



**Safe Return to In-Person Instruction  
and Continuity of Services Plan**

Re-engineering the school experience

**Academic Year 2021-2022**

These are the return to campus protocols for Pioneer Technology & Arts Academy (PTAA) campuses and administration buildings. Because this is an ever-changing situation, the charter may need to change protocols at any time to address specific needs and circumstances to protect the health and safety of students, employees, and the community. Please note, health guidance cannot anticipate every unique situation. As a result, the charter will continue to consult available guidance through government agencies, including TEA, federal, state, and local, and other information deemed relevant to monitor the progression and impact of the pandemic. PTAA will comply with applicable federal and state employment and disability laws, workplace safety standards, and accessibility standards to address individual needs.

## **ON CAMPUS FACE-TO-FACE INSTRUCTION**

### **Campus screening protocols**

All PTAA faculty and staff will complete a self-screening for COVID-19 symptoms each day before entering any school facility. PTAA may require further screening of employees at any time based on current state and federal guidelines. Employees exhibiting symptoms will be separated from others and sent home.

Parents and guardians will be required to screen their children for COVID-19 symptoms, including a temperature check, each day prior to sending them to school. If the student presents any of the symptoms associated with COVID-19, they should not come to school. Upon arrival to school, personnel will take each student's temperature as well. Students with a temperature reading higher than 100.4 degrees will be required to put on a mask and be immediately taken to a designated area. Parents or guardians will be required to promptly pick up any student with a temperature of 100.4 degrees or other COVID-19 symptoms. Those to be considered showing in the last 48 hours include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

## **Enhanced Cleaning**

Routine maintenance of high standards for cleanliness and safety will continue to be a priority for PTAA, additionally, enhanced cleaning protocols have been put in place to combat the COVID-19 virus, based on current health and safety guidelines provided by the state and local administration. Among these include a night sanitizing/cleaning crew as well as the use of fumigators and ventilation improvements to the HVAC units.

## **Social Distancing**

The charter and all campuses will strictly adhere to social distancing protocols within the buildings and premises. All individuals on campus or in the premises should keep a six-foot minimum distance when possible. As per government (CDC, state, and local administration) guidelines, all (parents, visitors and vendors) are required to wear face masks to reduce the spread of COVID-19 virus at all times, unless social distancing standards are maintained.

## **Transitions**

Student movement will be staggered to limit the number of people in various areas during transitions. Traffic patterns will be established to separate individuals to the greatest extent possible.

## **Visitors to Campus**

Campus visitors will be limited. Visitors will be expected to complete the required health screening. Visitors who are screened and proceed beyond the reception area will follow specific guidelines for visitors.

Any visitors wishing to have lunch with a student must have prior approval from campus principal at least one day in advance. There will be security personnel at all campuses to respond to potential concerns regarding all of these policies and procedures.

## **Water Fountain Usage**

Students are expected to bring their own reusable water bottle for use throughout the day and are expected to take water bottles home to be cleaned daily. At the school, the students may use the updated touchless water systems, including the water fountains, to obtain drinking water during the day using their water bottles.

Parents are asked to secure a reusable water bottle for their child to bring to school daily. Parents are asked to assist students, as needed, to clean the water bottles daily. Teachers and staff will demonstrate how students should fill the water bottles from the new touchless systems, rather than drinking from water fountains. Teachers will ensure students take water bottles home to be cleaned each day. If a student does not have a water bottle, PTAA has extras that can be offered to students, as necessary.

## **CAMPUS ADMINISTRATION AND SUPPORT PERSONNEL**

Campus administration will be responsible to ensure the following:

- Screenings (All students, faculty, staff, and parents entering the building will be subject to temperature checks and health questions)
- Face masks (All parents, visitors and vendors inside the building and in the premises should wear a mask if social distance is not maintained)
- Social distancing (Social distancing as per county guidelines will be maintained at all times)
- Personal protection equipment for employees and guests (As needed for specific tasks)
- Signage (Signage will be placed to help maintain social distancing)
- Visiting restrictions (Parents and visitors to only be in designated areas)
- Entrance, exits, and parking procedures (All to follow directions, especially during pick up/drop off)
- Additional cleaning and safety procedures and protocols
- Entrances, exits, and unidirectional traffic flow for employees and guests
- Lobby, elevator, and visitor processes
- Shared area protocols

Site facilitators will also collaborate with charter administration to implement safety protocols and procedures within the department and/or floor.

## CAMPUS SAFETY PROTOCOLS

Classroom protocols and procedures will include expectations for not sharing school supplies to the fullest extent possible, proper distancing, limited large group work, and hand washing and sanitizing upon each entrance, etc. Teachers will have access to disinfectant wipes to sanitize high-touch and working surfaces as well as shared objects in between classes. Thorough hand-washing techniques will be taught.

