



The University of Texas  
University Charter School System

# SAFE RETURN TO IN-PERSON INSTRUCTION PLAN



2021-2022

*Last Revision October 2021*



# SAFE RETURN TO IN-PERSON LEARNING

THE UNIVERSITY OF TEXAS-UNIVERSITY CHARTER SCHOOL SYSTEM

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## **PUBLIC NOTICE AND OPPORTUNITY FOR COMMENT**

The University of Texas Elementary School applied for a grant under the American Rescue Plan (ARP) Act of 2021, Elementary and Secondary School Emergency Relief Act (ESSER III). The application and the Use of Funds Plan were made available to the public for comment on June 7, 2021 and throughout the following week on our district website. No public comments were received. In accordance with local policy, the district provided notice of federal grant applications through an information item at the Management Board meeting on April 27, 2021 and by publishing information on the districts website. All other dates the school engaged with stakeholders and the public can be found here:

<https://utelementary.org/wp-content/uploads/2021/07/UTCSS-Stakeholder-Input-Communication-Plan.pdf>



## Section 1: INSTRUCTION

UT Charter School System (UTUCS), comprised of the two independent school districts: UT University Charter School and UT Elementary, is committed to the safety and well-being of all staff and visitors as the district welcomes back all students and campus-based personnel to our campuses for the 2021-2022 school year. UTUCS will not offer remote instruction for the 2021-2022 school year, so all students will be required to attend school on campus. We will continue practices, protocols and safety guidelines recommended by the CDC and the Texas Education Agency. Because our schools are all over the state, we are also following the executive orders set in the counties in which our schools reside. Please note: the requirements and guidance will become more restrictive and less restrictive as needed and directed by the city and state officials due to the cases of COVID-19.

Many of the safety measures we implemented during the 2020-2021 school year will continue with guidance from the CDC. The measures we will continue to practice include having access to hand sanitizer stations throughout our facilities and social distancing when appropriate. The wearing of masks will be optional for both students and staff members unless a partner facility requires masking.

This plan is the systems's guidance on the safe return to in-person instruction. Guidance concerning COVID-19 will be updated every six months as mandated by the Texas Education Agency. The information in these guidelines outlines the current best practices provided by federal, state, and local health officials for mitigating COVID-19 infections in the learning/work environment.

Our goal is to ensure a continuity of services for all students in the areas of academics, social emotional and health.

- Campuses will be providing after-school tutoring opportunities beginning September 13<sup>th</sup>
- Before and after school programming as well as summer school are offered
- The district has a secondary school counselor available to address social emotional needs and a nurse to address health issues

### Face-to-Face Learning

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

**Should COVID-19 related issues result in school closure, the Remote Learning scenarios described in the next section will be implemented.**

## **Remote Learning**

Remote learning will allow students to engage in high quality learning experiences, utilizing UT Charter Schools' instructional resources. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- Teachers will teach remote students from their classrooms or other assigned UT Charter School facilities.
- Teachers will provide instruction, learning resources and support through the use of a learning management system (LMS) such as Google Classroom, Microsoft Teams, and ZOOM.
- Parents and/or facilities partners will support students to ensure they have access to a device provided by the district, a place to work and are engaged in virtual learning activities.
- We will ensure open lines of communication between teachers, students, and parents/facilities as we work together to ensure each student is academically and socially-emotionally future ready.
- Teachers will utilize the same curriculum and TEKS focus as students who attend face-to-face instruction.
- Teachers will design strategies for learning in the remote environment to support students with scheduling, time management, and staying on track for course completion.
- Grading will be consistent with the guidelines and practices used in all face-to-face instruction.

## **Remote Synchronous Learning**

Remote Synchronous Learning is defined as two-way, real-time, live, instruction between teachers and students, through the computer or other electronic devices. Students enrolled in UT Charter School will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day.

### ***UT Charter student expectations for Synchronous Learning:***

- Students attend class on time, per their class schedule.
- Students will follow UT Charter School dress code as outlined in the Student Handbook.
- Students are ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning.
- Students will show their face on the screen to engage with the teacher virtually.
- Students will participate in the class activities, discussions and assignments.

## Remote Asynchronous Learning

Remote Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of Google Classroom, Microsoft Teams, and ZOOM.

