

GWAHCA Campus Plan for Return to School and Instructional Continuity

Area of Focus	Expectations	Steps	Persons Responsible	Due Date
Health and Safety Routines and Systems				
Masking and Social Distancing	<p>Students and staff are required to wear a face covering in all indoor spaces.</p> <p>For social distancing 6 feet of separation is the distance that should be kept between students and staff interacting within the school.</p>	<p>The students and staff will wear a face covering upon arrival to school everyday. If the student or staff does not have a face covering one will be provided by the campus.</p> <p>The students and staff will adhere to the reminder signs that are placed around the school for social distancing. The staff and teachers will explain and model the social distancing 6 feet separation for the students.</p> <p>Guidelines for Masks</p>	All GWAHCA Faculty/Staff	8/10/20
Designated Area	Place to hold staff/students until parent/guardian or emergency contact arrives. If they display other symptom while on campus	Identify student/staff member and remove them from general population contact emergency contact, spouse, parents, home district/campus	Smith, Beckham, Shiels	8/10/20
Handwashing and Sanitizing	Students and staff should sanitize their hands upon entering and exiting the classroom/work area. If students and staff are in the simulation lab, they will wash their hands before and after each skill (for students) and upon entry/exit of	All classrooms are equipped with a wall hand sanitizer along with the hallways and cafeteria. The SIM lab and testing room have sinks for handwashing that will be accessible as needed to non-clinical students.	All GWAHCA Faculty/Staff	8/10/20

	the simulation lab.	Teachers should report low amounts of hand sanitizer/soap to the front office asap.		
Room Sanitizing Schedule	All classrooms will be cleaned daily including but not limited to: desks, chairs, doorknobs, table supplies and floors.	Cleaning Areas Duties	Beckham & Custodian	8/10/20
Arrival	Students will be screened as they enter the building through the front door.	There will be four thermometers available to conduct screening. If a student has a temperature greater than 99.5 they will be escorted to a holding space while they wait for a parent/guardian to pick them up. Once students are cleared to enter the building they will go directly to their first class.	Beckham & Smith	8/10/20
Dismissal	Students should be ready to be dismissed 5 min prior to dismissal. Masks will remain on at all times and hand sanitizer should be applied as they are leaving the classroom. Students should be held in classrooms until the bell rings. Teachers will follow a staggered release schedule.	At 11:50 am & 3:55 p.m. the bell will sound to release students from their prospective sessions. The teachers will position themselves at the classroom door, monitoring the students. An administrative staff member will call on each teacher to release by hallway one at a time (staggered dismissal) in order to ensure all students maintain social distancing requirements when leaving. Teachers will be asked to encourage students to use	Smith & Teachers	8/10/20

		the hand sanitizer prior to leaving the classroom.		
Hallways	Staggered breaks will be implemented to limit the amount of students in the hallway at any given times. Additionally, there will be tape on the floors showing the direction in which students should walk while in the hallways.	During hallway transition times, all staff who are available (teachers, instructional aides & administration) will be visible and monitoring students as they transition. There are hand sanitizer pumps on each hallway; therefore, staff will encourage students to use it as they move in the hallways. Staff will also ensure social distancing is followed and masks are worn at all times.	Teachers & Administration	8/10/20
Restrooms	There will be a limit of three students in the restroom at one time. Staggered breaks will assist with this limit. Signage will be posted by the restroom that informs students to socially distance and limit the number of individuals in the restroom to 3.	Students and staff will be asked to wear their masks while in the restroom. Additionally, campus custodial staff will regularly clean the restroom and will spray lysol on a regular basis (at least every hour while students are in the building). Additionally, the bathroom will be cleaned between the morning and afternoon cohort.	Custodian & Administration	8/10/20
Classrooms	All staff is expected to follow the TEA guidelines regarding Covid-19 and the safety of students in the classroom. Students are expected to adhere to all guidelines and procedures	Teachers will determine the best layout of their classroom furniture based on the needs of the students and/or curricular requirements. Teachers will be expected to	Teachers	8/10/20

