



Brownsville Independent School District
Plan For K-12 Schools
2020-2021

Campus Name:

Keller Elementary

PRINCIPAL: Javier J. Garza

The following checklist is to provide guidance and ensure that we are taking precautionary measures to provide a safe environment for all students and staff members during the COVID-19 pandemic.

Date Verified:	Requirements
JD	<ol style="list-style-type: none">1. The campus has a Covid-19 Safe Reopening Plan webpage that includes the school's:<ol style="list-style-type: none">a. Safe Reopening Plan; <i>and</i>b. Plans describing each of the events describe belowThe district's School Protocols will be posted on the school's website. Also, the campus COVID-19 Plan will be available on the website.
JJG	<ol style="list-style-type: none">2. The campus has plans that describe how it will:<ol style="list-style-type: none">a. Monitor on a weekly basis, COVID-19 guidance from CDC and TEXAS EDUCATION AGENCY As per Superintendent's Principals' Meetings and Cluster Meetings.b. Limit the use of school facilities by external community organizations No external community organizations will be allowed on the premises.c. Limit nonessential visitor and volunteers from the campus No "non-essential" visitors and/or volunteers will be allowed on the premises.NOTE: All campus personnel will enter the building through the main entrance ONLY. A thermal kiosk will be utilized to measure temperature of all those that enter. Hand-held thermometers will also be available and used (administration, nurse, classroom teachers, etc.). Nurse will track that ALL have been monitored, requiring all visitors to respond to the screening questionnaire found in the BISD Reopening Plan 2020-2021. Students will also follow this protocol, as well as wearing protective gear as required.
JD	<ol style="list-style-type: none">3. The campus has plans that describe how it will support students with access and functional needs who may be at risk of becoming infected or having unrecognized illness: All measures to support students with access and functional needs will continue to be a priority.<ol style="list-style-type: none">a. Review existing student health plans to identify students who may need additional accommodations Student health plans have been reviewed and are in compliance.b. Identification of additional preparations for classroom and non-classroom environments needed for groups that might:<ol style="list-style-type: none">i. Limited mobility or require prolong and close contact with others Campus is prepared to provide alternate location with staff, following guidelines.ii. Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing Campus will be able to provide support and monitor the practice of preventive measures according.



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	<p>iii. May not be able to communicate symptoms of illness Campus will be able to provide the support to those that may not be able to communicate symptoms of illness with staff to assist.</p>
JJG DP JD	<p>4. The campus developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. District training was provided to teach students and staff the proper way in maintaining proper hygiene. This is reinforced by counselors, nurse, administration.</p> <ul style="list-style-type: none"> a. Use tissue to wipe nose and cough/sneeze inside a tissue or the elbow As demonstrated in training. b. Wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom; <i>and</i> c. Wash their hands for 20 seconds with soap and rubbing thoroughly after application and use paper towels; <i>and</i> d. Use sanitizer when handwashing is not practical BISD COVID-19 kits have been provided to all teachers that include tissue, disinfectant, hand sanitizer, etc.; the use of restrooms will be monitored and is scheduled at least twice a day (after meals); visuals/posters are strategically placed to remind/encourage all to follow hygienic recommendations.
JJG JD	<p>5. The campus has developed plans to ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day.</p> <ul style="list-style-type: none"> a. Provide regular and frequent access to handwashing facilities; <i>and</i> b. Provide posters with visuals; <i>and</i> c. Prevent congregation in bathrooms; <i>and</i> d. Develop routines enabling students and staff to regularly wash their hands at staggered intervals A schedule for restroom breaks is provided to ensure that there is frequent/regular opportunity while preventing congregation with effective monitoring; also, strategically placed visuals/posters will remind students of hygienic expectations.
JJG JD	<p>6. The campus has developed plans to teach and reinforce the use of cloth face covering masks and face shields. Campus staff/personnel will be required to follow the guideline and set the example to students, monitoring appropriate use of required masks/shields of their students.</p> <ul style="list-style-type: none"> a. Ensure office has replaceable masks for students that do not have one reusable and document they have been a reusable mask Disposable/replaceable masks will be made available to students who may not have them; however, parents will be encouraged to return to retrieve forgotten masks/shields at arrival point.
JJG JD	<p>7. The campus has adequate supplies at hand to support the healthy hygiene behavior, including soap, tissue, face coverings and hand sanitizers.</p> <ul style="list-style-type: none"> a. Hand Sanitizer in each classroom Supplies for PPE and teacher COVID-19 kits will be available to teachers as per request, including hand sanitizer.



