



# STATE OF MIND 2020-2021

Pleasant Grove ISD  
Learning and Procedural  
Plan for COVID-19

**THE MISSION OF THE  
PLEASANT GROVE  
INDEPENDENT SCHOOL  
DISTRICT IS TO ENSURE  
HIGH LEVELS OF LEARNING  
FOR ALL STUDENTS.**

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## Introduction and District Priorities

Pleasant Grove ISD looks forward to welcoming students back to school on August 10, 2020. The mission of Pleasant Grove ISD is to ensure high levels of learning for all students. On-Campus and Remote Learning will be offered to ensure high levels of learning for all students during the COVID-19 pandemic. Pleasant Grove ISD will continue to prioritize the health and safety of our students and staff as we prepare for a successful 2020-2021 school year.

While Pleasant Grove ISD is planning for two different instructional environments, our plan follows recommendations for school opening and operations provided by the Centers for Disease Control and Prevention (CDC), the Texas Education Agency, and state and local health officials.

### KEY PRIORITIES AND FOCUS AREAS



- ▶ **Public Health and Safety**
- ▶ **Instructional Continuity**
- ▶ **Maintaining Workforce**
- ▶ **Parent Choice**
- ▶ **Equity**
- ▶ **Innovation**
- ▶ **Communication**

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The Pleasant Grove ISD website will provide you with the most up-to-date information.

## Fall 2020: Instructional Information for Families

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As we continue to monitor guidance from the Texas Education Agency, Centers for Disease Control and Prevention and other health officials, PGISD leaders are moving forward in planning for Fall 2020 and beyond. We sincerely appreciate your continued patience and flexibility as we collectively work together to ensure a first-class learning experience for all PGISD students while keeping all students and staff healthy and safe. Due to concerns some may have about sending their children back to school, Pleasant Grove ISD has worked collaboratively to develop two learning environments to provide flexibility and allow parents and guardians options to meet the needs of all students regardless of their learning location:

- ▶ Pleasant Grove ISD On-Campus Learning
- ▶ Pleasant Grove ISD Remote Learning

Prior to viewing the plan, please note:

- ▶ **Remote Synchronous Learning** is defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices. Students enrolled in PGISD Remote Learning will attend their virtual class “schedule” and must be available for live, synchronous instruction during each school day.
- ▶ **Remote Asynchronous Learning** is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Google Classroom.

We believe the most benefit will come from synchronous learning when appropriate, especially for students in grades 3-12. The student engagement and interaction within the remote classroom will enhance the learning experience and ensure high levels of learning for all PGISD students.

### Pleasant Grove ISD On-Campus Learning

- ▶ This learning option is the traditional face-to-face learning environment.
- ▶ This option will look like a typical school day/schedule for students and teachers.
- ▶ Students and teachers will attend class in-person, five days a week, while following public health guidance and safety measures from state, federal, and local health guidelines and recommendations.
- ▶ Within this traditional classroom setting, teachers will be streaming live instruction for remote learners and interacting with students who are participating in the classroom as well as remotely.

### **Pleasant Grove ISD Remote Learning**

- ▶ PGISD Remote Learning will be a full course load of instruction and assignments aligned to on-campus instruction.
- ▶ This learning environment will allow students to remotely receive the same high quality instruction and learning experiences as face-to-face learners.
- ▶ Remote learners will receive classroom instruction via a live streaming tool.
- ▶ Remote Learning at PGISD will include both synchronous and asynchronous learning.
- ▶ Daily participation will be required and schedules will be provided to students.

### **Remote Learning for Prekindergarten-2nd Grade**

- ▶ The remote learning model for Prekindergarten through 2nd grade will require support from adults at home and within the online classroom environment. Activities will be designed to ensure that students continue learning at the pace of the current Pleasant Grove ISD scope and sequence.
- ▶ Students will follow the same “class” schedule as if they were attending class in-person, with a blend of teacher-led instruction, independent work, and small group/individual teacher-led learning opportunities. It will be vital for teachers and parents to openly communicate the schedules for the students regarding the time online and off-line with teacher interaction daily.
- ▶ Attendance in Prekindergarten-2nd grade will be taken daily for both in-person and on-line.
- ▶ The 90% attendance rule is for all students, whether attending in-person or on-line.
- ▶ Because things can change rapidly, all teachers will be prepared to teach both in-person and remotely starting day one.