### Common Areas

All faculty, staff, parents, vendors, and visitors, will be required to follow established safety protocols.

- Social distancing is always required in all areas.
- Use of face masks are required for all students except for students who are age 9 and under. Face masks and gloves will be given upon entry to the building if the employee or visitor does not have any. Hand sanitizer, portable hand sanitizer dispensers, spray cleaners, and disinfectant wipes will be available in shared areas.

Doors in common areas may need to remain open to avoid multiple persons touching the handles. No loitering or congregating will be allowed in any areas. Barriers/safe zones will be established around the front desk/receiving areas.

Spaces will be reconfigured to achieve social distancing. This will include the removal of seats and the closure of lounges within open areas, and the use of spacing tables at reception area.

### Safety Procedures

To ensure everyone is familiar with these changes, along with our new safety protocols and guidelines, all students will be provided with schoolwide Safety Procedures through videos and online forms to become familiar with new routines in smaller groups before the first official day of school. To support physical distancing, PTAA is making adaptations to campuses which include (and are not limited to) establishing directional traffic patterns into, out of, and throughout all campus buildings; spacing of desks in classrooms; and restricting gathering sizes and occupancy in meeting spaces and places.

### Instructional Procedures

Every classroom serving K-12 will be equipped with technology designed to create an

immersive experience for those students learning remotely. When students are absent for a day, week or longer, they are still able to actively participate in their classes, learn, and ask questions.

## **Appointment Scheduling**

PTAA students and families are required to set appointments between the hours of 9 a.m. and 3 p.m. to avoid increased lobby and hallway traffic. All visitors will have to follow the COVID-19 County guidelines.

## **Screening Process**

All staff and visitors will be screened prior to building entry to promote a healthy work environment and reduce the risk of transmission.

## **Temperature Checks and Health Questions**

All students, staff members and visitors will be screened upon arrival to campus according to the CDC regulations. Individuals with temperature readings over 100.4°F will not be permitted to report to work or attend school.

An additional temperature check will be taken at another designated time and as needed. If you become ill during the school day and exhibit any symptoms of COVID-19 or are diagnosed with COVID-19, you will not be permitted to school until you have a medical professional's note clearing you to return to work or school.

Parents will be contacted so that the students will be picked up within the hour. For more information about what to do if you become ill, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

PTAA will take into consideration the guidance provided by the county and state and will follow any executive orders. Administration will notify parents if the decision is made for students in grades 4<sup>th</sup> and up to wear masks. However, students and teachers may choose to wear face coverings when not required

## BEYOND THE CLASSROOM

### **Cafeteria**

Based on building capacities and student enrollment, campus administration will determine areas that may be utilized for lunch. These include the lunchroom, gym, library and other large areas with the school buildings. Support staff and administrators will monitor the cafeteria and hallways to promote proper distancing practices. Depending on the number of students in the school, students may eat meals in multiple locations as noted above. Cafeteria capacity will be based on current guidelines. Physical distancing will be created by including an empty seat in between each student. Posted signage and staff will reinforce proper distancing and traffic patterns in the cafeteria. Hand sanitizing stations will be available at entrances and exits to the cafeteria or wherever students are eating. All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria. PTAA will take into consideration the guidance provided by the county in which each campus is located and will follow any executive orders.

### **Physical Education (PE)/Recess/Playground**

Administrators will 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 may consider limiting the number of students per recess group depending on PTAA COVID-19 Standard Response Protocol stage. Staggered schedules and consistent cohorts may be utilized.

Whenever possible, PE classes will be held outside to allow for maximum physical distance between students. PE equipment will be disinfected and wiped down after each use. Visual markers on the gym floor will serve as reminders of proper distancing rules. Students should avoid always touching their face, but especially while playing games. Access to handwashing will be provided during PE.

### **Guidelines for Outdoor Play**

Students may wear masks during an outdoor activity. Students should maintain

proper distancing while lining up to return to class and sanitize or wash hands before re-entering.

All students and staff are expected to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

## **Music and Art**

Appropriate distancing measures will be followed. Music equipment will be sanitized after each use.

Students will use their own art supplies and avoid sharing equipment as much as possible. Workstations will be sanitized between each use. Art equipment will be sanitized after each use with a conscious effort to not share equipment during class and between sanitizing.

## **Library**

Visual reminders will be added, and furniture rearranged to help students maintain proper distancing while in the library. Students and staff will wash/sanitize hands upon entering and after visiting the library.

