

# School Reopening Plans Template

Name of School

COTTONWOOD HIGH SCHOOL

Each School in Granite School District is required to develop local plans for reopening school for in-person instruction in the fall of 2020. In this document, principals, should provide assurance that they have met the specific requirements from the district in their planning process. This document can be used in conjunction with the USBE School Reopening Handbook, which provides recommended considerations to guide planning and additional details. The requirements contained in this template are subject to change and will be updated accordingly.

This School Reopening Plans Template is required to be submitted to your School Leadership and Improvement Director by August 3, 2020. Principals should include their Leadership Teams and Building Committees in developing these plans and make sure that their Community Council gets a chance to review them and give input and feedback.

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## Repopulating Schools

### Communication and Training

District Requirement (“What”)	Implementation Plan (“How”)
<p>Develop teacher, staff, and student education and training on school’s reopening protocol and action plans</p> <ul style="list-style-type: none"> <li>Educate and train students and caregivers on school’s protocols and action plan; post and/or make accessible to school community</li> <li>Make materials available to families in their respective preferred/primary language</li> </ul>	<p>School plan for reopening and action plans will be made available via Cottonwood High School website as well as in Principal’s message per district guidelines and timelines.</p> <ul style="list-style-type: none"> <li>Student training and education will take place during first week of school in addition to website, Principal message, Social Media, etc.</li> <li>Community Council will receive a copy of school reopening and action plans prior to school start.</li> <li>Reopening materials and action plans will be made available in family preferred languages whenever possible.</li> </ul>

### Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions)

District Requirement (“What”)	Implementation Plan (“How”)
<p>Create a process for students/families and staff to identify as high risk<sup>1</sup> for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements</p>	<p>We will share our plans for mitigating risk factors. For those students/families that would prefer to participate in distance learning they may fill out a form letting us know their desire to do so and we will accommodate their request. Staff that identify as high risk may reach out to Human Resource Department and will be provided reasonable accommodations.</p>
<p>Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19</p>	<p>504 case managers, special education file holders and school nurse will review plans prior to school start to identify students with higher risk factors associated to COVID-19 transmission. Additionally, we will, in mass communications, ask for parents/guardians to notify us if their students identify with higher risk factors for COVID-19 transmission. Health care and other plans will be updated upon identification.</p>

### Enhanced Environment Hygiene & Safety

District Requirement (“What”)	Implementation Plan (“How”)
	Indicate assurance:

# School Reopening Requirements Template

Teach, review, and monitor protocols for implementing an increased cleaning and hygiene regimen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Faculty, staff, and students wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Indicate assurance:
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use	Indicate assurance:
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## School Schedules

District Requirement (“What”)	Implementation Plan (“How”)
Communicate and inform all stakeholders of the possible school schedules; Dismissal, Modified, and Regular.	We will begin on a normal schedule. Changes to our school schedules will be published on school website, Principal’s message and Blackboard email. Faculty and staff will be informed during opening faculty meeting.

## Monitoring for Incidences

District Requirement (“What”)	Implementation Plan (“How”)
Train/Educate teachers, staff, and students on protocols for symptom monitoring	Teachers/staff will be trained during opening faculty meeting/PD. Students will be educated during the first week of school during designated class periods, possibly via pre-recorded message.
Monitor staff/student symptoms and absenteeism carefully	Indicate assurance:
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educate and promote to staff/students: “If you feel sick; stay home”	Indicate assurance:
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do not allow symptomatic individuals to physically return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider	Indicate assurance:
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# School Reopening Requirements Template

## Containing Potential Outbreaks

### Preparation Phase

District Requirement ("What")	Implementation Plan ("How")				
Develop teacher/staff education and training on school's protocol for containing potential outbreaks	Follow pre-established district guidelines. Staff will be trained during on our professional development days from August 13 – 21 <sup>st</sup> .				
Consult with school nurse and district regarding procedures for tracing a positive COVID-19 case by an employee, student, visitor, or those who have come into contact with an individual testing positive	Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes				
<input type="checkbox"/>	No				

### Quarantine/Isolation Protocol

District Requirement ("What")	Implementation Plan ("How")				
Designate isolation rooms at each school to temporarily house students who are unable to return home	Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes				
<input type="checkbox"/>	No				
Communicate health and safety issues transparently, while protecting the privacy of students and families	Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Yes</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	Yes				
<input type="checkbox"/>	Yes				