	that are set in place by the classroom teacher. Administrators are responsible for the direct supervision that these guidelines are followed by all students and staff in the classrooms.	enforce the rule of mask wearing and social distancing (when able). Teachers will also be provided a district approved cleaning solution in order to sanitize the classroom between classes.		
Breakfast	Waiting on district guidance. Per CNS, students will need to wear ID badges to scan.	Waiting on district guidance. Waco ISD students who ride the bus to GWAHCA will eat breakfast at their home campus prior to boarding the bus to be transported to GWAHCA. Upon arrival at GWAHCA, they will then go directly to their first period. All other district students will go to their first period teachers classroom and breakfast will be provided to them in the classroom. If the Waco ISD student drives to GWAHCA, they will follow the same procedure as non-Waco ISD students needing breakfast.	Teachers, CNS & Aides	8/10/20
Lunch	N/A	N/A	N/A	8/10/20
Labs	Daily (equipment/supplies) will be wiped down after use before leaving the lab. SIM - laundry done and put away in designated areas. Do not leave laundry in the washing machine	Lab cleaning supplies to be restocked daily. If something is low, please advise Marin* ASAP.	Teachers & Custodian	8/10/20

	overnight. Students and staff should wear gloves while in the lab setting.			
Switching Classes	One way flow system in the hallways. Students should wait until they are in class to see counselor/office staff. (No releasing of students the first 10 minutes of class or the last 10 minutes of class).	GWAHCA Bell 2020-2021	Teachers & Administration	8/10/20
Hallway Monitoring (Passing Periods)	Students are expected to follow the designated arrows that will be placed on the floor throughout the campus	Each class will be released in staggered order. Beginning in the first hallway classrooms, the students exit the classroom after the teacher releases them. Once exiting the classroom the students will cross over the hallway and proceed up the left side of the hallway following the designated arrows.	Teachers & Administration	8/10/20
When Someone Might be Sick	Staff are required to use the Screen & Go app before arriving at school daily. Student temperatures will be checked everyday by a staff member as they enter the cafeteria/screening area (front entrance is not accessible for students). *QR code labels will be provided to every staff member to place on the back of their IDs. Employee and Supervisor	If the staff member's self-screened temperature is at least 100.4 and/or exhibiting COVID-19 symptoms, they are to see their physician immediately. A physician's excuse is REQUIRED upon their return to school. Upon entering into the front foyer daily, each student's name and temperature will be logged on a Google form. If a	Beckham & Smith	8/10/20

	Flowchart COVID-19.pdf	student's temperature measures at least 100.4 and/or exhibiting COVID-19 symptoms, they are escorted to a vacant classroom on the 2nd hallway in order to quarantine until their ride is available or the student can opt to leave campus immediately. The classroom will then be properly sanitized and disinfected after the student leaves. Students MUST have a doctor's statement upon their return to school.		
Staff Training	Mrs. Beckham and Mr. Smith will conduct on campus in-service training in the cafeteria. where each staff member will be able to have their own table where they may sit at least 6 ft away from other staff members.	Teachers and staff will be able to have their own table where they will sit at least 6 ft away from other staff members while in the cafeteria. Additionally, any training that can be hosted online will allow staff to be in their classroom or personal space away from others.	Beckham & Smith	8/10/20
Substitute Training (Game Plan)	A substitute Game Plan Binder will be provided for substitutes along with all information regarding Campus procedures for safety on COVID-19. Game Plan Binder's for substitutes will include all campus and classroom expectations regarding safety, instruction, and expectations for students and	Substitute Training (Game Plan Binder)	Beckham & Smith	8/10/20

	staff.			
Instruction and Special Programs				
Special Education	All teachers and necessary staff will have access to a list of students who receive Special Education/504/Dyslexia/Bilingual/ESL services *Contingent upon the home campus providing the information to the GWAHCA counselor for dissemination*	All teachers and necessary staff will have access to a list of students who receive Special Education/504/Dyslexia/Bilingual/ESL services. Teachers can call or email to verify services if a student requests services but are not on the list. The student's accommodations/modifications will be provided to the teachers in digital and/or paper format.	Shiels	8/10/20
Dyslexia	See above		Shiels	8/10/20
504	See above		Shiels	8/10/20
Bilingual/ESL	See above		Shiels	8/10/20
ARDs	Meetings to be held at the student's home campus. GWAHCA will adhere to the rules set forth by that campus.	Teachers will be provided with a teacher feedback form that will be filled out and sent back to the home campus. A GWAHCA administrator will attend the ARD meeting on the student's home campus in the teacher's place (provided the home campus notifies GWAHCA of the meeting).	Smith & Shiels	8/10/20
Progress Monitoring	All teachers are expected to complete a RTI/Failure Rate Worksheet for all students every	Submit RTI/Failure Rate worksheet on the Friday following the Thursday	Beckham & Smith	8/10/20

