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# Temperature Screening Plan for COVID-19

## (To be used as necessary)

- 9th Grade:
  - Entrance: Student Services Entrance east doors
  - Screeners: Assigned staff
- 10th Grade:
  - Entrance: Main Entry doors
  - Screeners: Assigned staff
- 11th Grade:
  - Entrance: Main Entry North Door (Near Elevator)
  - Screeners: Assigned staff
- 12th Grade:
  - Entrance: South Field House Gym Entrance
  - Screeners: Assigned staff

Doors will open at 7:15 AM. Two staff members will be assigned to each door to screen student temperatures. Students who have a temperature above 100.4 will be sent to the main office conference room to wait for further instructions. Students are expected to remain 6ft apart whenever possible and wear a mask when on school property when social distancing is not possible.

### **Zero Hour:**

Students participating in zero hour classes or scheduled practices are allowed to enter the building beginning at 6:45am through the Student Services and TJAC main entrance. Zero hour teachers and/or coaches will be present to take student temperatures. Students are expected to remain 6ft apart whenever possible and wear a mask while on school property when social distancing is not possible.

### **Inclement Weather Plan:**

In the case temperature screening is necessary during inclement weather, the same student entrances will be utilized, but the screening station will be moved into the building to allow the student line to form out of the elements.

**Screeners:** Admin, LC Paras, Security Guards, Library Para, SAM, Teacher volunteers, teacher assigned to morning duty  
Supervision Outside: Security/SRO

# Isolation Room Plan for COVID-19

**Location:** TJAC Hall of Fame Vestibule

The COVID-19 Isolation Room will be located in the TJAC Hall of Fame Vestibule. This location is separated from the majority of students and staff, near an entrance, and has visibility to the parking lot for student pick up by a parent/guardian. One way window screens have been installed to protect student privacy. Hard surface seating will be installed.

**Supervision:**

Students who are directed to isolate in the TJAC Hall of Fame Vestibule Isolation Room will be monitored by the TJAC Door Monitor. Monitor will supervise the quarantine room from his desk in TJAC hallway. Monitor, custodial staff, nurse, and administration have keys to this room. The school nurse will assess the student and make a determination about next steps.

# Social Distance Procedures & Training Plan for COVID-19

## **Passing Periods:**

All hallways (when possible) will be marked directionally. Staff and students will be expected to follow directional markings on floors and walls in order to decrease congestion in hallways and stairwells. Some stairs may be marked as one way only in order to optimize traffic flow during high traffic times. Staff will assist students in following directional indicators. All students and staff will be expected to follow the directional path(s) during high traffic times including before school, after school, and during passing periods. Students and staff will be expected to wear masks when remaining socially distant is not possible. High expectations will be set for students to monitor their own social distancing. We will not condone students gathering in large groups. We ask that parents support and reinforce these expectations with their students.

## **Arrival/Dismissal:**

The Commons Area, Old Field House gym, and outdoor spaces will be open for students upon their arrival to help minimize the number of students gathering in common areas. The building will be open for students from 7:15am until 3:30pm. Students are expected to follow directional paths at dismissal and immediately exit the building unless waiting for a ride, in which case the student's ride must be at school no later than 3:30pm. Students are not allowed to gather in common areas after school. Masks are expected while on school property at all times, when remaining socially distant is not possible. All students who stay for an after school activity must remain with the designated coach or sponsor and leave the building immediately following the event. High expectations will be set for students to monitor their own social distancing. We will not condone students gathering in large groups. We ask that parents support and reinforce these expectations with their students.

**Dismissal/Buses** - Students riding a school bus will be expected to wear a mask outside while waiting for the bus and while on the bus. Students are also expected to do their best to stay 6ft apart from others while waiting for the bus. We are encouraging any and all parents who can arrange to transport their children to and from school, to please do so in an effort to diminish the number of students on buses.

**Room Arrangement:** Teachers will make every effort to alter classroom seating arrangements making maximum use of classroom space in order to increase distance between students, keeping students 6ft apart to the extent that it is possible. Teachers will reinforce students using only their own materials and supplies. Teachers will submit plans for classroom layout when in Phase II and Phase III.

