



# Brownsville Independent School District

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

April 29, 2020

To: Brownsville ISD Certified and Classified Personnel

Brownsville ISD has collectively developed a "Soft Opening Plan" to keep our employees safe and healthy as they complete critical end of the year tasks while on campus.

**Per Governor Abbott's orders the following guidelines apply:**

- 1.) April 17, 2020, order allows staff into school facilities. See attached **TEA Guidance on Entering Schools during Closure**.
- 2.) April 27, 2020, order lifts Shelter in Place on April 30, 2020, and opens Texas Economy by allowing all retail stores, restaurants, movie theaters, and malls to reopen on Friday, May 1, 2020. These services must limit their capacity to 25% of their listed occupancy.

**Soft Opening of Brownsville ISD Campuses, Facilities, and Central Administration Building:**

- 1.) All staff overtime will end on April 30, 2020.
- 2.) BISD will continue to follow all COVID-19 guidelines:
  - a. Ensure six feet of social distancing is in place at all times.
  - b. Handwashing and sanitizing will continue and is required.
  - c. Masks and gloves are **strongly** recommended and encouraged.
  - d. Non-school personnel (visitors, parents, and students) will not be allowed to enter campuses until further notice and will be closed to the public.
- 3.) BISD will implement three phases of a "Soft Opening Plan" for the month of May. The purpose of this plan is to close the remainder of the 2019-2020 academic school year and ensure all grades, promotions, required documentation for closure, and End of Year Clearances are completed.

Phases	High School	Middle School	Elementary	Central Office
<b>Phase I</b> May 4, 2020 8 a.m. - 4 p.m.	Principal Dean Secretary Custodian	Principal Dean Secretary Custodian	Principal Dean Secretary Custodian	Maintenance Warehouse Facilities Other Depts.
<b>Phase II</b> May 11, 2020 8 a.m. - 4 p.m.	Asst. Principals Counselor (1) Data Entry Records Clerk Attendance Clerk Registrar's Office Bookkeeper	Asst. Principals Counselor (1) Data Entry Attendance Clerk Bookkeeper	Asst. Principals Data Entry Attendance Clerk	To be determined
<b>Phase III</b> May 18, 2020 8 a.m. - 4 p.m.	Open to all campus staff – up to 30	Open to all campus staff – up to 30	Open to all campus staff – up to 20	Up to 30 staff members per Dept.

- \* Campus or department staff may come to work on a volunteer basis during each of the phases with supervisor approval.
- \* All staff must continue to be available to work remotely from 8 a.m. to 4 p.m.
- \* Principals and departments are expected to be CONSISTENT with this plan.
- \* Common areas will be cleaned and sanitized daily.

Thank you for your cooperation and understanding of this new updated plan. We will continue adjusting as needed based on new developments. Please continue to take precautionary measures and stay safe.

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*