	3 weeks. As per the GWAHCA handbook, parent contact should be made for students who have high absences, tardies or who are failing/missing grades.	submission of grades (every 3 weeks) by 12 p.m. to T-TESS appraiser.		
Parent Communication	All parents should be contacted with all news, positive or negative. School announcements will be posted on the school Facebook page on a weekly basis. Ensure that all student information is updated for emergency purposes (primary and secondary contact).	Parents will be contacted by letter, phone, and email.	Administration & Teachers	8/10/20
Staff Training	Mrs. Beckham and Mr. Smith will conduct on campus in-service training in the cafeteria. where each staff member will be able to have their own table where they may sit at least 6 ft away from other staff members.	Teachers and staff will be able to have their own table where they will sit at least 6 ft away from other staff members while in the cafeteria. Additionally, any training that can be hosted online will allow staff to be in their classroom or personal space away from others.	Beckham & Smith	8/10/20
On Campus Instructional Model				
Staff Scheduling	Teachers will be assigned to face-to-face or remote teaching according to level of risk for infection of COVID-19. The staff scheduling will also be determined post registration when final numbers are counted for how many students will be on campus vs at-home learning.	Waco ISD Human Resources will make the ultimate decision regarding teacher assignments for campus or remote. High-risk employees will be assigned to remote teaching, while those who have family members that are high-risk will be considered for	Beckham	8/10/20

		remote instruction.		
Student Identification of Needs	All teachers and necessary staff will be given a copy of the plan to request a student assessment for SPED, Dyslexia, 504, etc.	All teachers and necessary staff will be given a copy of the plan which includes: 1. Data driven information -provide written observations of behavior and samples of work 2. The data collected will be forwarded to the Educational Diagnostician department of the students home campus for review and determination of further testing.	Shiels	8/10/20
Student Scheduling	In person instruction will be offered in the morning and afternoon. Students will be scheduled in either the AM session or PM session. For the AM session, where most of the non-WISD students attend, students will be grouped with their campus and no more than 2 counties in a single class where possible in order to ensure limited potential exposures between districts and the ability to contact trace more efficiently. For virtual students, appointment times will be set up for them to come to the campus in order to complete instructional requirements with the instructor. The students will not enter the general population	GWAHCA 20-21 Schedule by Course	Shiels	8/10/20

	of students.			
Parent Engagement	Parents will get involved with school to improve students achievement, reduce absenteeism and restore parents confidence in their children's education	<ul style="list-style-type: none"> -Online communication. Parents and teachers can share ideas via email, school website,etc. -An online calendar of events and activities. -Use social media to connect to parents. -Virtual parent/teacher conferences. -Will provide additional information needed by parents for resources 	Smith & Stimpson	8/10/20
Communication	All staff will be given a copy of the plan and the admin team will review it with staff and answer any questions they may have.	On the first reporting day back on campus, each staff member will be given a copy and the plan will be reviewed by section. The reopening plan will then be posted on the school's Facebook page and website.	Beckham	8/10/20
Substitute Plans/Training	Teachers will provide adaptive "lesson plans" and expectations for their classroom to the substitute in the event of an absence.	Substitute Training (Game Plan Binder)	Beckham & Smith	8/10/20
Contingency Plans for Remote Instruction	In the event that we close and go 100% remote, all teachers and instructional aides will be given a caseload of students to track through Canvas, similar to the	Once closure notice is received, Mrs. Beckham will call a meeting to discuss instructional expectations for teachers and staff. Questions	Beckham & Smith	8/10/20

	spring closure. According to TEA's "Asynchronous Learning," students must be active 240 minutes each day to receive daily credit for attendance. Attendance will be closely monitored and students will be communicated with on a daily basis via Canvas and/or via phone.	and concerns are encouraged in order to work out the kinks to ensure that learning is not lost due to the 100% remote switch over.		
Staff Training	See above	See above	Beckham & Smith	8/10/20