### ***UT Charter student expectations for Asynchronous Learning:***

- Students will complete the asynchronous activities assigned to them each day.
- Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- Students and parents will communicate with the teacher when needing additional assistance, tutoring, etc.
- Teachers will host daily office hours to ensure open communication and availability.

## Hybrid Model for High School

For students in grades 9-12, UT Charter School may establish a less-than-daily on campus attendance schedule or ½ day in-person and ½ day online schedule as the sole offering for students. **This will be done in order to reduce the number of individuals in a classroom at any one time.** In the event there is not a daily or full day on-campus attendance option in one of our schools, we must ensure that on-campus attendance is offered as part of the hybrid schedule at least 40% of the days in each grading cycle (6-weeks periods).

### ***UT Charter student expectations for Hybrid Model:***

- Students attend class in-person, on time as per their class schedule.
- Students will attend class online, on time as per their class schedule.
- Students will follow the UT Charter School dress code as outlined in the Student Handbook.
- Students are ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning.
- Students will participate in the class activities, discussions and assignments.
- Students will complete all assigned online activities and show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments on PLATO.



## Section 2: ATTENDANCE FOR REMOTE LEARNING AND GRADING

### Synchronous Attendance

Students who log into the Learning Management System (including but not limited to: PLATO, Microsoft Teams, Google Classroom, or ZOOM) for a live class during the official attendance snapshot time will be considered “present” and will not be marked absent for that day.

### Asynchronous Attendance

- Students who log in to the Learning Management System each day and engage in teacher-assigned learning work (including but not limited to PLATO, Microsoft Teams, Google Classroom, and ZOOM) are considered “present” and **will not** be marked absent. Students who have not logged in by 3:00 pm each school day **will** be marked absent. This absence can be resolved if the student engages in daily learning assigned by their teachers via the LMS by 11:59 p.m. that same day. Students show proof of participation in daily virtual instruction by satisfactorily completing assignments to demonstrate evidence of student learning, e.g., video, picture or activities submitted as lessons and/or completing assignments.
- Parents and students will receive absence notifications by the classroom teacher after 3:00pm each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning before 11:59 pm of the same day via LMS.
- Facility staff will receive absence notifications by the classroom teacher after 3:00 pm each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning before 11:59 pm of the same day via LMS.
- Any absences recorded, but resolved by the student before 11:59 p.m. on the same day, will be reconciled based on login records of the LMS.
- If a student is engaged in asynchronous learning and completes the entire weeks’ worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday **only** and counted “absent” for Tuesday-Friday.

It is important that students and guardians understand that remote learning attendance is based on **daily** engagement, not solely the completion of assignments. State law [TEC §25.092](#) and UT Charter School policy still require students to attend at least 90% of their classes to receive credit and be promoted. Remote attendance will count in the same manner as on-campus (face-to-face) attendance in satisfying this requirement.

## Remote Learning Instructional Day Model for Pre-K to 5<sup>th</sup> Grade

Teachers will structure the instructional day to ensure there are enough minutes devoted to each subject area, chunked into some synchronous (live) times and some asynchronous times.

- Daily **Synchronous** time may include activities such as:
  - Check-In and Attendance Time
  - Morning Meeting/Community Circle Time
  - SEL Lesson
  - Read alouds
  - Small group reading instruction
  - Direct instruction by teacher (mini-lesson) all subjects
- Daily **Asynchronous** assignments are to be completed independently. These may include activities such as:
  - Choice Boards
  - Student self-selected reading and writing
  - Writing Assignments
  - Independent Practice
  - TEA At-Home Learning Packets/Assignments
  - Reading or Video assignments with student response

Teachers will design small group time to differentiate instruction within the instructional block. This will require teachers to set up small group instruction schedules for students. It will be vital for teachers and parents to openly communicate the schedules for the students.

Regular communication and the partnership between teachers and parents will be crucial to the success of elementary students during remote learning. Parents may be needed at home to assist their student with logging into Google Classroom, monitoring their participation and progress in the learning, and ensuring completion of asynchronous activities. Teachers will host daily office hours to facilitate ease of communication and support.

### ***Sample Pre-K to 5<sup>th</sup> Grade Instructional Schedule:***

<i>8:15-9:45</i>	<i>ELA</i>
<i>9:45-11:15</i>	<i>Math</i>
<i>11:30-12:15</i>	<i>Social Studies</i>
<i>12:15-1:00</i>	<i>Science</i>
<i>1:00-2:45</i>	<i>Specials/Intervention/Enrichment</i>
<i>3:00-4:00</i>	<i>Teacher office hours/Attendance notifications</i>



## Remote Learning Instructional Day Model for 8<sup>th</sup> to 12<sup>th</sup> Grade

Classes within this environment will follow the schedule of classes at the student's home campus. UT Charter School will structure the students' learning schedule to require students to participate in synchronous and asynchronous learning.