### **Remote Learning for Grades 3-12**

- ▶ Students will attend classes remotely, following the same “bell” schedule as if they were attending classes in-person and must attend the duration of each class period.
- ▶ Families should anticipate approximately 3-4 hours (not including breaks, transitions, or lunch) of both live and independent instruction daily, depending on grade level requirements.
- ▶ Attendance in grades 3-12 will be taken each period daily for both in-person and on-line.
- ▶ The 90% attendance rule is for all students, whether attending in-person or on-line
- ▶ Teachers will engage remote learners every day at the designated time for each period to begin and will remain online for the duration of the normal time allotted for each period. Direct instruction from the teacher during the class period is subject to vary, depending on the lesson plan design and need for two-way discussion.
- ▶ Teachers have full autonomy to temporarily mute audio or video as needed throughout each class period.

## All PGISD Students

- ▶ Both in-person students and remote students will demonstrate mastery of concepts using traditional methods as well as assessments emphasizing application over memorization.
- ▶ Both in-person and remote learners will follow a schedule that allows consistency throughout the learning day with frequent breaks.
- ▶ Both the in-person and remote learning experiences will provide the same expectations around coursework and grading. Further, all high school credit courses will count in GPA calculation and class rank, per academic guidelines.
- ▶ Both in-person students and remote students will dress appropriately (following the PGISD dress code—including Personal Protective Equipment (PPE) as required—see Student Handbook) and participate in class.
- ▶ All students will abide by the Student Code of Conduct, Student Handbook, and Acceptable Use Policy. ARD/IEP committees will determine the unique needs of students who have IEPs in making support and service recommendations for students attending school virtually. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure individual student needs are met.
- ▶ Every effort will be made to protect the privacy of students during the instructional day. FERPA rules and regulations will be applied.

## Attendance and Enrollment Notice (updated July 31, 2020)

- ▶ Per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year.
- ▶ Given the public health situation, student attendance may be earned through the delivery of virtual instruction.
- ▶ Any parent may request that their student be offered virtual instruction from any school system that offers such instruction. If a parent who chooses virtual instruction wants their child to switch to an on-campus instructional setting, they can do so, but school systems are permitted to limit these transitions to occur only at the end of a grading period, if it will be beneficial to the student's instructional quality. If a parent requests virtual instruction and the school does not offer it, the parent may enroll in another school that does offer it for transfer students.
- ▶ School systems must provide on-campus attendance as an option for students otherwise entitled to attend school who follow this document's required public health procedures and whose parents wish them to attend on campus, subject to school closure and the exceptions listed in this document. In high school, school systems may offer a less than daily on campus instructional experience if there is a need to reduce the total count of people on campus at any one time to maintain social distancing.

## Return to School Protocols

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Following are the return to onsite work protocols for Pleasant Grove ISD campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Pleasant Grove ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district 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. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions, placing them at higher risk. Because of the hidden nature of this threat, Pleasant Grove ISD expects all employees, students and families to rigorously follow these practices.

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

Pleasant Grove ISD will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training 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, Pleasant Grove ISD 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 CDC, Health and Human Services, the Texas Education Agency 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 students 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 Pleasant Grove ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines.
- ▶ A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- ▶ 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 students should not enter campuses or district buildings 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, 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 internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations: [View current CDC recommendations](#).
- ▶ Teachers will monitor students and refer them to the nurse if symptoms are present.

### Isolation Protocols

- ▶ For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment to determine if and when a student needs to be sent home.
- ▶ Students who are ill will be separated from their peers 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 students 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 notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- ▶ Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus. (updated July 31, 2020)

- ▶ District communication will be provided to the students who the district believes came in close contact with a student or staff member with a positive confirmed test of COVID-19.
  - ▶ Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
  - ▶ Students and staff who have tested positive for COVID-19 will be permitted to return to school when all three of the following criteria have been met:
    - ▶ They are 3 days (72 hours) fever-free without using fever-reducing medication;
    - ▶ Improved symptoms (cough, difficulty breathing, etc.); and
    - ▶ 10 calendar days have passed since symptoms began.
  - ▶ In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
  - ▶ 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) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.
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## Protocols for Personal Protective Equipment

Schools are required to comply with the governor's executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours. This requirement is subject to change.