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JJG JD DP Nurse	<p>8. Principals should ensure staff use face coverings and required protective equipment. All campus personnel and students will be expected to self-monitor and students for appropriate use of face coverings and PPE.</p>
	Intensify Cleaning, Disinfection, and ventilation
JD JJG	<p>9. Ensure all drinking fountains have been disabled and recommend that students and staff bring their personal water. All water fountains have been disabled and covered for preventive use; also, signs were placed that indicate the fountains are out of service.</p> <p>10. Provide Small Bottle Waters in the Classrooms. Small water bottles of water have been purchased and will be available as requested. NOTE: Communications has been sent to parents encouraging them to have students bring personal and filled water bottles.</p>
JD	<p>11. The campus has developed plans that describe how frequently touched surfaces within the school will be cleaned and disinfected at least daily, and as practical frequently throughout the day. Frequently touched surfaces include:</p> <ul style="list-style-type: none"> a. Door handles; <i>and</i> b. Light switches; <i>and</i> c. Sink handles; <i>and</i> d. Bathroom surfaces; <i>and</i> e. Tables; <i>and</i> f. Student desks; <i>and</i> g. Chairs; <i>and</i> h. technology equipment i. schedules for cleaning high touch areas and restrooms for custodians Campus has a schedule requiring custodians to clean and disinfect frequently touched surfaces. Also, teacher/staff will clean surfaces they use to assist in cleanliness and disinfecting areas such as door handles, light switches, tables, student desks, bathroom surfaces and sink handles. j. Procedure for replacing cleaning supplies; and k. Cleaning classrooms in between passing Cleaning supplies will be monitored regularly, following the schedule for restroom use. Also, surfaces will be cleaned in the AM before start of the day and in the PM at the end of the day. l. Provide hallway monitors while teachers disinfect-social distancing important, who is monitoring Monitors will assist throughout the day in ensuring students practice social distancing.
	Implementing distances/Practices in the Band, Athletics, Choir, etc.
JD	<p>12. The campus has developed plans that describe the measures used to maintain social distancing in the following settings as practical. If the school determines 6-feet is not maintained between students in one or more of the following settings, the plan describes the reason, physically distancing is not practicable for each setting and describe the measures that will be used to maximize the space between students.</p>



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	<ul style="list-style-type: none"> a. Ensure Desks “Sneeze Guards” are on top of the desks for Prek-5th grade Students will have desk shields on top of desks; use of Velcro to secure them in place. b. Ensure decals on hallways-lunch-gyms-anywhere students and employees All areas where staff/personnel and students have access to have been covered with appropriate decals/visuals/posters. c. During daily symptom and temperature screening of students; <i>and</i> d. While students are entering g campus and waiting for their first class to begin; <i>and</i> e. During meal periods; <i>and</i> f. Waiting for bus transportation; <i>and</i> g. During passing periods; <i>and</i> h. Classroom instructional spaces i. Restrooms/Restroom Cleaning -6ft apart-Determine how many students allowed in the restrooms. A Dot Directional System is in place throughout the school to support social distancing and to prevent or minimize crossing of persons in traffic areas. j. Cleaning Log at every restroom and cleaned after each period or use. A cleaning log will be posted and monitored to ensure frequency of expectation. k. Ensure students six feet apart against wall when people are getting through the hall. (Teach students the procedure); <i>and</i> l. While students are exiting the campus; <i>and</i> m. Extracurricular and co-curricular programs if it pertains; <i>and</i> n. Divider for the restrooms; <i>and</i> o. Review Band and Athletics protocols; <i>and</i> p. Secure the Playground area to ensure “closed off” area A Dot Directional System is in place throughout the school to support social distancing and to prevent or minimize crossing of persons in traffic areas.
JJG DP JD Nurse	<p>13. The school plan for scheduling students using the following measures when practical.</p> <ul style="list-style-type: none"> a. Temperature Logs in Front office/Take Temperatures for all entering the building One point of entry to building will facilitate the expectation of monitoring temperature log/questionnaire for staff/personnel. Administration will use hand-held thermometers to assess students upon arrival before exiting vehicle. b. Ensure office has replaceable masks for students that do not have one reusable and document they have been a reusable mask Office staff will have disposable/replaceable masks as needed. c. Ensure Hand Sanitizer in front office Hand sanitizer will be made available to all upon entry. d. Stagger arrival and departure times and locations