Teachers will structure the instructional day to follow their campus bell schedule. Within each course/subject, teachers will plan for students to participate in synchronous and asynchronous learning.

- All courses will be offered in both settings.
- Some elective courses may require the student to complete assignments or projects at the campus if the course requires assignments that cannot be reasonably completed remotely, e.g., automotive technology, welding, A/V production, etc.
- Teachers and students meet virtually at the beginning of the class period for check in, daily assignments, progress monitoring, assessment administration, etc.
- Edmentum PLATO Courseware will be used as a learning management system to track course progress and as supplemental curriculum material for course assignments.
- Students are expected to show daily progress in each course. Teachers will track student log in, assignment completion and course progress through the learning management system, Microsoft teams, Google classroom et.al.
- Teachers will host daily office hours for ease of communication, one-to-one support and availability.

### ***Sample 8<sup>th</sup> to 12<sup>th</sup> Grade Instructional Schedule:***

<i>8:45-9:35</i>	<i>English</i>
<i>9:35-10:25</i>	<i>Science</i>
<i>10:25-11:15</i>	<i>Intervention/Enrichment</i>
<i>1:15-2:05</i>	<i>Math</i>
<i>2:05-2:55</i>	<i>Social Studies</i>
<i>3:00-4:00</i>	<i>Teacher office hours/attendance notifications</i>

## Intervention and Enrichment for Remote Learning

Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group or individual instruction. Teachers will communicate with students their plan for the designated time.

## **Remote Learning Grading**

Grading for all remote courses will follow the same grading policy as the courses in the face-to-face model. UT Charter School courses that earn high school credit will count in GPA calculation and class rank as specified in UT Charter School policy.

## **Special Education Support**

ARD Committees and 504 Committees will determine the unique needs of students who receive special education services and will make service recommendations for students attending remote program. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure that individual student needs are met. Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.



## Section 3: HEALTH AND SAFETY PROTOCOLS FOR REOPENING SCHOOLS

The following are the return to onsite work protocols for the UT Charter School campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, UT Charter School will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

It is important to remember the virus that causes COVID-19 can be spread by infected persons who have few or no symptoms. Even if an infected person shows no symptoms or is only mildly ill, the people they spread it to may become seriously or fatally ill, especially for persons 65 years of age or older with pre-existing health conditions placing them at higher risk. Because of the hidden nature of this threat, UT Charter School expects all employees, students and families to rigorously follow these practices.

### Preparation for the Opening of School

UT Charter School will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, we will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., masks, cleaning supplies, hand sanitizer, etc.) we will have masks available for staff and students.
- Cleaning with products approved by UT and per guidelines from the Environmental Protection Agency.
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency and other jurisdictional policies in the counties where the school resides.
- Providing communication of procedures and expectations upon entering facilities and throughout buildings (POSTERS from UT Health and the CDC).

# Protocols for Screening and Isolation

## *General*

All students and staff will be screened for COVID-19 symptoms daily and individuals with symptoms will be separated and sent home.

## *Screening Protocols*

- Staff will be required to complete a self-screening process prior to entering a UT Charter School or facility partner building, and the district may require further screening of employees at any time based on current state and federal guidelines.
- A parent, guardian or facility will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met.
- Staff and students should not enter campuses or district buildings if any of the following apply. If the individual is:
  - Sick or has been sick in the past 14 days. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.
  - Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
  - Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations.
  - Teachers will monitor students and refer them to the nurse or campus administrator if symptoms are present.
- Supporting Mental Well-Being - The University has identified the services, programs and initiatives currently available for students, faculty and staff to help address their mental health and well-being during this pandemic. This guide has new and existing resources to support Longhorns.  
<https://protect.utexas.edu/how-to-support-a-longhorn/>

