>^</sup>         | 8-Empty                     |
| 9-J. Rojas                  | 9-E. Martinez                | 9-L. Cerdas <sup>*</sup>    | 9-E. Ramos <sup>*</sup>          | 9-J. Rivera <sup>*</sup>    |
| 10-R. Salinas               | 10-J. Trevino                | 10-L. Juarez <sup>*</sup>   | 10-E. Ballesteros <sup>*</sup>   | 10-J. Martinez <sup>^</sup> |
| 11-J. Garza                 | 11-O. Ramirez                | 11-O. Gallegos              | 11-R. Tijerina <sup>^</sup>      | 11-B. Wadhvani <sup>*</sup> |
|                             |                              |                             |                                  |                             |

## Faculty and Staff Parking





**As of 11-19-20 @1:08am**  
 Perkins Middle School  
 Teacher Lunch Duty  
 10:40am to 11:55pm



### Walk Students to Cafeteria as follow:

Lunch Duty Teacher for the day: 10:40 am

(Lunch Duty Teacher with a + next to their name be at post at 10:35 am)

8<sup>th</sup> Grade Teachers— 10:55 am

7<sup>th</sup> Grade Teachers— 11:05 am

6<sup>th</sup> Grade Teachers— 11:15 am

### Pick up Students for the 12:00pm Class from Cafeteria as follow:

8<sup>th</sup> Grade Teachers- 11:35 am

7<sup>th</sup> Grade Teachers— 11:45 am

6<sup>th</sup> Grade Teachers— 11:55 am

Lunch Duty Teacher for the day-11:56 am

**NOTE: Please adhere to the allotted times to ensure everyone gets a 30 minute lunch.**

| Monday+         |                 | Tuesday+          |                | Wednesday+       |               | Thursday+           |                  | Friday++         |               |
|-----------------|-----------------|-------------------|----------------|------------------|---------------|---------------------|------------------|------------------|---------------|
| 10:40 - 11:18   | 11:18 - 11:56   | 10:40 - 11:18     | 11:18 - 11:56  | 10:40 - 11:56    | 11:18 - 11:56 | 10:40 - 11:18       | 11:18 - 11:56    | 10:40 - 11:18    | 11:18 - 11:56 |
| 1-N. Tellez     | 1-J. Ledezma    | 1-M. Alentz++     | 1-R. Guillen   | 1-L. Samaniego++ | 1-E. Treviño  | 1-A. Cabello++      | 1-P. Montoya     | 1-Mrs. Medrano++ | 1. Empty      |
| 2-K. Villanuel+ | 2-V. Betancourt | 2-C. Altamirano++ | 2-C. Rodriguez | 2-A. Gonzalez    | 2-S. Martinez | 2-G. Guajardo++     | 2-H. Valdez      | 2-M. Barboe++    | 2. Guerra     |
| 3-J. Rojas+     | 3-A. Gomez      | 3-O. Ramirez+     | 3-E. Martinez  | 3-M. Hinojosa+   | 3-L. Cerda    | 3-6-E. Garza+       | 3-E. Ramos       | 3-U. Torres+     | 3-J. Rivera   |
| 4-R. Salinas+   | 4-N. Ledezma    | 4-D. Gliz (Sub)   | 4-J. Treviño   | 4-S. Róiz (Sub)  | 4-L. Juarez   | 4-E. Arellano (Sub) | 4-E. Ballesteros | 4-Tech, (Sub)    | 4-J. Martinez |
| 5-M. Rodriguez+ | 5-J. Garza      | 5-J. Rutz+        | 5-S. Vega      | 5-Y. G. Moreno   | 5-O. Gallegos | 5-T. Solbaitre      | 5-R. Tijerina    | 5-L. De Luna++   | 5-B. Wadhwani |
| 6-Mr. Aguirre   | 6-V. Ramirez    | 6-Mr. Aguirre     | 6-L. Garza     | 6-Mr. Aguirre    | 6-T. Reyes    | 6-Mr. Aguirre       | 6-J. Lopez-Miz   | 6-Mr. Aguirre    | 6-R. Pineda   |



# Class Periods Transition Duties



Perkins Middle School

NOTE: All Teachers must be at their Doors supervising transition of classes.