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	<p>Arrival and dismissal process will be staggered where students will be released upon parent arrival. Cones will indicate where vehicles can stop for arrival of students.</p> <ul style="list-style-type: none"> e. Designate routes for entry and exit; <i>and</i> f. Put in place other protocols to limit direct contact with others as much as practical <p>All routes for entry and exit to the building have been marked using a dot directional system to prevent contact and crossing of individuals.</p>
JJG	<ul style="list-style-type: none"> 14. Develop The campus plan to limit student mixing uses the following measures to the greatest extent practicable. <ul style="list-style-type: none"> a. Students remain in the same space and in groups as small and consistent as practical. Keep the same students and teacher or staff with each group to the great extent practical; <i>and</i> b. Minimize movement of students as much as practicable; <i>and</i> c. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain social distance; <i>and</i> d. Implement procedures for turning in assignments to minimize contact; <i>and</i> e. Minimize the congregation in movement through hallways as much as practical, bathrooms etc.; <i>and</i> f. Limit the use of common areas such as cafeterias, libraries, locker rooms where practical; stagger use, properly space occupants and disinfect in between uses <p>Students and staff/personnel will remain in the classroom with restroom breaks twice a day. All instruction will be provided virtually (Special Programs-PE, music, art, library, counseling). Assignments will be submitted electronically, as has been in place.</p> g. Serve meals in classrooms or outdoors instead of cafeteria or group dining rooms where practical Breakfast and lunch will be provided in the classroom by same, consistent cafeteria staff. h. Limit nonessential visitor, volunteers and activities involving other groups at same time To minimize “footprint” of all stakeholders, monitors have been assigned to each classroom to have no more than 4 staff/personnel in proximity of students (by continuing to hold Special Programs virtually).
JJG DP JD	<ul style="list-style-type: none"> 15. The campus will develop plans to maximize space between sitting and desks. <ul style="list-style-type: none"> a. 1st Period/Homeroom Classroom review safety protocols for face to face. b. Distance teacher and other staff desks at least 6 feet away from student’s desks if practical. If it is not practical, consider ways to establish separation of desks through other means such as partitions between desks, markings on classroom floors to promote distancing, arrange desks in a way that minimizes face-to-face contact. c. Face Shields are located in every classroom. The campus has identified the number of F2F students in each classroom and will facilitate a proper classroom set-up for guidelines, particularly in maintaining social distance between students and



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	teacher, while marking designated area for desks, and having desk shields in place.
	High-Quality Instruction
JJG DP JD	<p>16. The campus will ensure that students receive high-quality instruction.</p> <ul style="list-style-type: none"> a. Ensure Students with Remote Learning continue to receive instruction; and b. Ensure students continue to receive hotspots/devices as they arrive on campus All students have been provided with device and/or connectivity to receive remote instruction. Follow up for need will be addressed daily for parents and students. c. Instructional Leaders, Teachers and school support staff have responded to the crisis with creativity. Campuses have created an entirely new remotely educational system which address the following; and d. Blended in- person and distance learning models when school attendance is not possible or is limited, teachers are ready to introduce a blended model that distributes educational time between in-person learning and distance learning or fully remote instruction; and e. Developed age-appropriate student learning schedules with teacher in-put Instruction is monitored for appropriateness (following district expectations, campus lesson plans, etc.). f. Identified students and educators who lack sufficient access to the internet and the hardware that has become critical to distance learning and determine solutions for equal access to learning opportunity for those who are unable to connect with the school virtually All students have been provided with device and/or connectivity to receive remote instruction. Follow up for need will be addressed daily for parents and students. g. Ensured that teachers have received the appropriate Professional Development before the school year begins and ongoing. The training includes relevant content but also addresses the new instructional environment and practices Professional development expectations are addressed and documented. h. Rethink student assessments to limit the loss of learning time to excessive testing and to prioritize assessment that provide teachers critical information. Special effort will be needed for appropriate diagnosis of students 'learning levels and needs given due to the pandemic; and i. Assessments are teacher friendly and relevant instructional resources and supports to fill gaps Assessments are addressed to facilitate appropriateness for students (frequency, length, etc.) j. Teaching and learning is in the context of the overall instructional program as well as supplemental services with special consideration to the needs of students – particularly students with disabilities and special needs, economically disadvantaged students and English Learners. Accommodations are made as prescribed for students and expectations are monitored by administration.