## *Isolation Protocols*

- For students displaying symptoms of COVID-19 or are feeling feverish during the school day, they will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- District communication will be provided to the students who came in contact with a student or staff member displaying COVID-19 symptoms.
- Staff members displaying COVID-19 symptoms will follow district protocols including isolation from students and other staff members.
- Students and staff who have tested positive for COVID-19 will be permitted to return to school when:
  - They are 1day (24 hours) fever-free without using fever-reducing medication;
  - Improved symptoms (cough, difficulty breathing, etc.);
  - 10 days have passed since symptoms began.
- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms

## **Protocols for Personal Protective Equipment**

**It is optional for students, staff and facility staff to wear face coverings during school hours.**

The Governor of Texas has declared that public school districts may not require students, school staff, or visitors to the school to wear a mask. Therefore, the wearing of masks will be optional for everyone unless a new Public Health Order changes the current order. If wearing a face mask, the mask must be appropriate for school. If our partner facility requires masks, students and staff will comply with the requirement.

### *Mask Wearing Best Practices*

If you chose to wear a mask, be sure to:

- Make sure your recommended protective face mask covers both your nose and mouth.  
[https://healthyhorns.utexas.edu/images/pdf/ProtectiveFaceMaskGuidance\\_2020.pdf](https://healthyhorns.utexas.edu/images/pdf/ProtectiveFaceMaskGuidance_2020.pdf)
- Take care when putting on and taking off your recommended protective face mask, washing hands after both. [https://healthyhorns.utexas.edu/images/pdf/Social\\_Distancing\\_Cloth\\_Masks\\_8.5x11\\_V2.pdf](https://healthyhorns.utexas.edu/images/pdf/Social_Distancing_Cloth_Masks_8.5x11_V2.pdf)
- Wash your recommended protective face masks as recommended by the manufacturer.

## Protocols for Campus Visitors

UTCSS will be limiting visitor access to school facilities. All visitors who enter the building will be required to complete symptom screening and those who proceed beyond the reception area will follow specific guidelines for visitors.

### ***Visitor Screening***

- Virtual tools will be used to conduct meetings such as parent meetings, ARDs, LPAC, etc.
- All visitors will be subject to screening by way of a symptom screening form before entering any building.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Any individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

## Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff. All visitors who enter the building will be required to wear a face covering and those who proceed beyond the reception area will follow specific guidelines for visitors.

<https://utexas.app.box.com/s/6lj4ckafo7r4fpg45503j258d8c3fjpe>

### ***Hand Washing/Sanitizing Expectations***

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for 2 monitored hand washing activities per day.

### Elementary and Secondary

- Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
- Habitual and thorough hand washing after recess, before eating and following restroom breaks.

### ***Disinfecting Expectations***

- Staff will have access to disinfectant solutions to sanitize high-touch and working surfaces and shared objects frequently.
- Staff will limit the use of shared supplies when possible.

## **Protocols for Positive COVID-19 Cases on Campus**

If there is a confirmed case of COVID-19 from any staff or students attending in person, we **are required** to inform other parents of potential exposure, and we **must** report the confirmed case to local health agencies. In addition, if a positive COVID-19 case is identified, all students and staff members who have been in close contact with the infected individual must self-isolate for two weeks. If the exposure is campus wide, we will close the campus for up to 5 days for cleaning and begin online instruction.

Students who register a temperature of 100.0 will not be permitted to enter or remain at school; students must remain fever-free for one day (24 hours) without the use of fever-reducing medications before they may return to school.

## **Testing**

With guidance from the Texas Department of Emergency Management (TDEM), Center for Disease Control (CDC), Texas Education Agency (TEA), and the Austin Public Health Department, UTCSS has implemented rapid COVID-19 testing using the BinaxNOW testing kit. Rapid antigen-based testing gives the school the ability to quickly identify and isolate positive individuals before they can transmit the virus to others. In turn, this helps reduce the amount of absences for individuals waiting on test results and helps to fast track treatment and quarantine for positive individuals and their close contacts. *Participation in BinaxNOW rapid COVID-19 testing is voluntary according to each individual's preference.*

***Testing Program Coordinator – Dr. Autumn Leal, [autumn.leal@austin.utexas.edu](mailto:autumn.leal@austin.utexas.edu), (512) 471-9876***

## Training

New employees will be trained using the 2-hour certificate-based CDC training video and will develop classroom procedures consistent with the health and safety protocols outlined in the document, the CDC, and the Texas Education Agency.

On the first day a student attends school on campus, we must provide instruction on appropriate hygiene practices and other mitigation practices adopted on the campus. This training will include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

## School Arrival and Dismissal

**Arrival:** When possible, separate entrances will be utilized and arrival times will be staggered and spaced apart. Please see your campus protocol for arrival.

