



## Mission Academy Safety Plan 2020-2021

Student and Staff safety is a priority in SAISD. In addition to following all SAISD guidelines and protocols, Mission Academy will implement the following protocols and procedures.

### Safety Team

- ◇ Noemi Davila, Principal
- ◇ Salina Mendez, Asst. Principal
- ◇ Diana Sultenfuss, Asst. Principal
- ◇ Francis Ramirez, Nurse
- ◇ Melissa Perez, Instructional Coach
- ◇ Jennifer Johnson, Counselor

### LEAD Teachers

|                       |                        |
|-----------------------|------------------------|
| ◇ Lucinda Nava        | ◇ Genevieve Villanueva |
| ◇ Cynthia Werner      | ◇ Eric Trevino         |
| ◇ Stephanie Hoffman   | ◇ Rachel Weaver        |
| ◇ Valeria Ballesteros | ◇ Marta Fischer        |
| ◇ Dena Huestis        | ◇ Josephine Booker     |
| ◇ Jennifer Ramirez    | ◇ Suzanne Getz         |
| ◇ Conor Callison      | ◇                      |

LEAD Teachers will meet periodically with administration to discuss and refine procedures to prepare for the start of in-person instruction.

### PPE

#### Masks

- Staff:
  - All staff will be required to wear a mask while in the school building or on the grounds. Masks will be worn during recess periods, instructional time and arrival/dismissal.
  - Teachers will be provided a face shield for use when working with students in a manner that does not allow for 6 feet of social distancing (ex. Small group, one on one)
  - Staff may remove their mask if they are alone in their classroom/office or while eating/drinking.



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- Students:
  - All students EE - 8<sup>th</sup> grade will be provided a mask.
  - All students in 3<sup>rd</sup> - 8<sup>th</sup> will be required to wear a mask while in the school building or on school grounds during arrival, dismissal, and recess periods.
  - It is recommended and highly encouraged for students in PK through 2<sup>nd</sup> grade to wear a mask while in the school building or on school grounds during arrival, dismissal, and recess periods. Masks may be removed while eating breakfast and lunch. Students who have difficulty with a mask may wear their face shield hat.
  - Masks may be removed while eating breakfast and lunch. Masks must be donned before leaving their seat.
- Visitors:
  - All visitors to the school will be required to wear a face covering while on school grounds, in the school building and during arrival and dismissal

### School Visitation

- All visitors are required to enter the building through the main entrance.
- Visitors will use the doorbell located to the right of the main entrance to request entrance and explain the purpose for their visit.
- A mask must be worn by all visitors to be allowed to enter the building
- Upon entering the building, visitors will use the hand sanitizing station located at the main entrance.
- All visitors will sign at the main office upon entering the building
- Visitors will be limited to the front office only. They will not be allowed in any other areas of the building.
  - Due to age or special needs, the following students will be escorted to their destination by classroom or office personnel: EE, PK, K and ACE students.

### Registration

Parents needing to register their child for school are highly encouraged to do so online using SAISD's SchoolMint, however, if parents/guardians need assistance with registration the following will be utilized to ensure student, staff and community safety.

- Registration staff will attempt to assist the parent by phone.
- If a parent must come to the campus for assistance, they will sign up for an appointment.
  - Only 1 parent of the new student/s will be allowed in the building to register. Visitors must follow the expectations explained in the "School Visitation" section of this document upon arrival to the campus. If the appointment is missed by 10



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minutes, they will be rescheduled to another available time AFTER those who are waiting for iPad availability due to no appointment.

- Parents arriving to campus without an appointment: Devices may be in use when some parents without an appointment arrive for registration. In this case, the parent's name and phone number will be taken by the front office to be placed on a waiting list. They will wait in their cars until a device is available. When a device becomes available the provided number will be called. If they are unable to wait for a device, an appointment will be offered to them.
- Upon entering the building, parent or guardian will report to the front office and be issued a sterilized iPad to register their child. They will be directed to the front foyer to complete the registration. Front Office personnel will be available to answer any questions.
- Once completed, the parent/guardian will return the device to the front office, at which time it will be sterilized using the recommended sanitization methods.