Cafeteria

Mrs. Medrano

L. Garcia

Girls Locker

Boys Locker

GYM

M. Alaniz

C. Castro

Choir

Band

L. Samaniego

A. Martinez (AP)

Mr. Aguirre

Security 2

Security 1

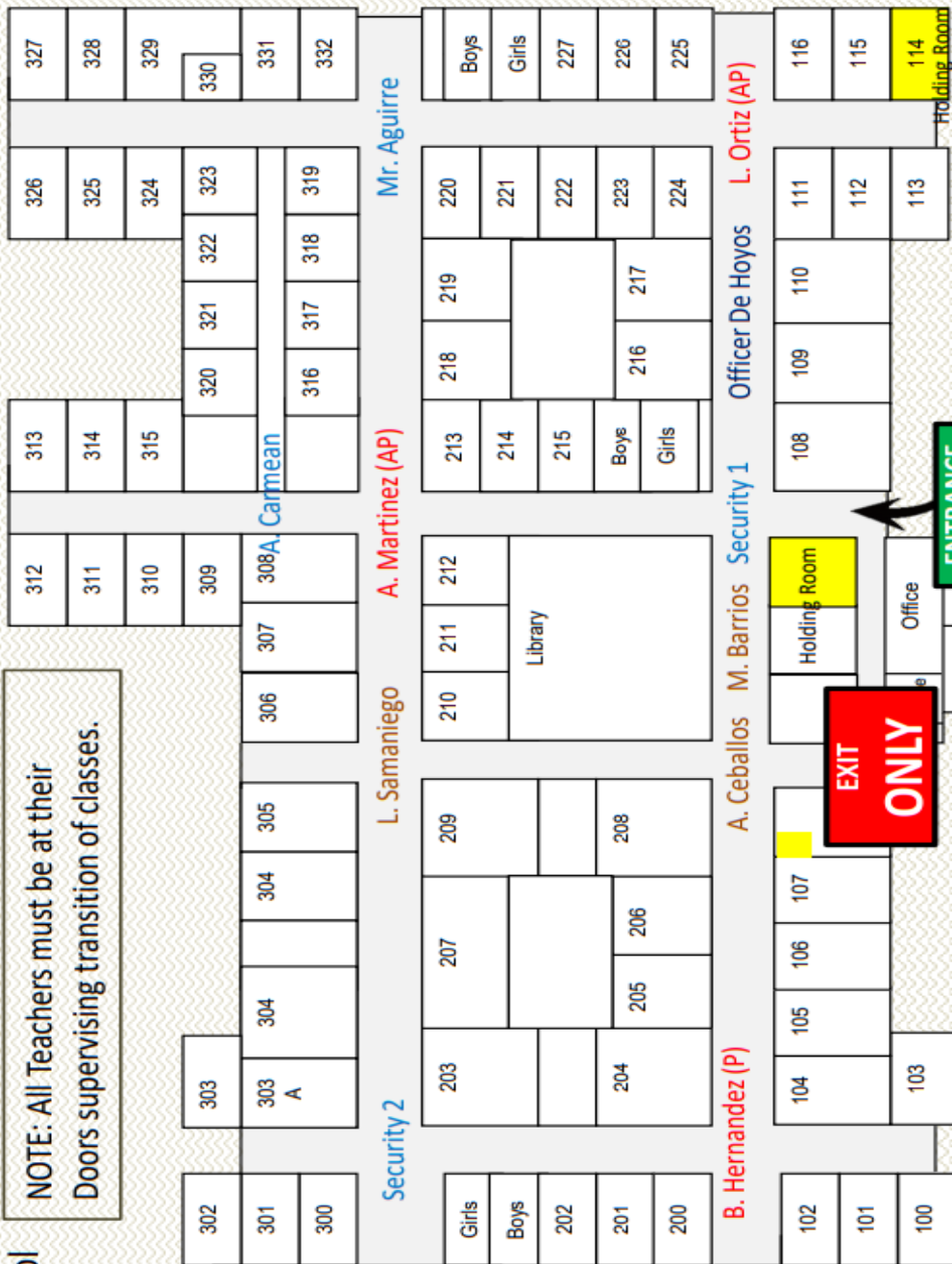
B. Hernandez (P)