**Dismissal:** When possible, separate entrances will be utilized and dismissal times will be staggered and spaced apart. Please see your campus protocol for dismissal.

**Hallways:** When possible, hallway passes should limit the number of classes at one time. Schedule staggered bell schedules and passing periods. Please see your campus protocol for hallway and transition periods.

## Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, no or limited group work and hand washing or sanitizing, etc. Teachers will ensure high-touch areas in the classroom are wiped in between classes. Each classroom will be outfitted with the following:

- Visual reminders of distancing requirements will be in all classrooms marking off areas for common spaces and distancing best practices.
- Refillable alcohol-based hand sanitizer stations.
- Access to disinfectant to sanitize working surfaces.
- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus.
- Technology should be utilized when students are involved in collaborative work.
- Group or pair work can be implemented while maintaining physical distancing.
- In classroom spaces that allow it, consider placing student desks a minimum of six feet apart when possible.



- In classrooms where students are regularly within six feet of one another, schools should plan for more frequent hand washing and/or hand sanitizing and should consider whether increased airflow from the outdoors is possible.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12-ft of social distancing from other classroom groups.
- In the classroom spaces, windows and doors will be propped open, and when possible, a HEPA filtered machine will be powered on to improve ventilation.

## Classroom Setup

### Students

- Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
- Students will avoid sharing school supplies and will sanitize shared items after each use.
- Students will sit one per table when it is possible.
- Students that want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom students should wash their hands at the beginning of class.
- Students may bring personal classroom snacks as long as they are not shared.

### Teachers/Staff

- Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.
- Teachers will post signs with clear class protocols that are consistent with CDC guidelines and the school-wide expectations.
- Teachers will limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
- Teachers will create assigned seating arrangements to ensure social distancing. Consistent with TEA guidance, all student desks should face the same direction.
- Teachers will create systems to limit the sharing of items such as school supplies so that more than one student is using an item.
- Teachers should clean supplies after each use by student.

## School Arrival and Dismissal

- Students**
  - After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seat.
  - Students should avoid touching high-touch areas if possible.
- Teacher/Staff**
  - Teachers should prop doors open to allow for additional ventilation during class and in between classes so students don't touch doors or handles.

## Water Fountains

Mitigate the use of water fountains.

### *Water Fountain Usage*

- Students**
  - Students are expected to bring their own reusable water bottle for use throughout the day and expected to take water bottles home to be cleaned on a daily basis.
- Parents**
  - Parents are asked to secure a reusable water bottle for their child to bring to school on a daily basis.
  - Parents are asked to assist students, as needed, to clean water bottles on a daily basis.
- Teachers/Staff**
  - Develop and demonstrate how students should fill water bottles instead of drinking directly from the water fountains.
  - Monitor that students take water bottles home to be cleaned.

## 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 and fields. Teachers will monitor students to ensure safety guidelines are followed. Campuses will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized.

### *Guidelines for Outdoor Play*

- Students will maintain social distancing while lining up to return to class and sanitize or wash hands before re-entering.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.

- While in the classroom, brain breaks and “mask breaks” will be implemented as needed, at the discretion of the campus/teacher.

## Elementary Specialized Classrooms/Areas

### *Elementary Specials*

- |                     |  |
|---------------------|--|
| <b>Music</b>        | <ul style="list-style-type: none"> <li>• Appropriate social distancing measures will be followed.</li> <li>• Music equipment will be sanitized and wiped down after each use.</li> </ul>   |
| <b>PE/Athletics</b> | <ul style="list-style-type: none"> <li>• Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.</li> <li>• Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment will be avoided.</li> <li>• PE equipment will be disinfected and wiped down after each use. Students should disinfect equipment after each use.</li> <li>• Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.</li> <li>• Students should avoid touching their face at all times, but especially while playing games.</li> <li>• Sanitizing areas and access to handwashing will be provided.</li> </ul> |
| <b>Art</b>          | <ul style="list-style-type: none"> <li>• Students will use their own art supplies and avoid sharing equipment, utensils and supplies as much as possible.</li> <li>• Students should complete cleaning protocols and sanitize their areas in between use.</li> <li>• Art equipment will be sanitized and wiped down after each use.</li> </ul>   |
| <b>Library</b>      | <ul style="list-style-type: none"> <li>• Visual reminders will be added and furniture rearranged to help students maintain social distancing while in the library.</li> <li>• Students and staff will wash/sanitize hands upon entering and after visiting the library.</li> <li>• High-touch surfaces (e.g., table tops, chairs, door handles, etc.) will be disinfected regularly.</li> <li>• Occupancy will be limited.</li> <li>• Online check out of books and book delivery system could be an option.</li> </ul>  |