**Restroom Usage:** All teachers will utilize the e-hallpass system. This system allows us to limit the number of students accessing certain areas of the building and will therefore help us to maintain adequate social distancing. Teachers must create the pass for the student and the student will be permitted to leave the classroom once the pass becomes active. Passes to ALL locations will be limited based on location size and necessity. Restrooms will be marked with maximum capacity. No more than the maximum capacity of occupants will be permitted in the

restroom at one time. Each restroom will be supervised by staff members during passing periods to ensure compliance with capacity in order to maintain proper social distancing as much as possible.

**Masks:** The district will be providing one face mask for every staff and student. Face masks have been recommended by the [Centers for Disease Control \(CDC\)](#) as an effective mitigation effort against the spread of COVID-19. All staff and students will be expected to wear face coverings while on school property, when social distancing of 6 ft or more is not able to be maintained. Face masks will be expected during all high traffic times where social distancing is not possible, including before and after school, passing period, and while waiting in line for lunch. Students are not required to utilize the school provided face masks, and may wear their own, as long as they are school appropriate.

**Gatherings & Visitors:** Large group student assemblies will be eliminated until further notice. Outside visitors, volunteers, and groups who are non-essential to school services will not be permitted to enter the building.

**Student Training:** A teacher committee created a presentation for students to educate them on the new required social distancing and safety procedures. This presentation will be given to students during their 1st period class on their first day of school and will include information around the following procedures:

- Hallway and stair directions
- Lunch and breakfast instructions
- Building hours & expectations (exit right after school)
- Masks
- Social distance guidelines
  - Instructions to follow arrows, listen to staff directives, no congregation in hallways, masks required, etc
- Handwashing/sanitation
- Group 1/Group 2 Rotation Schedule & Purpose
- Attendance expectations
- What to do if they're feeling ill/are exposed to COVID-19

## Building Entry & Exit Plan for COVID-19

**Student Entry:** Entrances will be unlocked at 7:15 AM. Masks required upon entry to school property. Masks will be provided to students who need one as they enter the building. If a student is in need of a temporary mask or replacement mask, they will be directed to the Student Services Office. Students are expected to remain 6ft apart whenever possible and wear a mask when on school property when social distancing is not possible. The Commons Area, Old Field House gym, and outdoor spaces will be open for students upon their arrival to help minimize the number of students gathering in common areas.

**Student Exit:** The building will be open for students until 3:30pm Tuesdays through Thursdays, and 12:15pm on Mondays. Students are expected to follow directional paths at dismissal and immediately exit the building unless waiting for a ride, in which case the student's ride must be at school no later than 3:30pm. Students are not allowed to gather in common areas after school. Masks are expected while on school property at all times, when remaining socially distant is not possible. All students who stay for an after school activity must remain with the designated coach or sponsor and leave the building immediately following the event. High expectations will be set for students to monitor their own social distancing. We will not condone students gathering in large groups. We ask that parents support and reinforce these expectations with their students.

**Visitors & Vendors/Contractors:** Visitors are not allowed in the building until further notice. Prior to gaining access, scheduled vendors/contractors will check in the office/reception area and answer a series of questions.

1. Are you currently experiencing any COVID-19 symptoms such as fever, chill, cough, trouble breathing, loss of taste/smell and/or a sore throat?
2. Have you been in close contact (less than 6ft for greater than 15 minutes) with any person that has a suspected or confirmed case of COVID-19?
3. What is your purpose in the buildings and where are you going?

If vendors/contractors have had exposure to a known or suspected case of COVID-19 or have symptoms, they should not enter. Once questions have been answered, the vendors/contractors will be issued a visitor badge labeled **SCREENED**.

- Wearing a face covering is required of all vendors/contractors in the building.
- Vendors/contractors are required to sanitize hands upon entrance and practice social distancing.

Vendors/contractors who do not comply with the posted instructions will be denied access to the buildings and asked to leave the site.