A. Ceballos

M. Barrios

Officer De Hoyos

L. Ortiz (AP)

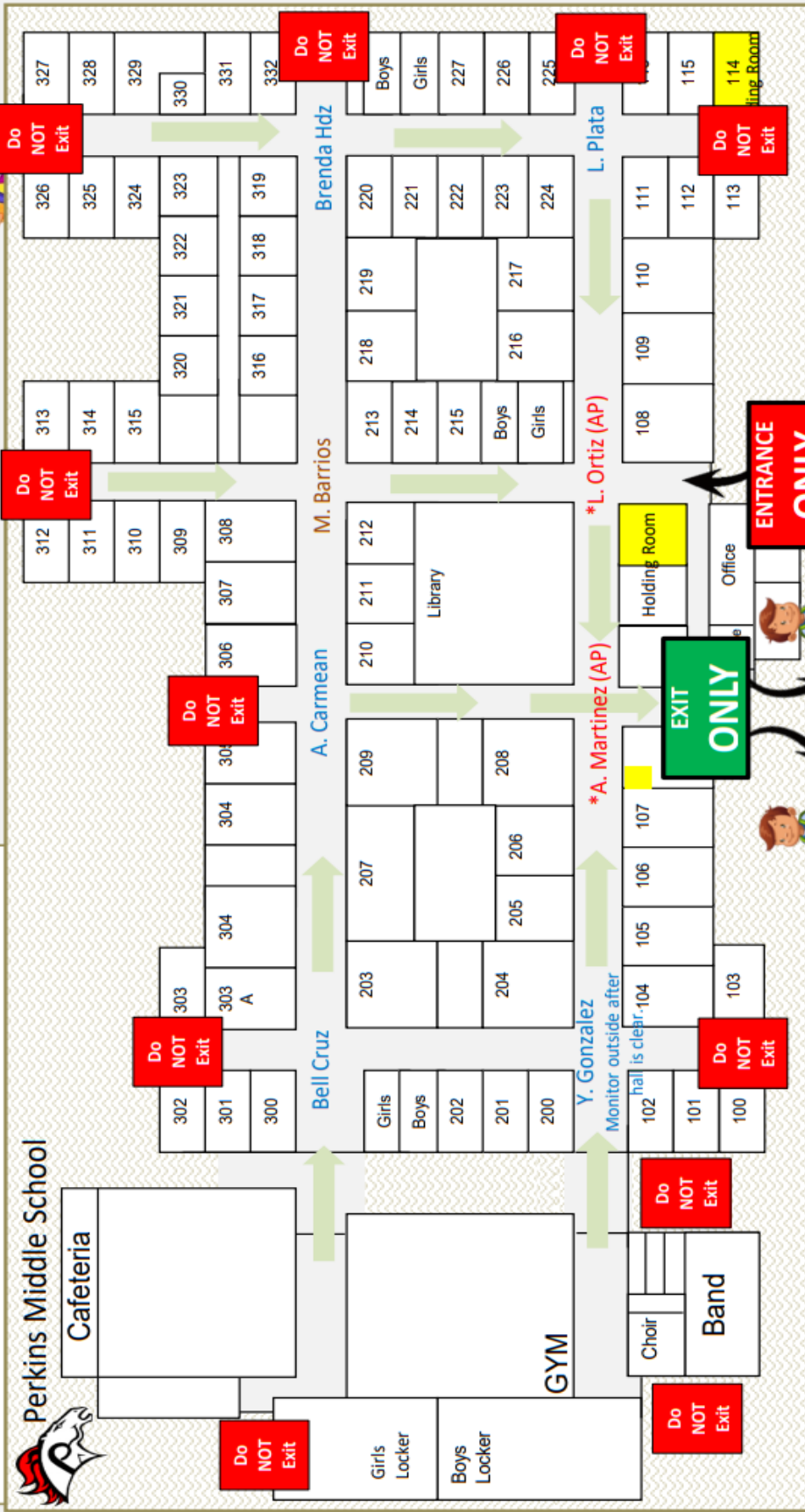


EXIT ONLY

ENTRANCE ONLY

NOTE: Teacher must wait for Administration to dismiss students. All Teachers must be at their doors dismissing student at a minimum of 6 feet apart from each other.

After School Monitoring Duties



Security 2 C. Castro

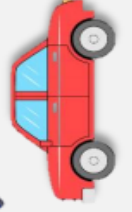
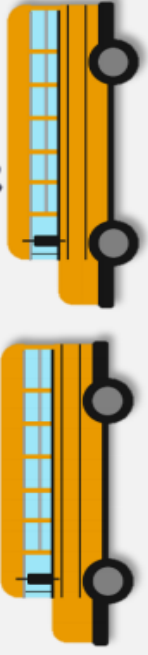
Mr. Aguirre

B. Hernandez (P)

Officer De Hoyos

Security 1

\*AP's must monitor in front of school area after clearing students from hallways.



# PERKINS SCREENING

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## Staff

All staff will be required to self-screen for COVID-19 symptoms and close contact prior to reporting to work each day utilizing the District Coronavirus (COVID-19) Self-Screening Tool. If an employee has any of the symptoms (listed below) or has been in close contact or lives with someone who has been confirmed with COVID-19, the employee should not report to work. Employees should notify campus administration and contact the Human Resource Office for further instructions.

All employees must get their temperature checked prior to entering the school. If the employee has a temperature higher than 100°F, the employee will not be permitted to report to work and should contact Human Resource Office for further instructions.

## Students

Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending the student to school. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed below) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the conditions for re-entry are met.

Upon arrival at campus/building, students will be screened for temperature either through a temperature check kiosk or a handheld device.

### **Staff and students should not enter the campus if any of the following apply:**

- The individual has any of the following symptoms:
- Temperature of 100 degrees Fahrenheit or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.
- Is awaiting their own COVID-19 test results.
- Has a confirmed case of COVID-19 or has been in close contact with their physician.
- Has a household member who has a confirmed case of COVID-19 and/or is awaiting COVID-19 test results.

