Face to Face
Reopening Plan

Open House
Updated: December 6, 2020
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Mode of instruction

• All students will continue with his or her current teacher
• Teachers will be teaching virtually and face to face
Special Populations

• All virtual and face to face students including 504, GT, Special Education, Dyslexia, ESL, Tier I, Tier II, and Tier III will continue to receive services according to his or her program model.
School Hours
7:30 – 3:00

Attendance will be taken daily between 9:15 and 9:45.

Any student who arrives after 8:05 am is considered late. All late arrivals need to come through the Green doors, our circle drive facing Grovewood.

Can a face to face student who is physically absent complete work on the HUB and be counted present?
**Student Dress Code**

- There will be no student dress code other than asking that all students wear school appropriate attire.
- Open toed shoes and spaghetti strap dresses are not allowed.
- Hats and hoodies will not be allowed in the building.
School Supplies

Students returning to Face to Face will be asked to bring all their school supplies including all books and workbooks issued at the beginning of the school year.

Students with HISD technology will be asked to bring those devices fully charged to and from school each day.
• Parents are required to self-monitor their students for symptoms, check their temperature before coming to an HISD facility and to keep students home who are sick. Parents must keep their child at home and notify the school should any member in the family show COVID like symptoms (i.e. fever of 100 degrees Fahrenheit or above)

• Beginning, Monday, October 12, 2020, All HISD employees are required to complete their health pre-screening daily check-in using the Axiom app.

• Campus visitation will be limited to HISD personnel and others by appointment only. Nonessential deliveries such lunch, homework, etc. will not be allowed. All visitors will be required to check in at the wellness station, have their temperature taken and answer COVID screening questions.

• All students will have a temperature check upon entering the building.
• In order to maintain social distancing and ensure the safety of all community members, we are suggesting staggered arrival and dismissal times.

• Parents and students using the white doors, those doors closest to the playground, will be required to park and walk to the entrance.

• Parents using the Green doors, our circle drive facing Grovewood, will be allowed to walk up or drive through remaining in your vehicle for arrival and dismissal.

• Parents using the Blue doors, those doors closest to the cafeteria facing Manville, will be allowed to walk up or drive through, remaining in your vehicle, for arrival and dismissal.

• Parents that have given us permission may have their students walk home by themselves. This has always been the case, I’m just reminding everyone.

• Staff will be on duty to receive students, but they will not be opening doors and assisting students with seatbelts, backpacks, etc.

• Please respect our community neighbors by obeying all traffic laws and not blocking any driveways.
<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
<th>Entry Point</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 AM</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>Green Doors</td>
<td>Circle drive facing Grovewood Ln.</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>White Doors</td>
<td>Entrance closest to the playground</td>
</tr>
<tr>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Grade</td>
<td>Blue Doors</td>
<td>Side entrance facing Manville St.</td>
</tr>
<tr>
<td>7:30 AM</td>
<td>All siblings</td>
<td>Blue Doors</td>
<td>Side entrance facing Manville St.</td>
</tr>
<tr>
<td>7:45 AM</td>
<td>PreK, Ritchey, Wilkerson, Harbord, 1&lt;sup&gt;st&lt;/sup&gt; Grade</td>
<td>Green Doors</td>
<td>Circle drive facing Grovewood Ln.</td>
</tr>
<tr>
<td></td>
<td>Kinder</td>
<td>White Doors</td>
<td>Entrance closest to the playground.</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Grade</td>
<td>White Doors</td>
<td>Side entrance facing Manville St.</td>
</tr>
</tbody>
</table>

DOORS OPEN AT 7:15 A.M. DO NOT BRING YOUR CHILD TO SCHOOL BEFORE 7:15 A.M. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN’S SAFETY UNTIL APPROPRIATE FACULTY AND STAFF ARE ON DUTY AT 7:15 AM.
# Dismissal

