

Safety and EOP Reopening Plan Reminders

- **SAFETY Taskforce members**
 - **Mr. Juan Salazar, Mr. De La Cerda, Mr. Alvarez, Mrs. C. Martinez, Mrs. Rocha.**
- **Daily Routines**
 - Clock in/out recommended to be done virtually
 - Daily review of COVID 19 questions and temperature self check
 - Follow flowchart if you are experiencing COVID 19 symptoms
<https://drive.google.com/file/d/1TswUi3vFSMybRnm5xANF5-Fn5nt7jERf/view?usp=sharing>
 - Follow handwashing, face covering, and distancing protocols
 - Please follow safety guidelines for any cleaning products brought into campus
 - Use phone/email to communicate with campus personnel
 - Please do not congregate in large groups in close spaces
 - Please do not come into the nurse's office, library, parent center, front office, admin offices, principal secretary's office (very public places usually highly populated) unless is **extremely necessary and make sure to call ahead to announce your visit.**
 - Minimize hallway traffic by remaining in your personal space and **follow traffic signage**
 - Print our signage for your classroom and arrange physical space following safety protocol
 - Bring a personal water container. We will be providing water upon request.
 - Please lock your classroom door as to only allow announced visits.
 - Please conduct your planning meetings virtually
 - Please report to administration any safety hazard
 - Review Education Rights and Responsibilities
https://tea.texas.gov/sites/default/files/covid/education_rights_responsibilities_covid.pdf
 - Review BISD reopening plan and safety protocols updates (Faculty agenda)
<https://docs.google.com/presentation/d/1mSlosx3Q0TXGEJ5N5zm4brwli6gyY4S9S9R1-eUD6NU/edit?usp=sharing>
- **Custodians Assigned by Wings**
 - **Please work with your assigned custodian to minimize exposure from different people**
 - **Custodian To-Do List** will be posted outside of your door and you will note what needs to be moved, changed, and/or taken out of your room. List will be completed after school hours to avoid contact.
 - All trash must be placed outside your classroom on a daily basis so that custodians can pass by and pick it up throughout the day.

- If you have an emergency or need custodial help, please contact the front office or call Mr. Garay at 956 4408-5099. For maintenance requests please call or email Mr. Jaime Villarreal.

- **Faculty and Staff Restrooms Usage by Halls**
 - 500 and 200 wing utilize (new) outside restrooms in 200 breezeway
 - 300 and 400 wing utilize the lounge in 400 wing
 - All portables use restrooms in between parent center and cafeteria
 - F Hall uses F-Hall lounge and library restrooms
 - Teachers in the 700 portable area and along the parent center use restrooms outside the cafeteria in front of the Choir room. .

- **Teacher's Breaks**
 - Employees are allowed to use microwaves and refrigerators in lounges. Furniture will be removed to discourage congregating.
 - Limit time in lounges and clean after yourself. Cleaning supplies will be available in the area.
 - Teacher lounges will not be used as a sitting area, recommended to eat in your classrooms or offices to continue with social distancing

- **All personnel must leave campus no later than 4:30 p.m. in order to give custodians adequate time to sanitize all areas and tackle to do lists.**

- **Preparing for Return of Students**
 - Review BISD Updates on COVID:
 - http://www.bisd.us/html/04_Extra/04_CoronavirusHealthUpdate.html
 - Advise parents that all students returning face to face must fill out a consent form for COVID Testing:
 - **English**
<https://docs.google.com/forms/d/e/1FAIpQLSdUeqraSh3y2H7CrbJLij0ZNolsFGh7WrUDZ7iblTWV6PHi9g/viewform>
 - **Spanish**
https://docs.google.com/forms/d/e/1FAIpQLSeymmnX9b9CmWZZuC uXe_-R0VXv3O5VyqPr0qfGBjhNbKewQw/viewform

- **Drills- post your EOP (Emergency Operations Plan) Folder by the door in order to be ready for drills**
 - Must include class roster
 - Must be visible in your classroom by the entrance
 - If you are missing your EOP packet, please email Ms. Castillo.
 - We will be having our first fire drill tentatively sometime next week if weather permits.
 - We will conduct drills in person exercising safety procedures

