

Building Safety Guidelines

- **CISD Guidance and Considerations**

- Ongoing Precautions for Teachers in and out of the building:
 - Pre Screening of staff member - prior to entering school
 - Hygiene - wash hands, don't touch face
 - Mask - wear a mask at all times
 - Limit the number of people and/or time in the same space.
 - Clean and disinfect
 - Signage
 - Confidentiality
 - Social Distance - 6 feet
 - No congregating
 - No groups of 6 or more
 - Groups should follow 6' distancing and short time span together (15 min or less)
 - All meetings should be online. Teachers can be alone in rooms and meet remotely.
 - Wear masks/face guard at all times. Unless alone in your own office/classroom.

Students or Staff Displaying Symptoms

- A student displaying any symptoms of COVID-19 will be immediately sent to the nurse for isolation and assessment.
- Students who are ill will be isolated, masked when developmentally appropriate, and cared for by school personnel until the parent/guardian retrieves them.

FACE Masks

- CISD Level 3: Face coverings must be worn by all students as developmentally appropriate and feasible on buses, in school common areas including restrooms and cafeterias, during transitions, and when social distancing of at least 6 ft. is not possible. (updated 8-17)
- Students' individual needs will be addressed on a case-by-case basis

Masks with Exhalation Valves or Vents

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person from wearing the mask from transmitting COVID-19 to **others**. Therefore, the CDC does not recommend using masks for source control if they have an exhalation valve or vent.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html>

On Campus Procedures

Arrival Procedures

- **CISD Guidance and Considerations**

- Have separate entrances for bus riders, walkers/bikers, and car riders.
- Provide hand sanitizer stations at each entrance.
- Entry doors will be propped open for no touch entry. To prevent unauthorized persons from entering, staff will supervise all opened entry doors.
- Utilize non-classroom staff and Remote/Online Instruction staff to supervise arriving students.
- Students not allowed to congregate in a large enclosed area to wait to report to class; Consider allowing them to report straight to the classroom.
- Consider adjusting arrival time for certain staff to supervise arrival.
- Parents will not be allowed to accompany students into the school.

Sample Elementary Arrival Procedures

- Staff Morning Entrance:
 - Self Screen, Sign in and out of SSO, Wear Mask when not in classroom.
 - Stay in your classroom.
 - Portables do not have hallway limits.
 - Teachers must stay in classroom with the door propped open.
 - Personal school age children must stay in your classroom at all times.
 - Remember to wash your hands or use hand sanitizer when entering and exiting the building.
 - Wipe down the copier, laminator, shredder, or paper cutter after each use in the workroom, lounge, team office and/or restroom.
- Student Morning Entrances:
 - Car Riders
 - Grades 2, 3, & 4 enter through front doors by conference room
 - Grades PK, K, 1, & SCC enter through front doors by nurse's office
 - Bike riders and walkers through the neighborhood park
 - Enter through side door through by registrar's office
 - Buses and day cares
 - Enter through the gym
 - Grades 2, 3, & 4 enter through doors by music room
 - Grades PK, K, 1, & SCC enter through doors by art room
 - Student breakfast will be provided in bags and eaten in the classroom.
 - Students should not eat on the floor.

Cafeteria Procedures

- **CISD Guidance and Considerations**

- Cafeteria capacity will be based upon current guidelines. Physical distance will be provided around each available seat.
- Students will be provided a bar code identification to purchase lunches to avoid using a keypad to purchase their lunch.
- Campus plans will be developed for both eating lunch in the cafeteria as well as eating lunch in the classroom or other designated areas.
- Campus plans may allow students to eat in non-traditional areas to create social distancing.
- Signage and staff will reinforce physical distancing and traffic patterns in the cafeteria.
- Campus plans may add more lunch periods to reduce the number of students in the cafeteria at one time (ex: start earlier and/or end later).
- Hand sanitizer will be provided at cafeteria entrances and exits.
- Utilize non-classroom staff to supervise additional eating areas and to cover classroom teachers' duty free lunch if students are eating in the classroom.
- For campuses that provide breakfast, students will pick up breakfast as they enter the building and take it to their first class to eat or will eat in a designated area that allows for social distancing.
- No visitors will be allowed in the building for lunch.
- Parents will be encouraged to make prepayments on students' accounts using [MySchoolBucks](#), cash, or checks to avoid cash transactions during meal service.
- Food will be pre-packaged in boats/ bags for easy transport to classrooms, if necessary, and to prevent food from being exposed to others.
- Food will be pre-packaged for quick selection to decrease the amount of time spent in line.
- A la carte items will be limited to reduce time spent in line.
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Sample Elementary Cafeteria Procedures

