

Hillcrest Elementary
COVID PROCEDURES
2020-2021

In light of COVID 19, this is the guidance that we have. However, this is subject to change and is fluid based on information provided by executive orders, Hale County Health Dept and CDC guidelines.

Procedures to identify students with social-emotional and/or affective needs.

- Our students' emotional health is a priority.
- Provide students an opportunity to share their concerns in various settings.
- Students will be referred to the school counselor as needed.
- Staff or parents may make a referral if they have a concern for a student.

Procedures for campus entry and exit.

- In light of COVID19, campus access is highly limited.
- All visitors must have their temperatures taken and wear masks.
- Parents and visitors may enter the building to meet with instructional personnel for meetings such as: parent meetings, ARD meetings, LPAC meetings, 504 meetings, or to work with administrative/counseling personnel.
- Visitors will ring the doorbell, and someone will assist you.
- Office staff will screen visitors for Covid exposure or Covid symptoms.
- All who enter will proceed to the office to have temperature checked.
- If parents must come on the campus for ARD meetings or parent conferences, they must pass the COVID screening and also wear a mask.

Procedures by which staff and students' temperatures will be taken:

Upon arrival

- An Administrator will take morning duty personnel's temperature at the door.
- For parental convenience, student temperatures will be taken in the drop offline.
- Students will enter through the front door and have their temperature checked.

Upon late arrival

- Students and parents/guardian will enter through the front door and have their temperature checked.
- Students must be accompanied by an adult.

Upon feeling ill- Student

- Any student who feels ill during the day will have his/her temperature taken, and if is 100 degrees or more will be sent home. The school nurse will keep a record on Skyward of each student screened. A recommendation will be made for the student to see their healthcare provider.

- If the students have no temperature, but exhibits 2-3 of the following symptoms will be sent home:
 - Fever or chills
 - Cough
 - Fatigue
 - Muscle or body Aches
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Headache
 - New loss of taste or smell
 - Sore throat

For visitors

- Visitors will be screened before entering the building. (see above)

Procedures to send students who are ill to the office to have their temperatures checked and a system to send them home or back to class.

- When a student feels ill, teachers will fill out a nurse's pass and send the student to the nurse's office.
- The nurse will document temperature and symptoms in Skyward.
- If there is no nurse on campus, the attendance clerk will act as the nurse.
- If temperature is 100 degrees or higher, student will wait on the nurse's bench to be picked up.
- Students will not return to school until they have been fever-free for 24 hours and show no signs of COVID symptoms.

Procedures to address students/staff who test positive for COVID-19 and trace contact.

- Staff will notify their supervisor/principal immediately if exhibiting COVID-19 symptoms.
- Parents notify school personnel immediately if your student or household has had direct contact with someone who have tested positive for Covid.
- If students/staff test positive for COVID-19, they must quarantine 14 days and be symptom free for 72 hours before returning.
- Students and staff will follow a set schedule that will allow for contact tracing.

Procedures to enter and exit classrooms as well as passage through the hallways with appropriate supervision to limit loitering and excessive contact.

- Students will be required to wear masks in the hallway (grades 4-5) and all other grades will be encouraged.
- Students will walk in a 4S line, monitored by staff. Staff and students will follow a schedule that minimizes the number of students in the hallway.

Procedures for entering and navigating large spaces, such as cafeterias, gyms

- Students will be directed to a designated place for them to sit in the cafeteria and the gym.
- Students will be encouraged/required to wear a mask and maintain social distance. It will be required for grades 4th & 5th grade.
- Students will follow PBIS-Covid-19 procedures

Procedures for the entry and exit of visitors, including taking visitors' temperatures and directing/guiding them to and from meeting spaces.

- Visitors will ring the doorbell and listen to further instructions.
- They will enter and exit through the main entrance and be screened for COVID symptoms.
- If parents must come on the campus for ARD meetings or parent conferences, they must wear a mask and pass the COVID screening.
- A staff member will assist you to your meeting.

Procedures for students who do not follow face mask requirements or who do not follow any other campus rule for safety and security.

- Students will be reminded to keep their mask on. If they do not comply, they will be sent to the office.
- Parents will be contacted, and students must go home immediately until he/she agrees to wear the mask.
- Online instruction will be required while the student is at home until his/her parent/guardian agrees that the student will dutifully comply with direction from TEA.

Procedures to identify "hot spot" areas on campus where students congregate or where issues arise and processes to address such "hot spots."

PBIS safety procedures will be modeled and taught to students and staff.

- Students will have a practice academy to correct behavior.
- The Hillcrest PBIS Team will work together to create PBIS- Covid-19 procedures to correct the issues.

Procedures to provide students with temporary face covering until they have their own, permanent face covering.

- School will provide temporary face coverings until the student can supply their own.

Procedures to communicate everything cited within this section and memo to staff/faculty, students, and parents regularly, consistently, constantly, and in English and Spanish as required by the Texas Education Agency.

- Campus will follow district guidelines as to what needs to be communicated all students, staff and parents.
- Staff will be trained on PBIS-Covid-19 procedures during Professional Development.
- Staff/Student “Shout outs” will be done during morning announcements for staff and students following procedures.
- All communication will also be in Spanish.

Procedures for registration

- Late registration will not start until 10:00 am.
- If parents come to school to register students on the first day, parents will be screened for COVID as stated above.
- Laptops will be set up in a designated area and disinfected between each use.
- If more than three families need to register, parents will wait in the car and will be called in order when they arrived.