### Child Supervision for staff children

- Location: library
- Students: Students will be grouped by family to minimize contact with others.
- Supervising staff: Librarian, Counselor, and FACE Specialist
- Meals: Students will eat their meals with their parent
- Naps: young students needing a nap may take a nap in their parents' classroom to ease fear of being in an unknown location.
- Responsibilities of supervising staff:
  - Ensure social distancing
  - Assist students if help is needed with logging on
  - Provide breaks and play/break times
  - Supervise students to ensure they remain on task (ex. Class lessons, reading books, playing board games, computer work, etc.)

### Sanitation

- **Offices**
  - All visitor interactions will be through the Plexiglas shield.
  - Sanitation will occur every evening by custodial staff and throughout the day by office staff as deemed necessary.
  - If staff need to enter the office, they will be asked to enter through the hallway door closest to the staff workroom. The contactless Staff Sign-In/Out poster with QR codes will be placed in this area. Staff are to avoid entering the office through the main entrance to minimize exposure to outside visitors.



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- Materials requests will be documented on a Request Form via a Google document created by the secretary.
- **Classroom Bathrooms**
  - Safety posters will be posted.
  - An “attention needed” poster with a QR code will be posted for students/staff to use to report that a restroom needs the custodian’s attention.
  - Bathrooms will be sanitized three times a day (mid-morning, mid-afternoon, and end of day).
  - The scheduled sanitation will be charted by school custodial staff.
- **Classroom Sinks**
  - Safety posters will be posted.
  - Students will be instructed on good hand washing techniques and will be required to wash their hands immediately upon leaving the restroom.
  - 4 feet of countertop space around the sink will be left clear.
  - Countertop space around the sink will be reserved for hand washing purposes only. At no time should there be dishes, beverage cups/containers, appliances or oral hygiene items on any part of the countertop.
- **Hallway Restrooms**
  - Safety posters will be posted.
  - An “attention needed” poster with a QR code will be posted for students/staff to use to report that a restroom needs the custodian’s attention. These posters will be located outside the restroom and in the hallways.
  - Restrooms will be sanitized three times a day (mid-morning, mid-afternoon, and end of day)
  - The scheduled sanitation will be charted by school custodial staff.
  - Restrooms will be designated to specific grade levels.
  - Doors of the community restrooms will be kept open to minimize the need for a student to touch the surface of the door. The design of restrooms at Mission Academy will continued to allow for privacy even with the door open.
  - ALL students will follow a classroom restroom schedule designed by teachers in the hallway who use the same community restroom.
  - Emergencies – Some classrooms have restrooms in them. These restrooms will be for emergency use. (PK-1<sup>st</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades). Students in the 6<sup>th</sup>/7<sup>th</sup> grade Pod will use the library restroom for emergencies and will use a RR log. Each student in 2<sup>nd</sup> – 5<sup>th</sup> grade will be provided a restroom lanyard they can hang on the outside of the restroom door letting others know it is occupied.
  - Occupancy: Hallway restrooms a designed with a different number of stalls and sinks. As such, the following has been determined for occupancy:
    - 1<sup>st</sup> grade hallway – Boys: 1 at a time; Girls: 2 at a time
    - 2<sup>nd</sup> Floor Restrooms – 2 per restroom for both boys and girls



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- Middle School Restroom – Boys: 2 at a time; Girls: 1 at a time
- Cafeteria – This is designed to be a single restroom
- Library – These restrooms are designed to be single restrooms.
  
- Student are expected to wash their hands after following proper hand washing technique.
- Students will be required to use hand sanitizer upon re-entering the room
  
- **Stairwells**
  - Hand rails will be sanitized three times a day (mid-morning, mid-afternoon, and end of day)
  - Students are to maintain social distancing when ascending/descending.
  
- **Cafeteria**
  - The cafeteria will be sanitized before lunch periods begin by the custodial staff following District procedures.
  - Tables will be sanitized between each group.
  - Incoming students will wait outside the cafeteria doors until table sanitation is complete and they are allowed to enter.
  - Students are to use hand sanitizer upon entering the cafeteria.
  
- **Water Fountains**
  - These will be sanitized three times a day (mid-morning, mid-afternoon, and end of day) and the scheduled sanitization will be charted by the custodial staff.
  - Students and staff are encouraged to bring their own personal drinking bottle filled with water only (please ensure the bottle is clear/see through)
  - Drinking bottles may be filled at the water fountain by staff if needed.
  - If students do not have a drinking bottle, teachers will be provided with disposable cups that can be used by individual students at the water fountain and will be filled by the teacher.
  - Scheduled breaks will be planned to allow for water fountain visits in order to provide students a bottle refill or a drink from a disposable cup.