- Grades 1-4 will eat in the classroom, PK and K will eat in the cafeteria.
- Students will be assigned seats and regular seating charts maintained.
- Grade level teachers will be split into lunch duty and recess duty
 - Grade levels with 5 teachers will split 2 on lunch duty, 3 on recess duty
- Custodial staff will provide supplies for students to clean desks after eating.
- Specific staff member will be assigned to escort lunch buying students to the cafeteria to pick up lunch
- Students who do not bring lunch will become lunch buyers. Parents will not be allowed to drop off meals
- Students will use hand sanitizer before eating
- Consideration will be given to students with food allergies

Classrooms and Instruction Procedures

- **CISD Guidance and Considerations**

- Hand sanitizer use by students in Early Childhood, PreK, or Kindergarten classrooms will be supervised by a staff member.
- Students will use hand sanitizer upon entering and exiting the classroom. Students may wash their hands in lieu of hand sanitizer when the classroom setup allows for hand washing.
- Every effort should be made to distance students 6 feet apart from one another as instructionally possible.
- Students will use their own supplies and campuses will limit any shared supplies. Shared supplies will be wiped down with disinfectant between student use.
- Teachers will develop and implement classroom procedures that limit student movement such as turning in assignments and passing out materials.
- Students will be taught procedures to sanitize their personal work space with hand sanitizer or cleaning wipes.
- Visual cues may be utilized to help students with social distancing

Sample Elementary Procedures for Face to Face Instruction

- Each classroom will have hand sanitizer available for students and staff.
- Students and staff will sanitize their hands upon entering the classroom.
- Each student will have a supply container for their own school supplies. Students will not share daily supplies (pencils, scissors, glue, etc). All materials are individual - no community buckets or sharing.
- Students in desks should not face each other.
- Each student will have an assigned desk or clearly labeled portion of a table providing as much distance as possible between students.
- Teachers will keep a seating chart to indicate proximity of students in case of needed contact tracing.
- Tape will be used on the carpet to indicate spacing distances when the class lines up to transition.
- Teachers will develop a system for cleaning of shared supplies.
- Adults must wear facemask or face covering at all times when kids are present. It is only OK to take off mask when alone in own room

Dismissal Procedures

- **CISD Guidance and Considerations**

- Staggered departure times for student bus riders, walkers/bikers and students staying after school for extracurricular activities and/or tutoring to decrease the risk of congregating.
- Utilize staff, including Remote/Online Instruction staff, to supervise departing students.
- Adjustments may be made with dismissal time for certain staff in order to provide additional supervision for student dismissal.
- Provide hand sanitizer stations at each exit for students to sanitize prior to exit.

- Have exterior doors propped open and supervised to minimize contact.
- Parents must remain in their vehicles as they wait for their student.

Sample Elementary Dismissal Procedures

- Teachers will utilize HaiVision dismissal page on their projector to monitor dismissal for:
 - Car Riders
 - Walkers
 - Bus Riders
 - Day care

Bus Transportation

- As schools reopen, the number of students using school bus transportation services has yet to be determined.
- The District encourages parents to transport their children if they are able to do so safely to help reduce the number of students using transportation; this would allow for more social distancing for those using bus transportation.
- Enhanced safety and sanitizing measures will be in place. In addition, riders should expect additional procedures and drivers will receive additional training.
- As ridership changes during this pandemic, users should expect routing changes.
- Routes may be adjusted to accommodate the needs of modified schedules or driver shortages.
- **Parents who select the remote learning option will be withdrawn from the transportation bus service and will need to re-enroll when the family returns to in-person learning.**

Loading and Unloading Buses

- Prior to allowing children to board a bus, parents/guardians should screen their children to make sure the student does not show any symptoms of illness.
- Students who are ill should be kept home.
- A health screening is required each school day for all staff before boarding.
- Students are asked to distance themselves while waiting for the bus and to board and disembark the bus at the direction of the driver/monitor to ensure social distancing.
- Proper personal protective equipment will be provided for each driver/monitor.

- Use of the mounted hand sanitizer is required when boarding the bus.

Bus Cleaning Protocols

- Buses will be sprayed with a disinfectant after each run. Highly touched surfaces (e.g., seats, windows, handrails) of school buses will be wiped down and cleaned after the morning and afternoon runs are completed.
- Mist disinfectant applications will also be applied at the end of each day.
- Buses with A/C will operate with some open windows to increase fresh air circulation.
- Each school bus will have tissues available for students who cough or sneeze with a trash disposal station readily available when students are exiting the bus.