- ▶ Students in third through twelfth grades will wear face coverings while at school.
- ▶ Staff and students will appropriately wear face coverings at all times.
- ▶ Masks include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth). Full-face shields may be used in place of a mask to protect eyes, nose, and mouth whenever a mask is not feasible or whenever the educational context may benefit from the ability to see an individual's face. (updated July 31, 2020)
- ▶ It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities.
- ▶ Students will not be required to wear face coverings while eating but will be socially distanced.
- ▶ Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- ▶ Additional protective equipment will be provided to school nurses for use in the clinic.
- ▶ Students and staff will be responsible for their face covering. Pleasant Grove ISD will not be responsible for providing a face covering to students and staff.

## Protocols for Campus Visitors

Campus staff should consider utilizing virtual meeting options to limit campus visitors. All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area.

### Visitor Screening/PPE Requirements

- ▶ Parents are discouraged from entering the campus and will not be allowed beyond the front office area.
  - ▶ 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 PG Connection, Booster Club meetings, ARDs, LPAC, etc.
  - ▶ All visitors will be subject to screening by way of a symptom screening form before entering any Pleasant Grove ISD facility.
  - ▶ 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 stand behind the shield guard installed at reception desks.
  - ▶ Any Individuals permitted to proceed beyond the reception area must 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 students 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 students will be expected to regularly wash or sanitize their hands.
- ▶ Requirement for hand washing and/or use of Pleasant Grove ISD-provided hand sanitizer:

#### 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 solutions to sanitize high-touch and working surfaces and shared objects frequently.

- ▶ 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 students 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.
- ▶ Cafeterias will be disinfected between lunch periods.
- ▶ Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

### Restrooms

- ▶ Staff should supervise and limit the number of students that enter the bathroom at one time to comply with health agency recommendations and social distancing.
  - ▶ The scheduling of whole class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
  - ▶ Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.
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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 students and staff will be required to use hand sanitizer when entering and exiting common areas.
- ▶ Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. When needed, students will bring personal supplies from the classroom.
- ▶ Number of students in a common area will be based upon social distancing practices.
- ▶ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6 ft. social distancing.
- ▶ If meetings must be held in person, all social distancing protocols will be implemented:
  - ▷ Facial coverings
  - ▷ Six-foot social distancing when possible
  - ▷ Limiting the sharing of materials/supplies

## Protocols for Positive COVID-19 Cases on Campus

### Individuals Confirmed or Suspected with COVID-19 (updated July 31, 2020)

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- i. at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- iii. at least ten days have passed since symptoms first appeared. o In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

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) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an app

### Identifying Possible COVID-19 Cases on Campus

- ▶ Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.
- ▶ Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
- ▶ Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

## Campus Health & Safety Protocols

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### Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. 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>Student</b>	<ul style="list-style-type: none"> <li>▶ Students will participate in training specific to newly adopted health and safety protocols.</li> <li>▶ All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ If a student 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 students about COVID-19 symptoms and prevention strategies.</li> </ul>
<b>Teacher/Staff</b>	<ul style="list-style-type: none"> <li>▶ Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.</li> <li>▶ All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.</li> <li>▶ All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.</li> </ul>

### School Arrival & Dismissal

**Arrival:** When possible, separate entrances will be utilized for car riders, bus riders, walkers and daycares. All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas set by each campus. **Parents will not be allowed to walk students to classrooms.**

**Dismissal:** Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus 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 students will be encouraged to sanitize hands prior to exit. Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival.

## BUS TRANSPORTATION

As schools reopen, students using school bus transportation services will follow revised protocols. Starting at the time when students arrive at their designated bus stop and board the school bus, the new safety and sanitizing protocols will need to be followed.

### Transportation COVID-19 Protocol: Parent Information

The Pleasant Grove ISD Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes as well as field trips. Bus routes will run at regular capacity. Although the district is implementing the safety protocols and disinfecting efforts described below, families are encouraged to drop students off, carpool or walk with their student to school to reduce possible exposure on buses. *We are requiring all of our drivers and students to wear masks while on the school bus (updated July 31, 2020).*

#### General Education/Special Needs/Shuttle Loading and Unloading Procedures

##### **Bus Stop Expectations**

- ▶ Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so) while waiting for and approaching the school bus.
- ▶ Students should NOT eat or drink on the bus.