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
<th>Entry Point</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30 PM</td>
<td>PreK, Ritchey, Wilkerson, Harbord</td>
<td>Green Doors</td>
<td>Circle drive facing Grovewood Ln.</td>
</tr>
<tr>
<td></td>
<td>Kinder</td>
<td>White Doors</td>
<td>Entrance closest to the playground.</td>
</tr>
<tr>
<td></td>
<td>All Siblings</td>
<td>Blue Doors</td>
<td>Side entrance facing Manville St.</td>
</tr>
<tr>
<td>2:45 PM</td>
<td>5th Grade</td>
<td>Green Doors</td>
<td>Circle drive facing Grovewood Ln.</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>1st Grade</td>
<td>Green Doors</td>
<td>Circle drive facing Grovewood</td>
</tr>
<tr>
<td></td>
<td>2nd Grade</td>
<td>White Doors</td>
<td>Side entrance facing Manville St.</td>
</tr>
<tr>
<td></td>
<td>3rd Grade</td>
<td>Blue Doors</td>
<td>Side entrance facing Manville St.</td>
</tr>
<tr>
<td></td>
<td>4th Grade</td>
<td>White Doors</td>
<td>Entrance closest to the playground.</td>
</tr>
</tbody>
</table>

Safety is our #1 Priority. To ensure the safety of all students being account during dismissal, students will not be allowed to leave early after 1:30 P.M. Any parent who needs to pick up their children early must do so before 1:30 PM. A valid ID is required at the time of pick-up.
### Arrival

**Legend for Arrival:**

- **= Temperature Check
- = Blue Door
- = Green Door
- = White Door

**Staggered Drop Off:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
<th>Door</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 AM</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>■</td>
<td>Side entrance facing Manville St. Drive through or walk up.</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>■</td>
<td>Entrance closest to the playground. Walk up only.</td>
</tr>
<tr>
<td></td>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>■</td>
<td>Side entrance facing Grovewood Ln. Drive through or walk up.</td>
</tr>
<tr>
<td>7:30 AM</td>
<td>All Siblings</td>
<td>■</td>
<td>Side entrance facing Manville St. Drive through or walk up.</td>
</tr>
<tr>
<td>7:45 AM</td>
<td>Kinder</td>
<td>■</td>
<td>Entrance closest to the playground. Walk up only.</td>
</tr>
<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt;, PreK,PALS, SLC</td>
<td>■</td>
<td>Circle drive facing Grovewood Ln. Drive through or walk up.</td>
</tr>
</tbody>
</table>

### Dismissal

**Legend for Dismissal:**

- = Blue Door
- = Green Door
- = White Door

**Staggered Pick Up:**

<table>
<thead>
<tr>
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<th>Grade</th>
<th>Door</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30 PM</td>
<td>PreK, PALS, SLC</td>
<td>■</td>
<td>Circle drive facing Grovewood Ln. Drive through only.</td>
</tr>
<tr>
<td></td>
<td>Kinder</td>
<td>■</td>
<td>Entrance closest to the playground. Walk up only.</td>
</tr>
<tr>
<td></td>
<td>All Siblings</td>
<td>■</td>
<td>Entrance closest to the playground. Drive through only.</td>
</tr>
<tr>
<td>2:45 PM</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>■</td>
<td>Side entrance facing Manville St. Drive through only.</td>
</tr>
<tr>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>■</td>
<td>Entrance closest to the playground. Walk up only.</td>
</tr>
<tr>
<td></td>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>■</td>
<td>Circle drive facing Grovewood Ln. Drive through only.</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>■</td>
<td>Circle drive facing Grovewood Ln. Drive through only.</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>■</td>
<td>Entrance closest to the playground. Walk up only.</td>
</tr>
</tbody>
</table>
Breakfast and Lunch

- Breakfast and lunch will be in the classroom.
- Breakfast and lunch will be free of charge for all students.
- Extra items will not be sold.
- Students who bring their own lunch must be able to access all lunch items independently. Staff will not be able to open items for students.
- Students must remain at their assigned workspace throughout duration of their lunch time.
- Once finished eating, standing and stretching is allowed only at the assigned workspace.
- Please send one or two multiuse water canteens daily as water fountains will not be accessible.
- Outside items intended for the whole class like birthday cupcakes will not be allowed.
Transition Structure

• **Rotation of Classes** – All students will remain in their homeroom class throughout the day, with the exceptions of 5th grade, PE, and Digital Media grades 3-5. Magnet teachers will rotate to the classrooms with materials needed for instruction.

• **Hallway Expectations** – All students and staff must follow 6 ft physical and social distancing throughout the hallway at Level 0 voice. Students are expected to follow one-way traffic on either side of the hallways. Masks must be worn at all time.