## Contactless Drop Zone & Mail Pick Up Plans for COVID-19

**Contactless Drop Zone:** A contactless drop and delivery zone will be designated at the main office back door. Main office administrative assistants and the SAM will receive any deliveries which will be placed on the back office counter. Any deliveries must be directed to this entrance, and the main office staff must be notified.

**Mail Pick Up:** Mail will be picked up by the main office administrative assistant.

# Breakfast & Lunch Plan for COVID-19

## Bell Schedule

### 2020-2021 Bell Schedule - Phase II Hybrid Learning & Phase I Full Virtual Learning

#### Monday

Period 1	8:00 AM	8:25 AM	Students will have the option to take a school lunch as they exit the building, which will be bagged and distributed upon dismissal from school.
Period 2	8:30 AM	8:55 AM	
Period 3	9:00 AM	9:25 AM	
Period 4	9:30 AM	9:55 AM	
Period 5	10:00 AM	10:25 AM	
Period 6	10:30 AM	10:55 AM	
Period 7	11:00 AM	11:25 AM	
Period 8	11:30 AM	11:55 AM	

#### Tuesday-Friday

Period 1	8:00 AM	8:50 AM	
Period 2	8:55 AM	9:45 AM	
Period 3	9:50 AM	10:40 AM	
Period 4	10:45 AM	11:35 AM	A Lunch - 10:45-11:05 B Lunch - 11:15-11:35
Period 5	11:40 AM	12:30 PM	C Lunch - 11:40-12:00 D Lunch - 12:10-12:30
Period 6	12:35 PM	1:25 PM	E Lunch - 12:35-12:55 F Lunch - 1:05-1:25
Period 7	1:30 PM	2:20 PM	
Period 8	2:25 PM	3:10 PM	



## 2020-2021 Phase III (Full Open) Bell Schedule

### Monday

<b>Period 1</b>	8:00 AM	8:37 AM	
<b>Period 2</b>	8:42 AM	9:19 AM	
<b>Period 3</b>	9:24 AM	10:01 AM	
<b>Period 4</b>	10:06 AM	10:44 AM	<b>A Lunch - 10:24-10:44</b>
<b>Period 5</b>	10:49 AM	11:27 AM	<b>B Lunch - 11:07-11:27</b>
<b>Period 6</b>	11:32 AM	12:10 PM	<b>C Lunch - 11:50-12:10</b>
<b>Period 7</b>	12:15 PM	12:52 PM	
<b>Period 8</b>	12:57 PM	1:35 PM	

### Tuesday-Friday

<b>Period 1</b>	8:00 AM	8:50 AM	
<b>Period 2</b>	8:55 AM	9:45 AM	
<b>Period 3</b>	9:50 AM	10:40 AM	
<b>Period 4</b>	10:45 AM	11:35 AM	<b>A Lunch - 10:45-11:05</b> <b>B Lunch - 11:15-11:35</b>
<b>Period 5</b>	11:40 AM	12:30 PM	<b>C Lunch - 11:40-12:00</b> <b>D Lunch - 12:10-12:30</b>
<b>Period 6</b>	12:35 PM	1:25 PM	<b>E Lunch - 12:35-12:55</b> <b>F Lunch - 1:05-1:25</b>
<b>Period 7</b>	1:30 PM	2:20 PM	
<b>Period 8</b>	2:25 PM	3:10 PM	

**Breakfast:** Grab-and-go breakfast will be available for all students from 7:15 AM to 7:50 AM. Students are not allowed to bring in outside vendor food or drinks. While waiting in line for breakfast, students are expected to wear their face mask. Students may eat in the commons area before school, or take their breakfast to their first period classroom. Breakfast foods should not be taken into the Old Field House gym. In an attempt to allow for appropriate social distancing between students, tables will be spread out and each table will seat 2 to 3 students, based on the number of students present in the building. Students should not move chairs from their set location at the table, or add seats to another table. Students may not congregate or stand around tables in the commons area. High expectations will be set for students to monitor their own social distancing. We will not condone students gathering in large groups.

