

ODESSA COLLEGIATE ACADEMY

Student Safety Procedures & Routines Fall 2020

The purpose of these routines is to keep our OCA students safe, socially distant, and maintain structure during the COVID-19 Crisis. These safety routines may be adjusted at any given time to improve the safety of our students and staff. This plan's goal is to make things more efficient so teachers can focus on their instruction, and students can focus on their coursework in a safe and positive atmosphere.

Morning Arrival:

- Students will report to one of many assigned temperature check locations on the Odessa College campus and given a color-coded wristband pass for the day. Those locations are at the entrance of almost every campus building at OC. Several temperature locations will be outside of the 4 Deaderick Hall entrances as most of our classes are located inside Deaderick Hall.
- Students will have hand sanitizer given to them outside the door of their first morning class
- Students must wash their hands and/or use hand sanitizer upon entry of every classroom for the school day. Large bottles of hand sanitizer will be given to every classroom teacher for use of their classes. Students can bring their own, but OCA has plenty of hand sanitizer for the school year.
- Student must enter the school and go directly to their first class...there will be no points of large group gatherings permitted
- **All staff and students will be required to wear a face covering every school day, inside and outside of all classes**
- Assigned staff will monitor morning arrival. These staff members will be monitoring for safety, ensuring all students are wearing a face covering, directing students to their proper entry, and encouraging students to maintain appropriate distance
- Teachers must be in class 30 minutes before the start of school (7:30 am) to greet students and ensure proper hand sanitation.

Bus Students:

- Students arriving on an ECISD school bus (OCA has about 15 bus students) will be directed by their bus driver when to exit the school bus (staggered- front to back). OCA will work with the Transportation Dept on arrival and pick up times, and possible a later tutoring bus, if that is workable. The one bus drops off our students near Travis Hall, like last year, around 7:30-7:45 am, which is plenty of time to arrive for our 8:00 am high school and college classes.
- OCA will encourage families to drop students off, carpool, have students drive themselves, or students can walk to school to reduce possible virus exposure on school buses.

Other Students (Parent Drop-Off, Walkers, Etc.):

- Parent drop-off will occur within a 30-minute window that begins exactly 30 minutes before the start of school day (8:00 am)
- OCA will identify and clearly label multiple points of entry that will be used for student arrival. This will be posted online and made available to parents.
- Students will enter the doors to their 1st period that is assigned to them the first day of school. Many teachers will be helping with this process the first few days of school until it becomes a normal routine.

- For the safety of all, no parent, guardian, volunteers, or guests may escort a student to class (unless approved by the campus principal for special circumstances). It is rare that this ever happens in high school, but is worth mentioning as a reminder.

After School Dismissal:

- OCA will plan for staggered dismissal at the end of the day (between 3:20 -3:40 pm) that limits the number of students in the hallways and outside
- OCA will identify and clearly label multiple points of exit that will be used for student dismissal. This will also be posted online and made available to parents
- **All staff and students will be required to wear a face covering**
- Parents will utilize the car lane, as directed by the Odessa College Police Department, to avoid any large group gathering points for students and adults
- Students will remain in their classroom until directed to exit the building in a staggered/systematic fashion between 3:20 and 3:40 pm.
- Where possible/safe, students will exit the building through the nearest exterior door to minimize the number of students in the hallways and stairwells
- OCA faculty members will be monitoring for student safety, the wearing of face coverings by all students, and ensuring proper appropriate distancing of all students while on campus.
- Parents will be strongly encouraged to pick up their student by 3:40 pm Monday – Thursday and 2:40 pm on Fridays. There are no after school activities. The Game Room at OC is closed. The Sports Rec Center is closed to students after school. Students cannot hang out and visit after school. To avoid any loitering, students must be picked up by their parents on time. Students who drive must go straight to their vehicle, get in, and go home safely.
- Custodial crews will disinfect every classroom and office after school is over each day.

Classrooms:

- All OCA classes have new 😊 individual desks for students that were delivered this summer. Each desk will be at least 6 feet apart from other students.
- All classes at OCA will be at most, 50% capacity on any given school day, which is 12-14 students. The rest of the class will be home and remoting in, and participating with the class virtually. A schedule will be mailed out to all families, given to all students, and posted on the OCA webpage, so students know which day they are in school, and which day they are home working virtually.

Meal Services:

- **Breakfast will be available FREE to ALL OCA STUDENTS. Breakfast will be available for pick up (it will be a grab and go) in the ECISD portable from 7:30 – 7:55 am, daily.** Students who wish to eat breakfast are directed to pick it up there and take it to their 8:00 am class. Students will be expected to be on time to their 8:00 am class, so please plan accordingly.
- Any/all staff members that will be handling food must complete the online Civil Rights training course via Safe Schools. OCA will be responsible for maintaining a record of all training certificates.
- **All students will be provided free ECISD breakfast and lunch every day- this includes those learning remotely from home who can come up to Travis Hall and pick it up and take it home.**
- **Lunch will be from 12:30 – 2:00 pm for OCA. Students will report to an assigned Lunch Teacher for attendance by 12:30 pm. OCA will have 3 lunch periods. 12:30-1:00, 1:00-1:30, and 1:30-2:00. Students will be escorted to Travis Hall in their assigned lunch time to pick up their lunch and will bring it back and eat it in their classroom. This will be monitored by the students' Lunch Teacher.**