## Visitors

Parents and nonessential visitors will not be allowed to enter the school past the main office to limit exposure to students, staff and teachers.

## Required PPE

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- Students and teachers will wear masks at all times while on school grounds.
- Make sure teachers have a week's supply before ordering more PPE.
  - Hand Sanitizer
  - Disinfectant Spray
- Order on a Wednesday to receive on Friday.
- A check list will be created to request more PPE.

**Teacher will Email supply requests to the school's secretary.**



# Classroom Procedures/Sanitizing Rooms

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## Classroom Operational Considerations:

### *Health and Hygiene Practices:*

- Classrooms will have hand sanitizer and/or hand washing stations with soap and water at each entrance.
- Students, teachers, staff, and campus visitors will be required to sanitize and/or wash hands when entering the classroom AND BEFORE leaving the classroom.
- Students, teachers, staff, and campus visitors must keep their mask on at all times. If mask becomes contaminated student will dispose of mask in a Ziploc bag, and dispose in the trash. Hands should then be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Students will need to clean their own spaces after they are used. Teacher will pass out disinfectant spray/wipes 3 minutes before the bell.
- Whenever possible, schools should open windows or otherwise work to improve air flow by allowing outside air to circulate in the building.
- On the first day a student attends school on campus, the homeroom teacher must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system (restroom procedures, entering and exiting classes, etc).
- Teachers will remind students to remain seated and RAISE their hand if they have a question.
- Masks are REQUIRED for EVERY student. For the purposes of this document, masks include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth). Full-face shields are recommended but not required. It is HIGHLY recommended that students and teachers bring an extra face mask.

### **Student-Teacher Groupings:**

- Where feasible and without disrupting the educational experience, students should be encouraged to practice social distancing. In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible. In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.

# DISCIPLINE: STUDENT REFUSAL TO WEAR FACE COVERINGS

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## **Any student refusing to wear a mask will transition to remote learning following a series of interventions**

**1st offense- Warning:** The student will be instructed how to remedy the situation in class and no further action will be taken if correction is applied. Teachers will document this incident in the Review 360 only as DOCUMENTATION.

**2nd offense- Alternate Location:** If action taken within the classroom does not remedy the situation, the student will be referred to administration. The student will be placed in an alternate location to perform remote learning and education and appropriate face coverings will be given. A form will be sent home outlining the requirements and requesting parental signature. If student refuses to wear face covering, then the guardians will be called and asked to pick up the student. Student will continue with remote instruction for that day.

**3rd offense- Final Decision:** Student will be removed from class and placed in an alternative location to complete remote learning. Administration will make contact with a parent/guardian to inform them that failure to comply with the face covering policy results in the individual being placed in home-based remote learning.

# Restroom Use

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We recommend to have a Restroom Monitor outside of ALL restroom facilities for students on campus.

## **Students requesting to use the restroom during class:**

At teacher discretion, he/she will allow students the privilege to go to the restroom following the next steps.

1. Teacher will register (check out, check in) student name, date, time and period on the restroom log that the office will provide.
2. Use the hand sanitizer before leaving the classroom to go to the restroom.
3. At the restroom, the Restroom Monitor will allow student the use of the restroom facilities in the order students arrive. Make sure they are keeping social distance while they wait and allow only two students at a time inside the restroom. The restroom monitor will provide hand sanitizer before and after the use of the facilities.
4. The student will use the hand sanitizer before returning to classroom.

## **During lunch at the cafeteria:**

At the Monitor's discretion, he/she will allow students the privilege to go to the restroom following the next steps:

1. Monitor will register (check out, check in) student name, date, time and period on the restroom log that the office will be provide.
2. Use the hand sanitizer before leaving the cafeteria to go to the restroom.
3. At the restroom, the restroom monitor will allow student the use of the restroom facilities in the order students arrive. Make sure they are keeping social distance while they wait and allow only two students at a time inside the restroom. The restroom monitor will provide hand sanitizer before and after the use of the facilities.
4. The student will use the hand sanitizer before returning to the cafeteria.

## **TEACHERS/STAFF:**

Encourage all the faculty/staff to use the teacher's restroom.

# Cafeteria & Meal Distribution Plan

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- Breakfast will be served for all students in the classroom starting at 7:30 am.
- Students will not be allowed to go door to door looking for additional breakfast items.
- Breakfast will be over at 7:45 am in conjunction with the start of the instructional period (1<sup>st</sup> or 2<sup>nd</sup> Period).
- Lunch start time and dismissal will vary depending on grade level. Students will be escorted to and from the cafeteria by the classroom teachers following COVID Protocol.
  - 6th grade @ 10:40 am -11:45 am
  - 7th grade @ 10:45 am – 11:50 am
  - 8th grade @ 10:50 am – 11:55 am
- Lunch Rooms will be as follows:
  - 6<sup>th</sup> grade in the cafeteria
  - 7<sup>th</sup> grade in the East side of the gym
  - 8<sup>th</sup> grade in the West side of the gym.
- Restroom breaks will be supervised by staff members on duty. (see restroom procedures)
- Instructional classes will resume at 12:00 noon.