**Lunch:** In order to increase the ability to provide social distancing to students during lunch periods, additional lunch periods have been added to the daily schedule. Lunch tables will be spread apart with 2 to 3 chairs set per table. Students should not move chairs from their set location at the table, or add seats to another table. High expectations will be set for students to monitor their own social distancing. We will not condone students gathering in large groups. An additional cafeteria area will be available to students on the lower level in the former aerobics room. Students will also be allowed to eat outdoors during nice weather in front of the building. Students who choose to eat outdoors must remain in the designated outdoor space which will provide for appropriate supervision. Students are not permitted to leave campus during lunch. Students may bring lunch from home, but are not allowed to bring in outside vendor food or drinks. Students are expected to wear their face mask while waiting in line for lunch, or when not eating.

**Lunch Supervision:**

- **Commons:** One Admin, One Security, SAM, Grad Coach, Counselor
- **Aerobics Room/Second Lunch Room:** One Admin, Paraeducator, One teacher, Counselor
- **Outdoor Eating - Front of building:** One Admin, Grad coach, SRO
- **Substitute Supervision:** Counselors, Behavior Consultant, Grad Coaches, Registrar

## Cleaning Plan for COVID-19

**Classrooms:** Hand sanitizer will be provided for each classroom. Students and staff are encouraged to sanitize their hands upon entering or exiting the classroom. Students will be given wipes (disinfectant wipes or paper towel sprayed with disinfectant solution) upon entering classrooms and encouraged to wipe their own desks/chairs before each class period. Teachers will be responsible for cleaning/disinfection of high traffic areas such as door knobs/light switches, etc. Custodians can be scheduled to spray classrooms during staff plan times using electrostatic sprayers at staff request. All classrooms will be sanitized each evening.

**Lockers:** Locker use will be limited to special program students and approved requests from students. Those students who request a locker will be assigned a locker in a specified area. This bank of lockers will be cleaned each evening.

**Locker Rooms:** Locker rooms will not be utilized during the school day for the first 9 weeks of school. Students enrolled in PE will need to come prepared for physical activity with appropriate shoes and clothing. Locker rooms may be used by student athletes during practice, and all items must be taken home each evening for cleaning.

**Restrooms:** Signs will be posted outside each restroom to denote the maximum occupancy. A supervisor will be assigned to each restroom during passing periods to monitor occupancy in order to maintain social distance as much as possible. Restrooms will be cleaned and sanitized each evening. Students and staff are encouraged to wash hands frequently.

**Lunch Room:** Lunch cleaning will focus on tables/chairs with bleach water disinfectant between each lunch period. Students are required to clear their own waste from their lunch area. Hand sanitizer will be provided at the food service entrance. Students are encouraged to wash their hands or use hand sanitizer prior to eating and upon finishing lunch.

**Main Areas/Other:** Hand sanitizer will be available in multiple locations throughout the building. Staff will leave classroom doors open during the passing periods to minimize the number of hands touching door handles. All classrooms, hallways, offices, and common areas will be sanitized each evening. Drinking fountains will be covered/not used with the exception of the touchless bottle filler stations which will be available for students and staff in each wing of the building.

## Illness/Infection Plan

**Employee Develops Symptoms on Site:** If a staff member develops symptoms during the school day, he/she will notify the building SAM and his/her immediate supervisor. A teacher should never leave students unsupervised. If applicable, he/she will remain in the classroom until coverage arrives. The staff member will be isolated in the TJAC Isolation Room until he/she has determined next steps. Administration will notify the district office, who will advise on next steps and any necessary communications.

**Student Develops Symptoms at School:** Any student who develops symptoms consistent with COVID-19 during the school day will report to the TJAC Isolation room. Teachers must notify the building SAM if a student displays symptoms of illness or is sent to the TJAC Isolation Room. The school nurse will assess the student and make a determination about next steps. Parent(s) or Guardian(s) must be available to pick students up during the school day should they display symptoms. Administration will notify the district office, who will advise on next steps and any necessary communications.

Students who are asked to quarantine will be added to the building [Do Not Admit List](#) which will be updated daily. These students will be marked in PowerSchool attendance as Remote for the duration of the quarantine period.