- **Students will have a choice of the free ECISD lunch, or can chose to pay (\$6) for the meal service from Great Western Dining, which is the contracted meal service of Odessa College. Both will be a grab and go type lunch and both will be located in Travis Hall for pick up. NOTE – Great Western Dining will not be available until August 24th. OCA will use ECISD Food Services until then.**
- All ECISD a la carte snacks will be suspended until further notice
- There is no sharing of food or drink items for breakfast, snacks, or lunch
- Trash will be placed outside of the classroom for pick up by custodial staff after the lunches are over
- **Students are permitted to bring breakfast and/or lunch from home**
- OCA will send a friendly reminder to parents to remember food safety for certain breakfast and lunch items (i.e. foods that require the proper hot and cold holding temperatures to prevent food-borne illness and food allergies)
- **Like all ECISD campuses, OCA will run a closed campus lunch schedule for all students**
- No student food deliveries will be accepted at this time (this includes deliveries from parents, restaurants, siblings, etc.)
- All full-time teachers are entitled to a 30-minute duty-free lunch
- At this time, mealtime visitation (which rarely happens in high school) will be suspended

Water Fountains:

- Water fountains will only be used to fill cups and/or water receptacles and will not be used for direct drinking at this time
- Students are permitted to bring their own water bottle for school use throughout the day. The frequency/location of these water bottles are at campus/teacher discretion
- Reusable water bottles must be taken home and washed every evening

Restrooms:

- Stalls and sinks are limited in all Odessa College bathrooms (in all buildings) so that students can be safely 6 feet from each other at all times. Students are expected to wash their hands before they leave the bathroom. Students will be given hand sanitizer as the re-enter the classroom.

School-Wide Events:

- Until further notice, campuses are prohibited from planning large campus-wide events (assemblies, parties, dances, etc.) that bring large groups of students together at one time
- Parent-run organizations (such as PTAs) will be encouraged to host meetings virtually. If this is not feasible, the work of these organizations should be done after school hours to limit the number of people inside the building while students are present

Hallways, Backpacks, Lockers:

- There are no lockers at Odessa College in any of the academic buildings
- **All students will be permitted and strongly encouraged to bring backpacks to the classroom. Backpacks must be CLEAR OR MESH BACKPACKS in our secondary schools, including OCA. Purses or other bags will be limited to 5 x8 x 1 in size. Laptop Bags given to students to carry their Chromebooks are acceptable in all classes.**
- **Student Chromebooks are expected to be taken to EVERY class, every school day, and fully charged from the night before. It is important that our students are using their laptops every school day.**
- Where possible, one-way hallways should be established
- **All students and staff must wear face coverings in the hallways and avoid gathering/grouping**

- Where possible, students should be encouraged to remain 6m feet apart during room transitions and visual markers will be posted as reminders.
- OCA will limit the amount of students in the hallways at a time. A staggered bell schedule will be utilized between the 10 minute passing periods
- In two-way hallways, students will be taught and expected to travel on the far right of the hall and report immediately to the next class
- When possible, students should make transitions outside of the building, which is often at Odessa College as students walk from building to building
- Students will be given hand sanitizer before they enter any classroom at Odessa College.
- Students will assist with the cleaning of student desktops (Clorox wipes) as the end of the class period so that the desk will be clean for the next class.

Substitute Teachers:

- OCA will strive to find substitutes and avoid splitting classes and/or gathering students unnecessarily
- OCA is fully staffed with teachers ☺ and do not have any long-term substitutes to teach classes. The use of substitute teachers will be used in the absence of an OCA teacher
- If multiple OCA teachers are out, a large shared space, appropriately-distanced, will be provided for a substitute should OCA have the need to combine classes – such as the auditorium

Emergency Drills:

- The Standard Response Protocol will continue to be implemented. In a true emergency, OCA will protect life above all else. The guidance listed in the next two bullets pertain only to practice drills during the COVID-19 pandemic.
- Drills will be carried out with the same alerts and same routes as normal. At this time, the same annual drill schedule is still required and will be sent out by the Odessa College Police Department to the OCA Principal.
- Drills will be practiced in conjunction with the COVID-19 safety measures such as physical distancing, the use of face coverings for all staff/students, and hand sanitizer before and after the drill

School Nurse:

- Students who believe they are feeling ill, feverish, have a cough, achy, or COVID-19 type symptoms, etc... are to report to the School Nurse in Deaderick Hall immediately, and not go to any classroom.
- Teachers are to call the School Nurse if they believe students are feeling ill or have COVID-19 like symptoms.
- Students who have a fever are to NOT report to school. If a student has a fever at one of the temperature checks in the morning, they are to report to the School Nurse immediately and will not go to any classroom.
- Those monitoring the temperature check tables (an adult employee) will also call the School Nurse that they are sending that student to the Nurse who has a fever at the temperature check station.