##### **Morning Boarding Bus Procedures**

- ▶ All students must have a mask on prior to boarding the bus. The mask must remain on the student for the duration of the trip.
- ▶ Students should practice social distancing as they approach and board the bus.
- ▶ Use hand sanitizer (provided near the bus stairwell).
- ▶ Seating: Students will be seated starting from the back seats, then toward the front.
  - ▷ Considerations for siblings & younger students mixed with older students
- ▶ Bus in motion rules: Standard Pleasant Grove ISD bus rules apply.
- ▶ Students should NOT eat or drink on the bus.

##### **Unloading at Campus**

- ▶ Students should remain seated until directed otherwise by the bus driver.
- ▶ Students should practice social distancing and follow campus guidelines.

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

- ▶ All students must have a mask on prior to boarding the bus. The mask must remain on the student for the duration of the trip.
- ▶ Students should practice social distancing as they approach and board the bus.
- ▶ Use hand sanitizer (provided near stairwells).
- ▶ Seating: Drivers will assign seats on the bus.

- ▶ Bus in motion rules: Standard Pleasant Grove ISD bus rules apply.
- ▶ Students should NOT eat or drink on the bus.
- ▶ **Students will not be transported between campuses for pick-up.**
  - ▶ Students of a staff member may ride the bus to their parent’s campus.

**Unloading at Bus Stop**

- ▶ Students should practice Social Distancing and avoid gathering in groups of 10 or more.
- ▶ Students should remain seated until directed otherwise by the bus driver.

**Disinfecting Protocol**

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

- ▶ Bus seating areas will be disinfected after each bus route, particularly high-touch surfaces such as bus seats, steering wheels, knobs and stairway handrail.
- ▶ When possible, bus windows will be open to allow outside air to circulate in the bus.

**Bus Arrival & Dismissal**

**Student**

**Arrival**

- ▶ Students will load and unload the bus at staggered times at the direction of the bus driver.
- ▶ As students depart from the bus, they should immediately walk into the building and designated area for morning arrival.
- ▶ Students will not congregate with other students after exiting the bus.
- ▶ Students should maintain appropriate social distance guidelines as they enter the building and report to designated waiting areas.

**Dismissal**

- ▶ Students will wait in a designated "pre-loading" area for each bus to arrive.
- ▶ Students will load onto the bus at staggered times at the direction of the bus driver.
- ▶ Students will maintain current social distance guidelines as they load and are seated for the duration of the bus ride home.

**Parent**

- ▶ When possible, parents should help with student supervision at the bus stop.

**Teacher/Staff**

- ▶ Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks and direct students to waiting areas.
- ▶ Staff will ensure social distancing during arrival and dismissal.
- ▶ During dismissal, teachers will supervise designated pre-loading areas for students waiting for the bus to arrive.

**Walkers**

- Student**
- ▶ It is recommended that walkers keep social distance and use a face covering while walking to and from school.
  - ▶ As much as possible, students will be asked to avoid large groups or gatherings with other students on the campus before or after school.
  - ▶ Students will be asked to immediately leave campus and begin walking home at the end of the school day.

- Parent**
- ▶ Parents are encouraged to talk with their child about the health benefits of social distancing.
  - ▶ Parents should follow campus guidance on 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.

- Teacher/Staff**
- ▶ Assigned staff supervises student arrival and dismissal, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.
  - ▶ Teachers will assist in monitoring students to discourage large groups from congregating.

**Car Riders**

- Student**
- ▶ As students exit their car, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking to school.
  - ▶ Students or volunteers will not be allowed to open doors or assist with car rider arrival unless necessary.
  - ▶ Students will remain at a social distance while waiting to be picked up in the car rider area. Students will not congregate in large groups with other students on the campus when dismissed from school at the end of the day.

- Parent**
- ▶ Parents should assist their own child with exiting the car.
  - ▶ Parents should follow pick up 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.

- Teacher/Staff**
- ▶ Assigned staff supervises student arrival, ensures that students are wearing masks, directs students to waiting areas and encourages that students maintain desired social distance between students.
  - ▶ Teachers will not be allowed to volunteer with the opening of car doors unless necessary.
  - ▶ Assigned staff supervises student dismissal, directs students to waiting areas and encourages that students maintain desired social distance between students.

