



Dr. Rene Gutierrez  
Superintendent of Schools

# Villa Nueva Elementary

"Together We Create A Better Tomorrow"

7455 Old Military Road • Brownsville, Texas 78520  
(956) 542-3957 • Fax (956) 544-0720



*Melissa B. Gutierrez*  
Principal

*Griselda Marchan*  
Dean of Instruction

*Ernie Vela*  
Assistant Principal

## Villa Nueva Safe Re-opening Plan

### Entering the Campus

#### Staff:

1. Staff will be encouraged to use Web Time Clock to avoid touching Biometric time clock and avoid large numbers of people coming into the front office.
2. Staff will be directed to come through the main entrance before going to their classroom for temperature check and questionnaire.
3. Staff is required to wear a face mask and will be given the option of wearing a face shield.

#### Students:

1. Students will have 3 drop off areas in the front of the school dependent on grade level and/or classroom building.
2. Bus students will be dropped off at the designated bus area.
3. Students will have their temperature check before entering the campus.
4. Students who have a temperature will be isolated in Room 16, Individual testing Room or Room 1 and parents will be called for pick up.
5. All student will be required to wear face masks.

#### Start of Day Procedures:

1. 7:15-Classified Staff will report to designated locations as indicated on the 7:15 map. Please find self-identification icon via the key on the map. Staff will report to their designated location on the map in a timely manner. Staff will remain at the designated location until 7:30 or they are relieved from duty by another supervising adult.
2. 7:30-Classified Staff will report to secondary location as indicated on the 7:30 map. Staff will find self identification icon via the key on the map. Staff will report to designated area in a timely manner.
3. 7:30-Certified Staff (by weekly rotation schedule) will report to primary location until all students are picked up by their respective teachers. **No student is to be left unattended in any area.**



Dr. Rene Gutierrez  
Superintendent of Schools

# Villa Nueva Elementary

"Together We Create A Better Tomorrow"

7455 Old Military Road • Brownsville, Texas 78520  
(956) 542-3957 • Fax (956) 544-0720

*Melissa B. Gutierrez*  
Principal

*Griselda Marchan*  
Dean of Instruction

*Ernie Vela*  
Assistant Principal

## Drop Off Areas (4 Locations)

Drop of Area	Campus Location	Grade Level
Location 1	Library	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>
Location 2	Front Gate Keyed Entry	1 <sup>st</sup> , 2 <sup>nd</sup>
Location 3	Front Gate Next to Outside Restrooms	PreK3, PreK4, Kinder
Bus Drop Off	First Gate Next to PreK 3 door	All Bus Students

Classrooms:

Staff:

1. Teachers have been given reusable face masks from the district and TEA.
2. Teachers have been given face shields.
3. Teacher are allotted a Covid Kit for each classroom with necessary cleaning/disinfecting items for the classroom.
4. Hand sanitizers are readily available for use in each classroom and throughout the campus.
5. Harmful cleaning products will not be stored near students. Students will not have access to harmful cleaning products.

Students:

1. Student desks and seating arrangements will be arranged to continue social distancing.
2. Students will be asked to wipe down their desks at the end of each day when safe and developmentally appropriate.
3. Students will receive training in hand washing, face coverings, sanitation procedures, and social distancing.
4. Students will walk through the halls as a group only as necessary keeping with social distancing protocols.
5. Desk shields shall be used for all students PreK-5<sup>th</sup> grade.
6. Students shall not utilize communal supplies.



Dr. Rene Gutierrez  
Superintendent of Schools

# Villa Nueva Elementary

"Together We Create A Better Tomorrow"

---

7455 Old Military Road • Brownsville, Texas 78520  
(956) 542-3957 • Fax (956) 544-0720

---

*Melissa B. Gutierrez*  
Principal

*Griselda Marchan*  
Dean of Instruction

*Ernie Vela*  
Assistant Principal

## Hallways:

1. All hallways will be marked with floor signage to keep the flow of traffic in one direction only.
1. Student groups will walk the minimum CDC recommended 6 feet apart from each other.
2. Security and administration will be visible in the hallways to monitor.
3. Appropriate safety signage is visible throughout hallways.

## Restrooms:

1. There shall only be two students allowed in the restroom at any given time. Floor markers indicated social distancing.
2. Classrooms will be scheduled to take monitored hand washing breaks at least twice during the school day.
3. All restroom facilities will be cleaned and sanitized throughout the day

## Lunch:

2. 11:25-Classified/Certified Staff assigned to cafeteria duty will report to the cafeteria to pick up their designated grade level's lunches. Staff will take the student lunches to their designated areas where they will supervise their perspective grade level students. Staff must pick up students from their classrooms and take them to designated spots by 11:30.
3. 11:30-12:00- Classified/Certified Staff will monitor student lunch while ensuring students abide by social distancing guidelines at all times.
4. 12:00 Students will assist in wiping down their eating area and wash/sanitize hands.
5. 12:00-12:30-Classified/Certified Staff will begin with supplemental instruction (teacher assigned)
6. 12:30-Classified/Certified Staff will escort students back to their teacher ensuring that students walk the minimum CDC recommended 6 feet apart from each other.