• **Restroom Procedures** – Students in grades Kinder – 2nd will have at least one scheduled restroom time. Students who have a restroom connected to their classroom will use that connected restroom. Students in grades Kinder – 2nd will only use the downstairs restroom. Students in grades 3-5 will only use the upstairs restroom. Students in grades 3-5 will sign out of the classroom when using the restroom. Masks must be worn at all times. Students must wash their hands for at least 20 seconds using soap and water. Handwashing procedures will be posted in the restroom as a reminder. All restrooms will be cleaned hourly.

• **Recess** – There are 5 designated areas assigned to each class for recess. Each class will rotate to a new designated area on a weekly basis. Playground structures and activities that involve close contact and shared items will not be allowed. Constructive play/exercises that do not require touching are encouraged. Parents are encouraged to send independent play items (sidewalk chalk, jump ropes, etc.) Parents wanting to donate individual play items are encouraged to check in with classroom teachers for classroom needs.
Virtual Instruction

• Virtual schedules will change slightly from their current schedule
• We are working to keep lunch and recess for virtual students around the same time and connected for a total of 1 hour
• Virtual students will continue to work synchronously in whole group and small group. Asynchronous instruction and work will continue throughout the day.

• Monday

• Attendance procedures will not change. Virtual students will be counted present if they complete one of the following:
  • Present in a synchronous session
  • Complete an assignment or task on the HUB
  • Are in contact with their teacher about grade level content
• PE class is held once a week for face to face
• PE will remain asynchronous for virtual students
• Magnet classes will follow a similar schedule providing time for synchronous and asynchronous sessions for virtual students. Times may change.
• All magnet and PE classes will follow campus sanitizing procedures in between transitions.
• Grades will be given once a week for each magnet class.
• Library will be closed.

<table>
<thead>
<tr>
<th>Magnet &amp; PE Classes</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEM Lab</td>
<td>Bradley Quentin</td>
</tr>
<tr>
<td>Art</td>
<td>Sarah White</td>
</tr>
<tr>
<td>Digital Media</td>
<td>Nyree Doucette</td>
</tr>
<tr>
<td>Music</td>
<td>Nicole Catoire</td>
</tr>
<tr>
<td>Physical Education, P.E.</td>
<td>Robert Volger</td>
</tr>
</tbody>
</table>
Sinclair will continue to follow all outlined district and campus safety protocols including practicing drills, related to fire, lockdown, shelter in place, and emergency evacuation.

- 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.

- In the event of an actual emergency, such as a fire, lockdown, evacuation, or a shelter in place, administration will emphasize that social distancing will not be required but should be followed when possible.
The following protocols were developed using industry standard best practices, CDC guidelines and HISD guidelines.

**Face Coverings:** All students, staff and visitors must always wear a mask while on campus with a few exceptions that include:
- When eating or drinking
- Medical emergencies

*Students are encouraged to wear their own masks. Masks must be fitted to the face covering both nose and mouth and at least 2 layers thick. Masks with a wire bridge must be pinched down and fitted to the nose. It will be at the school’s discretion to require district provided masks if it is determined that a personal mask does not meet minimum health, safety and code of conduct standards.*
Health & Safety Protocols

Social Distancing: Hallways will be designated one-way traffic on each side. Students while transitioning classes will maintain social distancing. Arrival and dismissal times will be staggered to allow for social distancing.

Hand Hygiene: All students will use sanitizer before leaving classrooms and upon entry to classrooms. Hand sanitizer will be available in each room throughout the day. Soap and water will be available in the restrooms.

Classrooms: Each classroom will be provided a box of masks, wipes, and hand sanitizer to use as needed. Sanitizing time will be built in before and after transition times/activities such as Lunch, Recess, Small group, Magnet, PE, etc. Custodial staff will sanitize high touch areas such as restrooms, doorknobs on an hourly basis. Desks will be arranged to conform to physical distancing when possible. Classroom tables will be replaced, when possible, with single seat desks and/or arranged for one student per table. Desks will face the same direction. Soft surface items will be removed where possible (area rugs, couches, cloth items, etc.)
Temperature Checks: All students will have their temperature checked prior to entering the building. All visitors will have their temperature checked prior to entering the building and complete a COVID screening questionnaire.