### Bike Rack

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|----------------|---|
| <b>Student</b> | <ul style="list-style-type: none"> <li>▶ Students will use every other space in the bike rack to keep distance when arriving at school.</li> <li>▶ Students will immediately leave campus and begin riding their bike home at the end of the school day.</li> <li>▶ Students are not to congregate in large groups with other students on the campus when dismissed from school at the end of the day.</li> <li>▶ It is recommended that students 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>   |

### General Building Arrival

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|----------------------|---|
| <b>Student</b>       | <ul style="list-style-type: none"> <li>▶ Students will wash hands or use hand sanitizer upon arrival.</li> <li>▶ Campuses must plan for entry, exit, and transition procedures that reduce large group gatherings (of students and/or adults) in close proximity.</li> <li>▶ Students 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 students (as developmentally appropriate) and staff wear masks when entering the building and waiting in the designated waiting area.</li> <li>▶ Students should choose seats that have empty space in between seats.</li> <li>▶ Students are expected to stay seated until they are dismissed by a staff member.</li> <li>▶ Students can utilize the bathroom, but the number of students that enter will be limited to 2 students at a time. Students must observe social distancing while in the bathroom.</li> <li>▶ Students must wash hands after leaving. If the bathroom door is not propped, students are encouraged to use paper towels when opening a door.</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 expected to provide their own PPE for their child. 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> </ul>  |
| <b>Teacher/Staff</b> | <ul style="list-style-type: none"> <li>▶ Campus staff is required to complete the self-screening questions located at every entry point.</li> <li>▶ Staff members will be assigned to supervise students who report to multiple areas for morning arrival (gym, cafeteria, library, large spaces).</li> </ul>   |

- ▶ Staff are required to have masks on when entering the building and ensure that they ensure that students are wearing masks in the hallways and in classrooms.
- ▶ Staff will dismiss student cohorts using staggered student release into halls from these areas.

## 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 library or other large areas within the school building.

Teachers will monitor the cafeteria and hallways to promote social distancing practices. Depending on the number of students in the school, students 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.

### Seating & Directions

#### Student

- ▶ Students will be expected to follow campus guidelines for cafeteria procedures.
- ▶ Students will be seated according to a seating plan for students consistent with social distancing guidelines
- ▶ All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.
- ▶ Students are encouraged to read and adhere to the expectations and posted directional prompts/signs to ensure for proper social distancing.

#### Parent

- ▶ At this time, due to COVID-19, mealtime visitors will not be permitted in the school cafeterias.
- ▶ Food deliveries from parents/visitors will not be permitted at this time.
- ▶ Parents are encouraged to speak to their children about safety protocols and social distancing.
- ▶ Parents are asked to read and be familiar with all school communication regarding health and safety protocols.
- ▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies.

- Teacher/Staff**
- ▶ Signs will be posted on the walls and floor to ensure appropriate social distancing in cafeteria lines.
  - ▶ A seating plan for students will be followed for social distancing.
  - ▶ Assigned staff supervises students in cafeteria lines, direct students to open seats, and ensures that students maintain desired social distance.
  - ▶ Teachers will monitor students while in the cafeteria to ensure social distancing.

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## Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- ▶ Refillable hand sanitizer stations.
- ▶ Access to disinfectant to sanitize working surfaces.
- ▶ Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- ▶ Technology should be utilized when students 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 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.
- ▶ The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.

## Classroom Training

- |                |   |
|----------------|---|
| <b>Student</b> | <ul style="list-style-type: none"> <li>▶ Students should wash their hands or use hand sanitizer upon entering each classroom.</li> <li>▶ Students will participate in training specific to newly adopted health and safety protocols.</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> <li>▶ Parents should talk to their students about COVID-19 symptoms and prevention strategies.</li> </ul> |

- ▶ Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office

**Teacher/Staff**

- ▶ Teachers/staff should be stationed outside their door to provide adequate supervision of their classroom and hallway.
- ▶ Teachers will receive training to deliver classroom lessons on health protocols.

**Classroom Setup**

**Student**

- ▶ Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
- ▶ Students will avoid sharing school supplies and will sanitize shared items after each use.
- ▶ Students will sit one per table when it is possible.
- ▶ Students that want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class.

**Teacher/Staff**

- ▶ 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.
- ▶ Signs with clear protocols that are consistent with CDC guidelines will be posted school-wide.
- ▶ Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
- ▶ Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction.
- ▶ Teachers will create systems to limit the sharing of items such as school supplies.
- ▶ Teachers should clean supplies after each use by student.

**Classroom Arrival**

**Students**

- ▶ After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
- ▶ Students should avoid touching high-touch areas if possible.

**Teacher/Staff**

- ▶ Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.

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**Water Fountains**

Students will have access to water bottle refill stations to mitigate the use of water fountains.