Bus Back-Up Plan

It is important that parents have current contact information on file with the District in the event that routes are unable to be run on a given day or if the bus is running significantly behind schedule. This information will be sent to parents/guardians via "Bus Hub."

Specials Classes/PE Procedures

- **CISD Guidance and Considerations**

- Large group rehearsals will adhere to social distancing guidelines provided by CISD, TEA, and Montgomery County Health officials.
- Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (CISD, TEA, UIL, etc.).
- Concerts/performances may be adjusted based upon health and safety guidelines provided by an authorized entity (CISD, TEA, 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.
- PE groups will social distance as instructionally possible.
- PE classes will meet outside as weather permits.
- Equipment will be disinfected after use.

- **Sample Elementary Specials/PE Procedures**

- Library, Music, and Art will hold classes inside grade level classrooms to reduce transition.
- Library books will be quarantined 5 days prior to re-shelving.
- Any equipment used in art or music will be disinfected after use.

- Students will transition into PE from main hallways and return to the classroom through the exterior door.

Restroom Procedures

- **CISD Guidance and Considerations**

- Proper hand-washing techniques will be taught to all students and consistently reinforced.
- Efforts will be made to limit the availability of toilets, urinals and sinks 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.
- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be required to use hand sanitizer before reentering the classroom.

Sample Elementary Restroom Procedures

- Leave classroom doors open during restroom breaks.
- Teach student proper handwashing techniques
- Teams will make a schedule for Restroom breaks throughout the school day, while keeping social distancing between classes and time
- Students and teachers will sanitize hands before reentering the classroom

Transition Procedures

- **CISD Guidance and Considerations**

- Students and staff will wear masks that cover their mouth and nose during transitions and in common areas.
- Where possible, establish one-way traffic throughout campus corridors. Any changes should be made so as not to disrupt emergency egress routes or prevent students from seeking the nearest exit.
- When it is not possible for one-way hallways, students should stay to the far right side of the corridor to reduce the possibility of contact ("Stay Right, Stay Safe").
- Classroom doors will be propped open to reduce the use of high touch areas when possible.
- Stagger releases from each class to limit the number of students in the hallway during transitions when possible.
- Develop visual clues to assist students in maintaining social distancing.
- Assign staff members hall duty to help maintain social distancing. Consider using non-classroom staff and Remote/Online Instruction teachers to assist during transitions.
- Campuses will develop procedures to limit the number of students in restrooms.

- **Sample Elementary Transition Procedures**
 - One way traffic through the hallways
 - Students travel 6 feet apart
 - Teams will create schedule for transitions to and from specials to allow for social distancing
 - Students will not travel unaccompanied in the hallways

Teacher Meeting/Gathering Procedures

- **CISD Guidance and Considerations**
 - Campuses should make all attempts to reduce in-person staff meetings, staff development opportunities or other occasions in which staff may tend to congregate in a close setting.
 - When meetings cannot be accomplished through electronic means, staff should adhere to local policies regarding face coverings and remain at least six feet apart.
 - Dividers to limit exposure or activities outdoors that increase airflow may be an option as specific activities of the meeting allow.
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- **Sample Elementary Teacher Meeting/Gathering Procedures**
 - Virtual meetings whenever possible
 - Face masks and social distancing when a team meeting requires in-person attendance

Visitor Procedures

- **CISD Guidance and Considerations**
 - Only visitors essential to school operations will be permitted to enter CISD facilities.
 - Schools will utilize virtual meeting options when possible to reduce the number of campus visitors.
 - All individuals entering the building must wear a face mask covering their mouth and nose.
 - Visitors will be required to complete a COVID-19 screening form in the reception area prior to entering the building.
 - Parents needing to drop items off for a student will contact the school to arrange a curbside pick-up.
 - Visitors and staff will maintain appropriate social distancing for ARD and other meetings.
 - Deliveries to students including lunches will be limited and on an emergency basis only. Students forgetting lunches will be allowed to charge a meal in the cafeteria.
 - Parent organization meetings will be held virtually to minimize outside contact.

- **Sample Elementary Visitor Procedures**
 - Parents will not be allowed to come into the building.
 - Deliveries of student lunches will be only on EMERGENCY basis only.

- Parent meetings will be conducted virtually unless there is no other option