Staff Screening: All staff will be using Axiom Medical Checkin2Work (CI2W) app to log in and complete a daily self-attestation before arriving to work.
Health & Safety Protocols

**Signage:** Signage will be placed throughout the interior and exterior of the building promoting safe practices.

**Outside Play Structures:** Students will be not be allowed to use the play structures.

**Visitors**  Visitation will be limited to scheduled appointments. Lunch visits will not be allowed. Non-essential deliveries such as food, homework, etc. will not be allowed.
Shared Materials:

1. Limit the sharing of materials and supplies during class time.
2. Require each student to have their own items needed for class.
3. Distribute and collect single-student use kits (i.e., crayons, markers, scissors, glue, pencils, pens, erasers, paper, workbooks as part of pre-class preparation.
4. Sanitize community equipment before and after each use providing time to disinfect and leaving ample time between use.
Health and Medical Procedures

• On the first day of face to face instruction, classroom teachers will present to their students Health and Safety Procedures and Expectations.

• The Library is designated as the Isolation room to hold students with possible COVID symptoms.

• Any student who requires isolation following morning screening will be escorted by a staff member to the library. Parent will be contacted immediately. The student will be monitored by a staff member until a parent arrives.

• Any student who becomes ill throughout the day will come to the nurse’s office for screening. If student requires isolation, parent will be notified immediately. Student will be escorted to the library for isolation until parent arrives.

• Cleaning of isolation rooms and nurse office shall take place 24 hours after the student leaves, per CDC recommendations. If it is not possible to wait 24 hours for cleaning, wait as long as possible. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
INFECTION PROTOCOLS

1. Immediately notify the school nurse and principal (for students) or supervisor (for employees) to report exposure as well as suspected or confirmed positive case either at school or at home.
   a. Nurse will supervise the student/employee in a separate isolation area if report is from campus.
   b. School Nurse will contact student/employee to investigate, complete Case Report Form, and submit it to Health and Medical Services Nurse Manager.
   c. Supervisor will contact Health and Medical Services director or school nurse manager.

2. Identify areas where individual was present and task campus-based staff with cleaning and disinfecting the space following Centers for Disease Control and Prevention and Environmental Protection Agency guidelines.

3. Provide exposure risk communication to staff, students, and parents.
Health and Medical Procedures

Students/Employees must quarantine if:

Prior to Quarantine students/employees must inform supervisor/principal and nurse

1. Having classic symptoms (severe headache, fever, loss of taste, loss of smell, severe fatigue, muscle aches, cough) Individual should be tested as soon as possible and provide results to school nurse and building principal.
2. Clinic or healthcare provider states the patient is presumed positive.
3. Covid-19 positive

To estimate quarantine time, count the last day of exposure to 14 days, with the 15th day being the day to return to campus,

Return to school/work criteria:
1. Be asymptomatic after 14 days.
2. Without fever for 24 hours without the use of fever reducing medication

Before returning to school/work after quarantine students/employees must first inform supervisor/principal and nurse.
CLOSURE PROTOCOLS

In the case of a positive or presumed positive

1. Close school temporarily upon confirmation of a positive or presumed positive case.
   a. Close for the recommended number of days to allow for disinfection and sanitization.
   b. Communicate closure and timeline to all impacted students and staff.
   c. Send notification directly to students and staff who may have been exposed.

2. Work with Facilities, Maintenance, and Operations to determine cleaning timeline based on building size.

3. Ensure the building is sanitized and fogged before reopening.

4. Implement remote working and learning protocol options during temporary closure.

5. Require essential employees to continue to report to work as directed by their supervisors.

6. Notify students and staff once disinfection is complete, and the building is re-opened.
In the case of extensive positive or presumed positive cases, the campus will follow the following protocols:

1. Close school for extended time period upon confirmation of extensive positive or presumed positive cases.
   a. Close school for a recommended number of days in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.
   b. Communicate closure and timeline to all impacted students and staff.
   c. Send notification directly to students and staff who may have been exposed.

2. Work with Facilities, Maintenance, and Operations to determine cleaning timeline based on building size.

3. Ensure the building is sanitized and fogged before reopening.

4. Implement remote working and learning protocols during long-term closure.

5. Require essential employees to continue to report to work as directed by their supervisors.

6. Notify students and staff upon school reopening in accordance with public health and education guidelines, including those provided by the Centers for Disease Control and Prevention, state and local health departments, and Texas Education Agency.
How you help?

Be safe. Wear a mask in public. Self monitor and screen your child before sending them to school.

Prepare your student. There is a new normal.

Wipes Alcohol based wipes and disinfectant wipes.

Lunch. Make sure they can open everything.

Be prompt with Arrival and Dismissal.

Provide Feedback. We are in this together.

Stay Positive.