# Library Use

## Levels of Library Service

| <b>Level 1</b><br>100 % Remote Learning   | <b>Level 2</b><br>School Open/Library Closed  | <b>Level 3</b><br>School Open/Library Open  | <b>Level 4</b><br>100% Normal Operation   |
|---|---|---|---|
| <p><b>All Virtual Support</b></p> <ul style="list-style-type: none"> <li>● Virtual lessons (live or recorded)                             <ul style="list-style-type: none"> <li>○ Digital citizenship</li> <li>○ Inquiry</li> <li>○ Reading promotion</li> <li>○ Literacy</li> </ul> </li> <li>● Curated resources &amp; tools</li> <li>● On-demand video tutorials                             <ul style="list-style-type: none"> <li>○ eBooks</li> <li>○ Library digital resources</li> </ul> </li> <li>● Virtual office hours</li> <li>● Ask the librarian</li> </ul> | <p><b>Virtual Support</b></p> <ul style="list-style-type: none"> <li>● On-demand video tutorials                             <ul style="list-style-type: none"> <li>○ eBooks</li> <li>○ Library digital resources</li> </ul> </li> <li>● Curated resources &amp; tools</li> <li>● Ask the librarian</li> </ul> <p><b>Embedded Support</b></p> <ul style="list-style-type: none"> <li>● Concierge checkouts</li> <li>● Live lessons in classroom                             <ul style="list-style-type: none"> <li>○ Digital citizenship</li> <li>○ Inquiry</li> <li>○ Reading promotion</li> <li>○ Literacy</li> </ul> </li> </ul> | <p><b>Virtual Support</b></p> <ul style="list-style-type: none"> <li>● On-demand video tutorials                             <ul style="list-style-type: none"> <li>○ eBooks</li> <li>○ Library digital resources</li> </ul> </li> <li>● Curated resources &amp; tools</li> <li>● Ask the librarian</li> </ul> <p><b>Library</b><br/>CDC Guidelines</p> <ul style="list-style-type: none"> <li>● Limited browsing and self-checkout per district guidelines</li> <li>● Live lessons in classroom or library                             <ul style="list-style-type: none"> <li>○ Digital citizenship</li> <li>○ Inquiry</li> <li>○ Reading promotion</li> <li>○ Literacy</li> </ul> </li> <li>● Limited capacity</li> </ul> | <p><b>Virtual Support</b></p> <ul style="list-style-type: none"> <li>● On-demand video tutorials                             <ul style="list-style-type: none"> <li>○ eBooks</li> <li>○ Library digital resources</li> </ul> </li> <li>● Curated resources &amp; tools</li> <li>● Ask the librarian</li> </ul> <p><b>Library</b></p> <ul style="list-style-type: none"> <li>● Full browsing</li> <li>● Self-checkout</li> <li>● In-person clubs                             <ul style="list-style-type: none"> <li>○ Book</li> <li>○ Coding</li> <li>○ Makerspace</li> <li>○ STEAM/STEM</li> </ul> </li> <li>● Live lessons in classroom or library</li> <li>● 100% capacity</li> </ul> |

## Use of the Library

Decisions regarding whether or not students may access the library individually, in small groups, or with the whole class will be made in accordance with district/ campus guidelines. Library service levels will be based on how the district and campus are open and operating. Librarians will work with their campus leadership to decide the level that works best for their school community. Library visits will be limited to administrators, staff, and students who are assigned to the building. Visits by volunteers or other individuals are decided by campus leaders. Library staff, in accordance with state requirements, will wear face-coverings at all times.

## Student Use Guidelines

- Students will practice social distancing in the library and wear face coverings in accordance with state and district requirements.
- Students will wash and/ or sanitize their hands upon entering and after visiting the library.

- Occupancy will be limited as per district guidelines and campus administration. **No more than one class at a time will be scheduled.**
- Small groups or individual students may visit the library for checkout independently in accordance with district guidelines and campus administration. **All library visits need to be scheduled and library pass distributions approved in advance.**
- Students will sit only in the seats provided and should not share seats.
- When appropriate during whole class visits, library staff or the teacher will assign seats to students and limit book browsing to small groups.
- Shelf markers and ID cards will not be used.

### **Book Selection**

Digital e-books and learning resources will be used during initial classroom visits to the library, as Brownsville ISD students have access to eBooks and they can check them out from any laptop, tablet, or personal device from any location, 24/7, and utilization of these digital resources should be encouraged.