## School Events and Activities

### *Guidelines for School Wide Events/Activities*

- Administration will follow all UIL and CDC guidelines in regards to games, practices, etc.
- Any school wide events that are approved to be held on campus must adhere to requirements outlined by TEA.

- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.
- PTA and Boosters must collaborate with and seek approval from campus/district administration prior to any event that is planned.
- Back to school and transitional events will be planned in a manner that minimizes large congregation of people in one spot. Virtual parent meetings are required.

### ***On/Off Campus Activities, Field Trips & School Wide Events***

#### **On-Campus Activities**

- PTA event and fundraising will resume
- After school clubs will resume.
- In-person assemblies will be held in the fall.
- Meet the teacher, open house, parent conferences, etc. will be held in-person and virtually.
- Parents will be allowed to attend class parties and performances in-person and virtually.

#### **Field Trips**

- Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing practices. Plan for field trips in the spring of 2021. Field trips will need superintendent approval.
- Virtual field trips will be considered as often as possible.

#### **Off-Campus Activities**

- Campuses will limit students from leaving campus for extra-curricular or co-curricular activities when possible.
- Student participation in academic contests (Math and Science Team, Robotics, Academic Pentathlon) will only be attended if specific guidance is provided by an authorized entity. Special Education Community Based Instruction (CBI) guidance will be followed to ensure these learning environments are available to our students per ARD/IEP recommendations.

#### **School Wide Events**

- Any school wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by CDC and TEA.
- School wide events will be live streamed and/or occur virtually when possible.
- To limit larger gatherings, campus club meetings should be held virtually when possible. If meeting in person is required, groups should utilize larger meeting spaces or multiple meeting opportunities will be provided.

## Emergencies and Drills

UT Charter School will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Lockout, Lockdown, Evacuate and Shelter following social distancing requirements. Your campus principal will provide more information soon.

## Cleaning /Sanitizing /Disinfecting Agents

### *CLEANING PRACTICES (UT Austin Guidelines)*

The following cleaning practices shall be used for all shared work spaces:

- Use an acceptable cleaning agent outlined in this document.
- Clean all door handles, faucet handles, equipment handles and buttons, countertops, and table tops before each use.
- Wipe down chair including lever handles and arm rests.
- Wipe down desk surface, drawer pulls, stapler, tape dispenser, paperclip holder, and any other commonly used desk items.
- Wipe down keyboard, mouse, phone, and any available writing utensils (including dry-erase markers).
- Wipe down computer monitor, power buttons, and flash drives being used.
- Wash any dishes or cups left on desk in open air prior to use.

### *ACCEPTABLE CLEANING AGENTS*

Disinfect with a diluted bleach solution, alcohol solution with at least 70% alcohol, or EPA-registered household disinfectant such as Lysol or Clorox wipes.

- Diluted household bleach solution can be used if appropriate for the surface.
  - Follow manufacturer's instructions for application and proper ventilation.
  - Check to ensure the product is not past its expiration date.
  - Never mix household bleach with ammonia or any other cleanser.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution on a daily basis by mixing: Five tablespoons (1/3 cup) bleach per gallon of water, or four teaspoons bleach per quart of water.

### *Other Required Supplies*

- Bleach/alcohol wipes or other acceptable cleaning agents
- Hand washing area
- Hand sanitizer

## **Community Vaccinations**

UT Elementary School will continue to communicate all vaccination opportunities to staff, students and community members as they become available. The school is in direct contact with Austin Public Health and will continue to share the necessary information regarding vaccinations.

## **Accommodations for Students with Disabilities**

Any students who have disabilities will receive the needed accommodations to ensure their safety while they are on campus or attending any campus-related events.

## **Food Service**

UT Elementary School has extended the time for breakfast and lunch as to minimize the number of students in the cafeteria at the same time. Tables have been moved away from each other and plastic shields have been placed on tables. Students also have the opportunity to sit outside at picnic tables if weather allows.