### Water Fountain Usage

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|----------------------|---|
| <b>Student</b>       | <ul style="list-style-type: none"> <li>▶ Students 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 students, 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 students should fill water bottles instead of drinking directly from the water fountains.</li> <li>▶ Monitor that students take water bottles home to be cleaned.</li> </ul>                 |

### Recess/Playground

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized.

### Guidelines for Outdoor Play

- ▶ Students must maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- ▶ All students and staff will be required to wash their hands or use hand sanitizer before entering the playground and upon exiting the playground.
- ▶ While in the classroom, outdoor brain breaks and “mask breaks” will be implemented as needed, at the discretion of the campus/teacher.

### Elementary Specialized Classrooms/Areas

#### Elementary Specials

- |              |  |
|--------------|--|
| <b>Music</b> | <ul style="list-style-type: none"> <li>▶ Appropriate social distancing measures will be followed.</li> <li>▶ Music equipment will be sanitized and wiped down after each use.</li> </ul> |
|--------------|--|

- |                |  |
|----------------|--|
| <b>PE</b>      | <ul style="list-style-type: none"> <li>▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.</li> <li>▶ Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided.</li> <li>▶ PE equipment will be disinfected and wiped down after each use.</li> <li>▶ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.</li> <li>▶ Students should avoid touching their face at all times, but especially while playing games.</li> <li>▶ Sanitizing areas and access to handwashing will be provided.</li> </ul> |
| <b>Art</b>     | <ul style="list-style-type: none"> <li>▶ Students will use their own art supplies and avoid sharing equipment, utensils and supplies as much as possible.</li> <li>▶ Students should complete cleaning protocols and sanitize their areas in between use.</li> <li>▶ Art equipment will be sanitized and wiped down after each use.</li> </ul>   |
| <b>Library</b> | <ul style="list-style-type: none"> <li>▶ Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.</li> <li>▶ Students and staff will wash/sanitize hands upon entering and after visiting the library.</li> <li>▶ High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.</li> <li>▶ Occupancy will be limited.</li> </ul>  |

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## Secondary Specialized Classrooms & Extracurriculars

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Students opting for the remote learning environment will be permitted to participate in on-campus extracurricular activities unless decisions from TEA (Texas Education Agency) or The UIL (University Interscholastic League) are communicated that restrict participation. It will be the responsibility of the parent to transport their student to/from practice sessions, rehearsals, and on-campus contests. Parents and students choosing the remote learning option will need to communicate with the appropriate campus staff (music director, athletic coach, cheer coach, drill team instructor, etc.) of their intention to participate. Extracurricular activities will only be offered on campus in a face-to-face environment. Note: The UIL “no pass, no play” rule will still be enforced for remote learning students.

All students will communicate with the Athletic Trainer, Coaches, Directors or Instructors to notify them of any exposure or positive tests.

## Secondary Specialized Classrooms and Extracurricular Programming

### Physical Education

- ▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- ▶ Any activities bringing students into close physical contact will be avoided.
- ▶ Visual markers will be on the gym floor as a reminder of social distancing rules.
- ▶ Procedures will be implemented in the locker rooms to limit social distancing.
- ▶ Equipment will be disinfected after each use.
- ▶ Activities requiring multiple students to touch or handle the same equipment will be avoided.
- ▶ Sanitizing areas and access to handwashing will be provided.

### Athletics

- ▶ Similar to [summer strength and conditioning activities](#), practices and contests will follow protocols established by UIL and TEA. In-season and off-season activities will follow the most current guidelines available.
- ▶ Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
- ▶ Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
- ▶ Athletic wear will be washed daily by the Athletic Department.
- ▶ Equipment used during practices will be sanitized frequently during practice sessions.
- ▶ Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
- ▶ Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL, TEA, and/or state or local government. This may also impact ticket sales and seating configurations.
- ▶ Parents and students will be expected to provide timely notification of any health concerns to their coach and athletic trainer (if applicable). Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- ▶ Booster club meetings should be held virtually to minimize outside exposure to campuses.