### Recess

- Recess times will be scheduled to allow for 1 classroom to be at the recess areas. Scheduled times will be strictly adhered to in order to avoid overcrowding the playground.
- Recess times will be structured in a manner that allows children to play non-contact games with their classmates on a rotating basis. The PE coaches will develop a list of appropriate games from which teachers can choose.



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- The playground equipment will not be used in the early childhood or elementary areas. The PK – 5<sup>th</sup> grade students' playground areas will be the open field by the cafeteria and a designated section of the field behind the gym.

### Illness, injury, medication

- A student who develops a fever or becomes ill will be sent to the Nurse for evaluation. The nurse will inform the principal of the status and follow district procedures.
- Students with fever will be placed in the nurse's sick waiting room (isolation room) to wait for parent. Social distancing will be followed and masks will be worn if 2 or more students need to be in the isolation room.
- A partition will be in the sick waiting room (isolation room).
- The sick waiting room (isolation room) will be monitored by:
  - Nurse's aide or
  - FACE Specialist or
  - Counselor or
  - Instructional Specialist

Training for the above staff members will be provided by the nurse.

The Isolation room has a large see through sliding window; therefore, the staff will be able to sit outside the sick room to monitor students who are ill.

- For minor injuries such as scratches or scrapes – the nurse will provide teachers with a small First Aid Kit that contains band aids, cleansing wipes, gloves, etc. to handle small/minor cases in the classroom. This is to prevent several students from being in the Nurse's Office at once and being exposed to a possibly ill child.
- Medications will be administered by the nurse in the child's classroom. Students will not report to the Nurse's Office to receive daily medications.

### Movement in building

- **Hallways**
  - Hallways will be designated as two-way traffic pattern
  - Social distancing markers will be placed in the hallway throughout the school building to allow students to easily socially distance themselves from each other.



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- Students will be asked to walk with their hands at their sides, crossed in front of them or clasped behind their back in order to avoid touching surfaces and people in the hallway.
- **Stairwells**
  - Stairwells will be designated as one-way traffic pattern.
    - stairwell by ACE will be “UP” stairs for 2<sup>nd</sup> and 3<sup>rd</sup> grades
    - stairwell by library will be the “UP” stairs for 4<sup>th</sup> and 5<sup>th</sup>
    - stairwell by 6<sup>th</sup> grade will be designated the “down” stairs for 2<sup>nd</sup> – 5<sup>th</sup> .
  - Emergency exits will remain the same. All stairwells become “DOWN” stairwells in the event of a fire or emergency and students and staff will use the one designated on their emergency exit plans or the closest non-obstructed stairwell.

### Meals

- **Mobile Pick Up**
  - Pre-packaged meals will be available for pick up for students participating in remote learning.
  - Pick up location will be in the back drive-through by the cafeteria
- **Breakfast**
  - Students engaged in in-person instruction will participate in Breakfast-in-the-Classroom (BIC)
  - Breakfast will be delivered and picked up at the classroom door by cafeteria staff following all protocols set by the Child Nutrition Department.
  - Students will follow hand washing procedures before and after meals.
  - Breakfast will be eaten in the classroom. Students will sit at their desks and the teacher will pass out the breakfast items.
  - Students will be allowed to throw away trash one at a time and wash their hands/use hand sanitizer.
- **Lunch**
  - Lunch will be served in a blended model both in the classroom and in the cafeteria following a schedule. This will allow the campus to maintain proper social distancing in the cafeteria.
  - Students will wash their hands before lunch.
  - Students will sanitize hands using hand sanitizer upon entering the cafeteria.
  - Students will enter the cafeteria and go through the serving lines following social distancing to receive Individually wrapped lunches
  - Cafeteria staff will complete a daily roster of students who go through the line in attendance for lunch. This will replace the need for students to enter lunch numbers using the touchpad.



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- Cafeteria Staff will input all student IDs into the system
- Trash disposal: Students will remain seated while the wheeled trashcan is brought to their area. Students will dispose of trash as they move to the waiting area.
- Students will be picked up by their teachers and exit the cafeteria through the main cafeteria doors following social distancing practices.
- Incoming students will wait outside the cafeteria doors until table sanitation is complete and they are allowed to enter.
- If students need to use the restroom, they will raise their hand and wait for permission to use the restroom located in the cafeteria. Students are to wash their hands upon leaving the restroom.
- Cafeteria tables will be sanitized before the next group comes into the cafeteria.