## **At Home Virtual Learning (only in case COVID-19 outbreaks or spikes lead to local, state and/or national guidelines requiring this option during the 2021-2022 school year)**

The intent is for the 2021-2022 school year to be fully in person learning at PTAA. However, in case PTAA must go back to virtual learning for reasons as cited by the local, state or federal officials, caused by COVID-19, the following will be protocol for the at-home learning, which will require the following:

1. Students choosing to utilize the at-home learning option are not allowed to re-enroll in on campus face to face instruction for 6 weeks or until the end of the NEXT grading period.
2. Students will be held to the same level of rigor as the students who attend in person.
3. Students will be held to the same attendance rules as the students who attend in-person.
4. Students will be held to the same grading policy as the students who attend

in-person. This includes assignment deadlines and class participation.

5. Students in grades 3-12 will be required to be present at the same time virtually. Parents of these students should anticipate their children spending between three and six hours daily online with teacher interaction and accountability. They will follow a daily schedule similar to a regular school day and be required to participate in live interactive classes throughout the day.
6. Parents with a student in Pre-K – 2nd will support students as a “learning coach” and ensure they have access to a device, a quiet place to work, and are engaged in virtual learning activities. Additionally, parents will acknowledge their need to supervise their child(ren)'s learning, attendance, etc. Parents will have to be much more involved in their student's remote learning activities compared to face-to-face learning.
7. Parents will acknowledge their student has quality access to internet connectivity, etc.
8. Students participating in at home learning will be expected to:
  - a. Attend class on time per their class schedule;
  - b. Dress appropriately.
  - c. Be ready to learn;
  - d. Have a designated workspace in their home free from distractions;
  - e. Show their face on the screen to engage with the teacher virtually; and
  - f. Actively participate in the class.

## PTAA COVID-19 STANDARD RESPONSE PROTOCOL

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### Prevention

#### **(No confirmed cases of COVID-19 among staff or students)**

- Health prevention measures are in place.
- Daily intensive cleaning and frequent cleaning of common areas.
- Limited visitor access.
- Monitoring virus trends in the community via health departments.

If these conditions are present, we would use a regular M, T, W, TH, F schedule for all students in addition to remote learning for those families that choose.

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### Mitigation

#### **(One or more confirmed active case(s) of COVID-19 at one facility)**

- Persons who came within close contact of an individual with a confirmed case of COVID-19 will be personally contacted by charter personnel and advised to self-quarantine for 14 days.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information, and stay-home-if-ill communication to all persons at the school or facility. Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information, and stay-home-if-ill communication to all persons at the school or facility.

- If these conditions are present, we would use a regular M, T, W, TH, F schedule for all students in addition to remote learning for those families that choose. Large group and/or "high risk" activities will continue to be restricted as needed.

### Modified Operations

#### **(Three or more confirmed active COVID-19 cases in one specific area)**

- Students and staff of that area will be advised to self-quarantine for 14 days.
- Students impacted move to remote learning.
- Affected area is closed for deep cleaning.
- Self-health monitoring, prevention information and stay home-if-ill reminders sent to all persons at the school or facility.

If these conditions are present, we would use a regular M, T, W, TH, F schedule for all students in addition to remote learning for those families that choose. Large group and/or "high risk" activities will continue to be restricted as needed.

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### Facility Closure

#### **(Active COVID-19 cases exceed 10 or more in one facility)**

- Entire faculty will be closed for a minimum of two days.
- All students and staff at this campus may return if symptom-free upon determination by the charter and health authorities.
- Those in close contact of the confirmed COVID-19 positive persons will be asked to self-quarantine for 14 days per CDC guidelines.
- Charter-wide communication to staff/parents with health monitoring guidance.

If those conditions are present, we will move to an Alternating day schedule. Students in grades pre -K, 1, 3, 5, 7, 9, and 11 will go to school Monday and Thursday. Students in grades K, 2, 4, 6, 8, 10, and 12 will go to school Tuesday and Friday. Remote learning for all grade levels on days not attending school in-person. On Wednesdays, the campus will be closed for deep cleaning. Social distancing protocols will be closely monitored, and "high risk" activities may be restricted or prohibited.

## **Charter Closure**

**(Active COVID-19 cases exceed 15% of occupancy in any facility)**

- All PTAA facilities close for a minimum of 14 days.
- Disinfection of all facilities and school buses.
- All auxiliary areas such as playgrounds and athletic fields are closed. Extracurricular activities are cancelled.

If those conditions are present, instruction ceases until threat level improves. Time missed will be made up during June of 2022. Some small-group instruction may be allowed with strict social distancing protocols in place.