### Cheer/ Drill Team

- ▶ Practices and performances will be conducted following safety protocol provided by guidance UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

- ▶ Students are expected to maintain social distancing in all activities and should avoid congregating in groups.
- ▶ Students will be asked to wash or sanitize their hands before and after class.
- ▶ Equipment will be disinfected/wiped down after each class period by the dance teacher.
- ▶ During center work and across the floor drills, dance students should maintain at least 6 feet apart, but preferable 8-10 ft. between each other.
- ▶ Dance, cheer and drill team students will be encouraged to bring their own water bottle and a personal towel to wipe perspiration.
- ▶ Cheer and Drill Team students will not share equipment/props (i.e. pom poms, megaphones, etc.)
- ▶ Booster club meetings should be held virtually to minimize outside exposure to campuses.

**Fine Arts**

- ▶ Large group practice sessions, sectionals and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g. TEA, UIL, etc.).
- ▶ Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher.
- ▶ Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g. TEA, UIL, etc.)
- ▶ Concerts/performance may be adjusted based on health and safety guidelines provided by an authorized entity (e.g. TEA, UIL, etc.) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- ▶ All fine arts performances will be streamed online when possible.
- ▶ Booster club meetings should be held virtually to minimize outside exposure to campuses.

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## School Events and Activities

**Guidelines for School Wide Events/Activities**

- ▶ Administration will follow all UIL and CDC guidelines in regards to games, practices, etc.
- ▶ Any school wide events that are approved to be held on campus must adhere to requirements outlined by Pleasant Grove ISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.) Some athletic events may be live streamed and/or occur virtually when possible.

- ▶ To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
- ▶ Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot.

## On- and Off-Campus Student Activities

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

#### On-Campus Activities

- ▶ Parents will be allowed to attend performances virtually.

#### Field Trips

- ▶ Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing practices.
- ▶ Virtual field trips will be considered as often as possible.

#### Off-Campus Activities

- ▶ Campuses will limit students from leaving campus after school prior to travel or start of extra-curricular or co-curricular activities when possible.
- ▶ Student participation in academic contests (Math and Science Team, Robotics, Academic Pentathlon) will only be attended if specific guidance is provided by an authorized entity (e.g., Host site, TEA, the UIL, etc.).
- ▶ Special Education Community Based Instruction (CBI) guidance will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations.

#### School Wide Events

- ▶ Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by Pleasant Grove ISD, TEA, and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.)
- ▶ School wide events will be live streamed and/or occur virtually when possible.
- ▶ To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

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## Hallways and Lockers

### Classroom Transitions, Hallways & Lockers

#### Elementary

- ▶ Students are encouraged to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ Where possible, one-way traffic throughout campus corridors will be established.
- ▶ In two-way halls students are expected to stay to the far right of the hall when walking.
- ▶ When possible, it is recommended that students make transitions outside of the building.
- ▶ Students will be permitted to bring backpacks to class.
- ▶ For grade levels that implement departmentalization of subject areas, teachers will move to students for transitions in instruction and students will remain in their homeroom class.
- ▶ Students grades 3-5 and all district staff must wear face coverings in the halls and avoid gathering in large groups during passing periods.

#### Secondary

- ▶ Students are expected to observe and follow school hall traffic flow directions while maintaining social distancing guidelines.
- ▶ Students and staff must wear face coverings at all times and avoid gathering in large groups during passing periods.
- ▶ Staggered releases from each class will be organized to limit the number of students in the hallway during transitions.
- ▶ In two-way halls students are expected to stay to the far right of the hall when walking.
- ▶ Visual markers will be developed to help students 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.
- ▶ Students should immediately report to their next class and not congregate in the hallway.

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## Emergencies and Drills

Pleasant Grove ISD will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate and Shelter.

## Emergency Evacuation Protocols

- ▶ Administration will implement a protocol to assign each physical classroom to one of two groups (“Red Group” / “Green 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 (60 to 90 seconds, 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 Red/Green Groups will stagger their re-entry to the building to maintain social distancing.
  - Note:** this process can be implemented for other drills 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.
- ▶ Actual Emergencies: Administration will emphasize that social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, evacuation, etc.

## COVID-19 Symptoms (TEA)

Any of the following symptoms indicate a possible COVID-19 infection (updated July 31, 2020):

- ▶ Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.
- ▶ Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;
- ▶ 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

## Resources used for the framework and content of this plan

[The Texas Education Education Public Health Guidance for Public Schools 2020-2021](#)

[SY 20-21 Attendance and Enrollment FAQ](#)

[Plano ISD Return to School Plan](#)

[McKinney ISD Instructional Plan for Fall 2020](#)

[Lovejoy ISD Planning Guide for 2020-2021](#)

## COVID-19 Pleasant Grove ISD Contact:

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