### Arrival/Dismissal

#### Arrival

- Drop off areas
  - Vehicle/parent drop off will be in two locations.
    - Main Entrance will be the drop off location for last names A – L
    - Side entrance along Mission Shadow will be the drop off location for last names M – Z.
    - ACE students will be dropped off at the side entrance along Mission Shadow
- Bus drop off
  - Bus students will be dropped off in the practice gym. They will have their temperatures checked and sanitize their hands. They will report to their grade level halls to wait.
- Student temperature checks
  - All students will have their temperature checked before entering the building. Students dropped off by car will have their temperature checked by a staff member prior to unloading from their vehicle. If the thermometer gives a reading showing that a student has a fever, parents will be directed to drive to a designated area where the nurse will meet them to take the temperature again. If the 2<sup>nd</sup> reading shows that the child has fever, they will be sent home immediately.
  - Students are not to exit their vehicle until after they have been cleared by the staff member.
- Staging areas
  - Upon arrival to school students will report to their designated hallway and wait outside of their classroom, socially distanced, for their teacher to arrive. Hallway monitors will be assigned to each area to monitor behavior and social distancing.





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- Hand sanitizer
  - Upon entry to the school building all students and staff will be required to use hand sanitizer.

### Dismissal

- Pick up areas
  - Students will wait in their classrooms for their names to be called.
    - Last name A-L families will be picked up at the main entrance.
    - Last name M-Z families will be picked up at the side entrance by primary.
- Bus pick-up
  - Bus students will be picked up by the bus monitors from their classrooms and walked to their respective buses.
- After school Program –
  - Kinder & 1<sup>st</sup> students are collected by a designated staff member and escorted to the cafeteria.
  - 2<sup>nd</sup> – 8<sup>th</sup> grade students are escorted by one of their grade level teachers to the cafeteria
- Hand sanitizer
  - Students will use hand sanitizer before leaving the school.
- Late pick up
  - Students who have not been picked up by 3:30 will be taken the main hallway to wait for parents. Students will be seated along the walls by family and each family will social distance.
  - Teachers will sign the students into the Late Pick-Up log and inform the front office, so parents can be called.
  - After school monitors will watch late pick up children until 4:00. After that time, administration will be notified of students who are still on campus.

### Classroom Safety

- **Social distancing**
  - Following district guidelines, each individual in a classroom or learning area will be designated a minimum of 36 square feet of space to maintain appropriate social distancing.
  - All classrooms have been individually calculated to determine the maximum number of individuals allowed in the area.
  - The maximum occupancy number will be placed outside of each classroom or learning space in order to maintain the correct number of people in the area.



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- All tables will be removed from 1st through 8<sup>th</sup> grade classrooms and replaced with desk/chairs. This will be to ensure all students are separated appropriately within the classroom. If needed, tables may be brought in by custodial/admin staff and will be used with partitions.
- All tables in the PK/K rooms will have a plexiglass.
- Students will be walked to their special area/elective classes following social distancing protocols by their classroom teacher.
- In Middle School, students will be assigned a homeroom classroom and will rotate with the same group of students following strict procedures developed by the Middle School teachers and administration. Due to the proximity of each pod of classrooms, the students can safely transition from one class to another while maintaining social distancing.
  
- **Hand sanitizing**
  - All students, staff, and visitors will be required to use hand sanitizer upon entering and leaving the classroom.
  - Scheduled hand washing will occur every hour for all students and staff.
  
- **Personal areas and items**
  - Students will keep all personal school supplies and resources in their desk including jackets and backpacks. No items will be stored in cubbies or in communal groups.
  
- **No soft surfaces/objects/carpets/etc.**
  - All rugs, pillows, stuffed animals and soft objects will be removed from the classroom in order to allow for appropriate sanitation of all objects and surfaces in the classroom.
  
- **Manipulative usage**
  - Manipulatives needed for assignments will be provided to students in individual baggies. There will be no sharing of manipulatives.
  
- **Backpacks**
  - Backpacks will be kept with the student.
  - Backpacks will hang from the students' chair when possible.