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	Limit Sharing/Technology
JJG JD	<p>17. The campus will have in place appropriate measures to safeguard students.</p> <ul style="list-style-type: none"> a. The campus will develop plans how it will limit use of shared objects and equipment, and when unavoidable, how items are cleaned and disinfected between uses. (games, art supplies and library books, electronic equipment); <i>and</i> b. Keep the child is belonging separated and individually labeled storage containers, cubbies or other means. Belongings should be taken home each day to be cleaned when practical; <i>and</i> c. Limit the sharing of technology devices; <i>and</i> d. Check for technology Devices, monitors, chargers are working and minimize sharing Students will be expected to bring belongings (technology, school supplies, etc.) in backpack that will be kept at students' desk, allowing for reinforcement and monitoring by the teacher. Nothing will be shared between students and/or teacher.
	Train all STAFF and Educate Families
JJG DP	<p>18. Training will be provided and made available to staff and community addressing appropriate hygienic expectations.</p> <ul style="list-style-type: none"> a. The campus has a plan that describes how it will train all staff and provide educational materials to families in the following safety actions; <i>and</i> b. Enhanced sanitation practices; <i>and</i> c. Physical distancing guidelines and their importance; <i>and</i> d. Use of face coverings; <i>and</i> e. Screening practices; <i>and</i> f. COVID-19 specific symptom identification; <i>and</i> g. Proper use, removal and washing of cloth face coverings All campus protocols will be shared with all stakeholders to include the use of face coverings, social distancing, sanitation practices, etc. h. To the greatest extent possible, training and education provided virtually; if an in-person option is provided physical distancing 6 feet is maintained with use of a mask All campus protocols will be shared with all stakeholders to include the use of face coverings, social distancing, sanitation practices, etc.
	Check for signs and symptoms
JJG DP JD Nurse	<p>19. The campus will monitor routinely student and staff well-being.</p> <ul style="list-style-type: none"> a. The campus has developed and is ready to implement daily symptom and temperature screening of all students, staff and visitors prior to admitting them to the facility; <i>and</i> b. Will encourage all staff to self-check before coming to work; <i>and</i> c. Students who are sick or had close contact with a person who tested positive for COVID-19 must stay home; <i>and</i> d. Conduct visual wellness checks throughout the day to monitor staff and students throughout for signs of illness Protocols will be followed to ensure safety for all. Use of thermal kiosk, temperature will be self-monitored, monitoring of student temperature