Students often locate books by either searching the online catalog or browsing the shelves. In-person browsing is an effective means for locating books of interest, and the most popular among the majority of library users. Due to the potential transfer of viruses from user to book and book to user, it is important that all library users properly sanitize their hands upon entering and leaving the library. Initially, browsing the print book collections will be limited.

### **Checking Out and Returning Library Materials**

Library staff will check out all library books. Once all students have checked out books, staff will wash their hands according to CDC guidelines and disinfect the checkout station. Likewise, library staff will check in all books that are returned to the library using proper precautions.

### **Library Preparation**

Prior to opening, library staff will prepare the space to promote the safe operation of the school library by placing instructional and directional signage, sanitizing supplies, and by arranging the furnishings as needed.

# Special Education: Life-skills Unit

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## **SPED TRANSPORTATION FOR UNITS**

- All trips should be limited to 10 passengers, including the driver and any staff members.
- Masks will be worn **AT ALL TIMES**
- Social distancing guidelines will be followed as much as practicable.
- Student temperatures will be checked at the entrance(s) of their school buildings. We are asking parents to self-certify symptoms and temperature
- Parents: please talk with your students about avoiding touching multiple surfaces for their own safety and the safety of others.
- Drivers will use a spray bottle, single-use wipe, and disposable gloves to sanitize surfaces after each Route, morning and afternoon.
- During parent drop-off/pick-up, parents are not to exit vehicles unless it is medically necessary to assist his or her child.
- Stagger entry of bus riders, car riders and walkers.
- Students will be dismissed in an orderly pattern while maintaining proper physical distance.

## **FOOD SERVICE PROCEDURES IN UNITS**

- Breakfast in the Classroom; to be delivered; students will eat lunch in the classroom
- Lunches will be picked up by teacher/paraprofessionals in order to avoid contact; students will eat lunch in the classroom.

## **CLEANING/SANITIZING OF UNITS**

- Brownsville ISD is committed to the health and safety of our students and staff. As such, we are making several adjustments to our normal cleaning routines. Additional Equipment & Materials
- Use disinfecting solutions for our daily cleaner
- Custodians will use disinfectant spray in addition to our normal high-concentrate cleaner.
- All classrooms will have a hand sanitizing station, cleaning solution spray bottles, single-use wipes, and disposable gloves available for any staff member when they clean surfaces.
- All classrooms and office spaces will have printed logs that custodians and staff will initial whenever cleaning tasks are completed.

## **Additional Personnel**

- Teachers and paraprofessionals will use spray bottles and single-use wipes after classes to clean high-touch surfaces immediately after classes.
- Paraprofessionals will assist in cleaning the buildings after students have left the premises

## **ATTENDING PHYSICAL EDUCATION OUTSIDE OF THE UNIT**

- If physical distancing is not possible for students, create as much distance as feasible.
- Students and coaches are required to wear masks/face coverings.

- Use of shared objects (e.g., gym or physical education equipment), should be limited when possible, or cleaned between use.
- Have plans in place for inclement weather: consider gymnasiums, cafeteria and classrooms



## Counselor Visits

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Procedures for schedule changes will remain the same.

- Teachers will communicate any desired changes by email to counselors.
- Counselors will communicate with parents by phone of students' schedule changes.
- Counselors will communicate with students and teachers of schedule changes by email.

Counseling and other visits:

- **Non-emergency-** Teachers will notify counselor by email or submit a counselor referral.
- **Emergency-** Teacher will call the front office and request a counselor to go pick up student.

## Nurse Visits (Non-Covid Related)

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On other related medical issues such as headaches and stomach aches:

- The teachers need to take temperatures for headaches, if temperature is within the normal range (below 99.9):
  - send the student to get a drink of water
  - put their heads down for 10 minutes
- For stomach aches:
  - send student to the restroom and when they return, student should put their heads down for 10 minutes

*If problems persist, call the nurse.*

- The teachers will be notified of any student taking medication in the nurse's office and also those students with special needs (blood sugar checks, diapering, etc).