Dr. Rene Gutierrez  
Superintendent of Schools

# Villa Nueva Elementary

"Together We Create A Better Tomorrow"

7455 Old Military Road • Brownsville, Texas 78520  
(956) 542-3957 • Fax (956) 544-0720

*Melissa B. Gutierrez*  
Principal

*Griselda Marchan*  
Dean of Instruction

*Ernie Vela*  
Assistant Principal

## Lunch Time Assignments

Grade Level	Lunch Location	Supervising Staff
PreK3	Room 41	V. Hurtado
PreK4	Room 40	L. Rodriguez
Kinder	Room 42	A.Paz
1 <sup>st</sup>	Room 36	D. Pena
2 <sup>nd</sup>	Room 67	C. Garcia/E. Gonzalez
3 <sup>rd</sup>	Library	Correa
4 <sup>th</sup>	Room 54	J. Eguia
5 <sup>th</sup>	Room 5	T. Pena

7. Teachers and Staff shall be assigned Lounges as to abide by social distancing Protocols

## Lounge Assignments

Location	11:30-12:00	12:00-12:30
Room 48	PreK3 PreK4 Kinder	1 <sup>st</sup> Grade 2 <sup>nd</sup> Grade Nurse
Room 6	3 <sup>rd</sup> Grade 4 <sup>th</sup> Grade	5 <sup>th</sup> Grade SPED/Dyslexia Special Programs



Dr. Rene Gutierrez  
Superintendent of Schools

# Villa Nueva Elementary

"Together We Create A Better Tomorrow"

7455 Old Military Road • Brownsville, Texas 78520  
(956) 542-3957 • Fax (956) 544-0720

*Melissa B. Gutierrez*  
Principal

*Griselda Marchan*  
Dean of Instruction

*Ernie Vela*  
Assistant Principal

## Dismissal

### Dismissal Areas (4 Locations)

Pick up Area	Campus Location	Grade Level
Location 1	Library	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>
Location 2	Front Gate Keyed Entry	1 <sup>st</sup> , 2 <sup>nd</sup>
Location 3	Front Gate Next to Outside Restrooms	Pre-K 3, Pre-K 4, Kinder
Bus Drop-Off	First Gate next to Pre-K 3 Door	ALL BUS Students

1. Teachers will keep all students inside their perspective classroom and will log into their perspective 'dismissal grade level link' and project the live stream.
2. There will be a grade level designated individual who will be calling out the students name or number for the student to be released into the wing where they will be monitored by hallway stationed personnel as they make their way to their vehicle.
3. Bus Students will be called out by Ms. Dianne Harris via the same link. Students will be monitored in the hallways by personnel as they make their way to the bus pick up area.

### Possible Covid Cases on Campus

1. Any student or staff member shall be isolated from the general population in one of three isolation rooms designated on campus.
2. Doctor clearance will be required for return to school or work
3. Campus will immediately track the areas where the student/staff member has been on campus and who they were in close contact with. Close contact being 15 continuous minutes of less than 6 feet apart.
4. Campus will clean and/or disinfect all areas used by student/staff member showing Covid-19 symptoms. Those areas will remain closed for the remainder of the school day.



Dr. Rene Gutierrez  
Superintendent of Schools

# *Villa Nueva Elementary*

"Together We Create A Better Tomorrow"

---

7455 Old Military Road • Brownsville, Texas 78520  
(956) 542-3957 • Fax (956) 544-0720

---

*Melissa B. Gutierrez*  
*Principal*

*Griselda Marchan*  
*Dean of Instruction*

*Ernie Vela*  
*Assistant Principal*

## Campus Visitors

1. Temperature checks will be conducted for all visitors entering the building.
2. All visitors who are able to enter the building will be required to wear a face covering. Visitors may be asked to momentarily remove a face covering to verify identification.
3. All visitors will be screened using the BISD Health Screening Form. When asking individuals if they have symptoms for COVID-19, school systems will only require the individual to provide a "Yes" or "No" to the overall statement that they are symptomatic for COVID-19
4. A visitor who has tested positive for COVID-19 will not be allowed in school buildings until they have met the criteria for reentry in accordance to Center for Disease Control (CDC) Guidelines.
5. Non-essential visitors will not be allowed in the building.
6. Social distancing will be maintained for any meeting with a visitor (ARD, etc.).
7. BISD campuses will not accept non-essential deliveries (including meal deliveries) during the school day. During substantial and moderate COVID-19 activity, BISD will restrict visitors inside the building, including volunteers and parents.