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	<p>upon arrival, and wellness checks throughout the day with follow-up to nurse as necessary.</p> <p>e. The campus has plans that describe how it will document/track incidents of possible exposure and notify BISD Human Resources and Immediate Supervisor</p> <p>Incidents/possible exposure will be documented and submitted weekly to Human Resources: Secretary-Staff/personnel & Parent Liaison-students/family.</p>
	Plan for When a Staff Member, Child or Visitor Becomes Sick
JD	<p>20. The campus has a plan to address illness of staff, student, and/or visitor.</p> <p>a. Check Nurses stations for holding rooms.</p> <p>b. The campus has developed a plan for responding when a staff member, child or visitor becomes ill. The plan describes how the school will; <i>and</i></p> <p>c. Use an isolate and identify room or area to separate anyone who exhibits symptoms of COVID-19; <i>and</i></p> <p>d. Any student or staff exhibiting symptoms should immediately wait in an isolation area until they can be transported</p> <p>A holding room has been designated in the library, close in proximity to the nurse's office.</p> <p>e. Advise sick staff members not to return until they have met CDC criteria and release by medical profession</p> <p>Staff/personnel will not return to campus as per HR guidelines.</p> <p>f. Closure of areas used by any sick person and do not use before cleaning and disinfection (to reduce exposure)</p> <p>Areas used by individuals having been determined to be sick will go through disinfecting procedures and shut down for a minimum of 3 days.</p> <p>g. Ensure that students, including students with disabilities, have access to instruction when out of class as required by federal and state law.</p> <p>All students will have access to instruction remotely as is deemed necessary.</p>
	Maintain Healthy Operations
JJG	<p>21. The campus will institute and maintain a plan that ensures the operation of the facility is health-conscience.</p> <p>a. The campus has plans that describe how it will; <i>and</i></p> <p>b. Monitor staff absenteeism and have a roster of trained back –up personnel; <i>and</i></p> <p>c. Designate a staff liaison to be responsible for COVID-19 concerns.(COVID -19 Coordinator) ; <i>and</i></p> <p>d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures while maintaining confidentiality as required by FERPA and state law related to privacy of educational records</p> <p>The campus COVID-19 Coordinator will monitor staff absenteeism and designate trained back-up personnel to support the need. The principal's office will continue to work in monitoring and reporting</p>




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	symptoms through nurse and follow district-level protocols in school closure.
	Consideration for Partial of Total Closures
JJG	22. Campuses are required to follow the District Plan As per Superintendent.

Comments:

Principal's Signature of Verification _____ **Date:** _____

Assistant Superintendent Signature of Verification _____ **Date:** _____



Brownsville Independent School District
1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 574-6497

To: Brownsville ISD Faculty and Staff September 14, 2020

RE: Soft Opening of Brownsville ISD Campuses

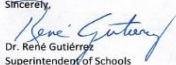
The Brownsville Independent School District (BISD) has taken the following steps to extend distance learning instruction for all students and staff. After meeting with several members of the Board of Trustees and the Superintendent about concerns with in-person instruction, Senator Eddie Lucio, Jr. wrote a letter to Governor Abbott requesting the extension of distance learning without financial implications to the school district. As of September 14, 2020, we have not received a response from Governor Abbott nor the Commissioner of Education; therefore, BISD will prepare for a safe and successful soft opening.

The purpose of this plan is to comply with the guidelines and requirements of the Texas Education Agency for phasing in students after the first four-week period.

Soft Opening Plan only for students without internet and/or a technology device.

Phases	Grade Levels
September 21	Faculty and staff will report to work AM - Virtual Instruction/PM - Professional Development Employees may bring their school age children to work
September 22	AM - Virtual Instruction/PM - Teacher Preparation Day Employees may bring their school age children to work
Phase One September 23	Students needing Credit Recovery (High school only) Employees school age children begin reporting to their home school
Phase Two September 28	Pre-K through 2 nd Grade 8 th Grade and 12 th Grade Special Education (All grade levels)
Phase Three October 5	3 rd Grade and 6 th Grade 7 th Grade and 11 th Grade Off-season begins for Athletics and Fine Arts
Phase Four October 13	5 th Grade and 6 th Grade 9 th Grade and 10 th Grade
Phase Five November 2	To be determined for other students subject to further guidance by the Texas Education Agency

Thank you for your cooperation with our plan. Your safety is of the utmost importance. Your personal protective equipment is available and if you have not received it prior to September 21, please contact your campus principal immediately. We will continue to adjust this plan as needed. Employees are required to follow the BISD Reopening Safety Protocols.

Sincerely,

 Dr. René Gutiérrez
 Superintendent of Schools

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities



AN EARLY COLLEGE DISTRICT
BROWNSVILLE
 INDEPENDENT SCHOOL DISTRICT



BISD Soft Opening Updates

The following information is for BISD employees who have children enrolled in BISD schools.

- Faculty and staff will report to work on September 21 & 22, 2020.
- Employees may bring their **BISD school age children** to their worksite on both days (September 21 - 22).
- **BISD students** whose parents are **employed by BISD** may report to their home school to receive face to face instruction beginning on September 23, 2020.
- **BISD employees** who plan to have their child report to their home school on September 23rd, need to **notify the campus**, so proper preparations are made by **September 21, 2020**.

Please contact your child's home campus if you need further information.