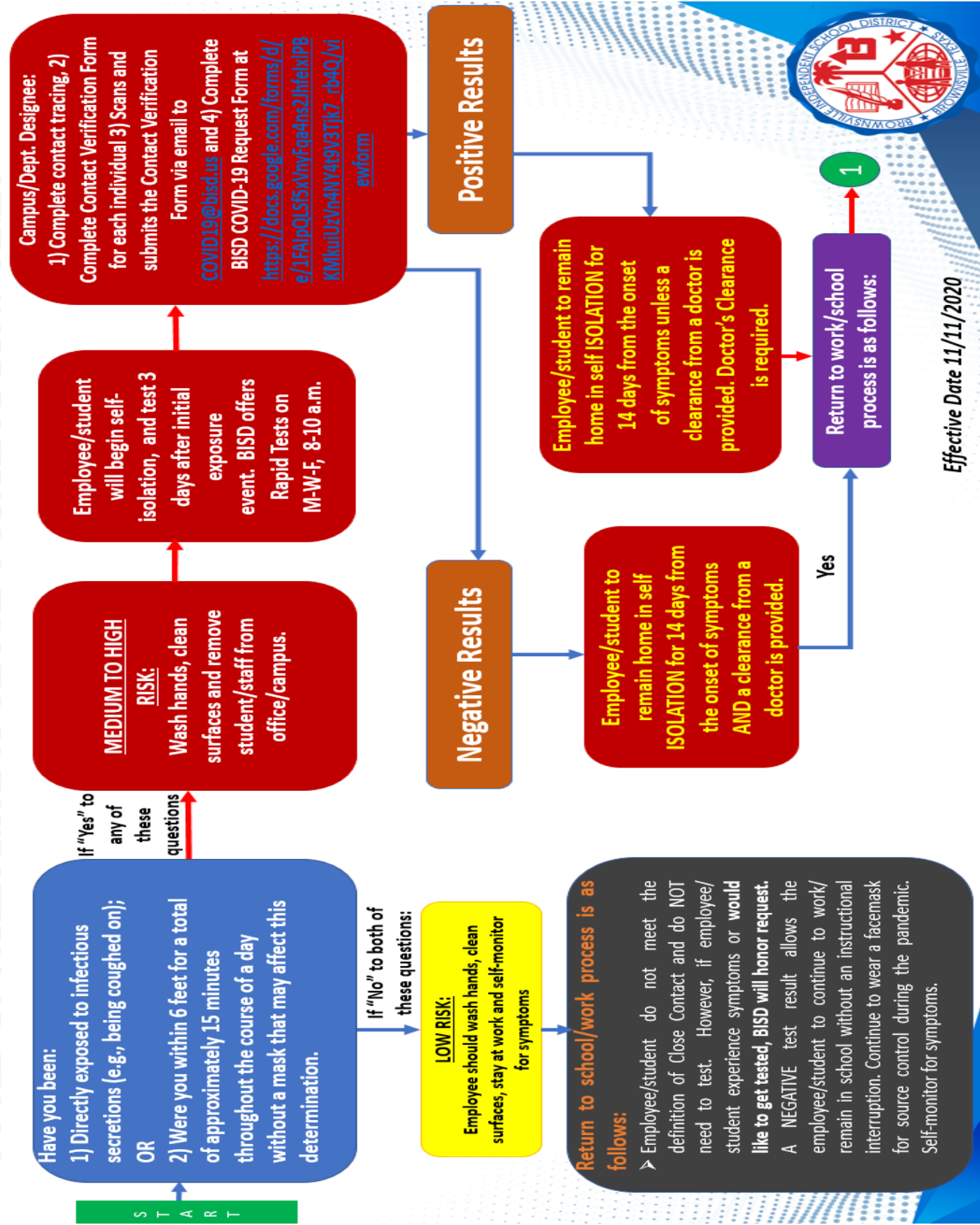
**All students will need a pass to see the nurse properly completed (full name, reason, time sent).**

## Responding to a possible COVID case

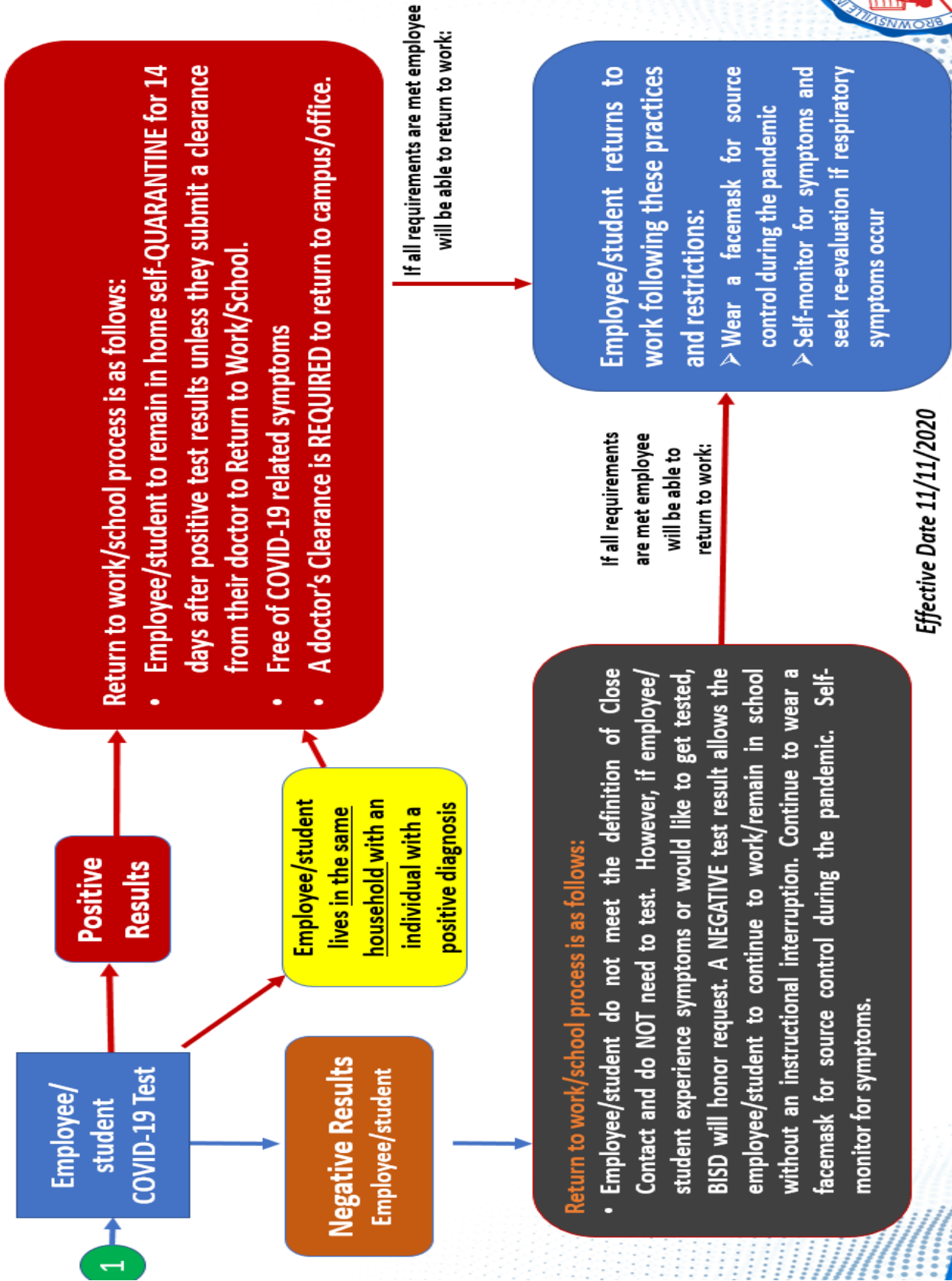
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- Follow CDC guidelines.
  - If student displays one or more of the Covid symptoms, teacher will:
    - Call the front office and request the Nurse and a Hall Monitor
    - Teacher will provide student ID # to front office staff.
    - Front office staff will notify Principal and grade level administrator.
    - Front office staff will contact the student's parents and ask that they pick up the student.
    - Nurse will escort the student to the holding room for evaluation.
      - **COVID Holding Rooms:**
        - 103
        - Office by Data Entry/CIS
        - Front Office next to secretary's office
        - 206
        - 115
        - 114
    - Hall monitor will escort the teacher and the rest of the class to another room.
      - **Relocation Classrooms:**
        - 204
        - 209
        - 208
        - 112
        - 113
        - 329
    - Student will remain in the holding room until parent's pick up the student.
    - If the guardian agrees to have BISD test the student, administration will call Health Services and make a request for testing.
      - If test is positive:
        - Administration and nurse will begin possible contact tracing.
        - Administration will notify everyone that has been exposed or had direct contact.
- \*\*\*COVID-19 VERIFICATION of CLOSE CONTACT FLOW CHART will be followed (see next page).**
- Classroom will remain closed for 48 hours. After the 48 hours, the custodians will disinfect the classroom and the Covid Room.

# COVID-19 Verification of CLOSE CONTACT Flow Chart



# Return to Work/School Criteria based on COVID-19 Test Results



Effective Date 11/11/2020

Note: For clarification on when to Return to Work, please contact Carmelita Rodriguez.

# Police and Security

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- Promote a safe learning and working environment for students and staff
- Provide security for all school sponsor events
- Assist with traffic control flow during drop off, and pick up
- Patrol campus and school perimeter in order to deter disruptive and/or criminal activities
- Assist with class exchange
- Assist with surveillance and monitoring to identify, locate, and report security problems or potential security threats
- Assist with Drills and Responses
- Practice COVID-19 CDC safety procedures
- In a safe manner report Students and Staff members who show symptoms of COVID-19 to School Administration/Nurse
- Assist in enforcing applicable items from the student handbook as requested by local campus administrator

## **Texas Health and Safety Code §81.046(f)**

**During a public health disaster, information related to cases or suspected cases of COVID-19 can be shared with law enforcement to the extent that information is necessary to protect the health or life of law enforcement personnel.**

**If an officer experiences a high-risk exposure, such as being bitten, being spat in the face, etc., the local health department is authorized to release whether the person in question is known to them to have tested positive for COVID-19 and whether the person is likely still able to transmit the virus.**

Police Officer Israel De Hoyos 986

Brownsville ISD Police Department