### Transition Management Preparation

District Requirement ("What")	Implementation Plan ("How")				
Develop a communication procedure for students and faculty in the case there is a temporary dismissal	Follow prescribed communication protocols in Cottonwood Emergency manual.				
Analyze distance learning capabilities (i.e. need for Wi-Fi or paper learning modules)	Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes				
<input type="checkbox"/>	No				

## 7 Characteristics of a Situation

Explore extracurricular/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	Indicate assurance:
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Mitigation Tactics for Specific School Settings

LEA Mitigation Strategies for Specific School Settings

Analyze each of the following settings to determine the appropriate risk mitigation strategies to implement. Please consider the 7 Characteristics of a Situation as you plan your mitigation strategies.

Setting	Mitigation Strategies
Classrooms	<ul style="list-style-type: none"> <li>- Seating chart to control movement</li> <li>- Teachers, aides, students wear face coverings</li> <li>- Spread seats out as much as possible</li> <li>- Teacher and students' clean desks and other shared surfaces at beginning of class</li> <li>- Reduce or eliminate shared materials or equipment, including each student having their own Chromebook</li> <li>- Teacher dismiss class row by row to reduce congestion at exit points</li> <li>- If weather permits and windows are available, windows will be opened to facilitate air flow</li> </ul>
Transitions	<ul style="list-style-type: none"> <li>- Teacher limit any all-class transitions where possible to small group transitions to eliminate congestion</li> <li>- Incorporate time limits on all transitions</li> <li>- Encourage students to maintain distancing where possible during transitions</li> <li>- Students, teachers and staff wear face coverings during transitions</li> <li>- Teachers encourage students to limit touching of surfaces and items</li> </ul>

## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Entry/Exit Points	<ul style="list-style-type: none"><li>- Signage on every classroom door and entry/exit point encouraging proper sanitation, distancing, wearing of face coverings and other habits to reduce the spread of germs</li><li>- Frequent cleaning/sanitizing of entry/exit points by custodial staff and teachers</li><li>- Classroom doors remain open to reduce touching of doorknobs/door hardware</li><li>- One-way entry/exits in pods</li><li>- Limit printed announcements at entry/exit points to reduce gathering</li><li>- Teachers stand at doorways to encourage movement, wearing of face coverings and to discourage grouping</li></ul>
Transportation	<ul style="list-style-type: none"><li>- All students, transportation staff and aides wear face coverings</li><li>- Transportation staff disinfect buses frequently</li><li>- Students sit single in alternating seats where possible to ensure appropriate distancing</li><li>- Assigned seating</li><li>- Siblings seated together</li></ul>
Restrooms	<ul style="list-style-type: none"><li>- Signage in restrooms encouraging hand washing, hand sanitizer and other practices that mitigate the spread of germs</li><li>- Teachers reduce number of hall pass uses during class to alleviate number of students in restrooms</li><li>- Teachers ensure timed hall pass usage to reduce time in restrooms</li><li>- Assign restrooms to each pod/area to help minimize numbers of students in restroom at one time</li><li>- Face coverings worn by all students, teachers, staff</li><li>- Frequent cleaning of restrooms, touch surfaces by custodians</li></ul>

## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Lunch/Cafeterias	<ul style="list-style-type: none"> <li>- Divide building into two lunch groups and hold two lunches to reduce numbers</li> <li>- Provide floor signage for lunch lines which encourage students to distance 6 feet while waiting in lunch lines</li> <li>- All students, staff wear face coverings while in line and after they eat their lunch</li> <li>- Frequent sanitization of tables, chairs, and lunch furniture in between two lunches</li> <li>- No buffet carts used (salad bar, condiments area, etc.)</li> <li>- Reduce number of students at each table where possible</li> </ul>
Large Group Gatherings (e.g. assemblies, performances)	<ul style="list-style-type: none"> <li>- No in-person assemblies will be held until ratio guidelines approved (1 student per 4 seats)</li> <li>- Assemblies will be recorded and broadcast to students during a designated period of the day</li> <li>- New student orientation tour will be recorded with possible small groups touring the building at specified times</li> <li>- Numbers of persons attending athletic and performing arts events will be in compliance with district/state guideline following a 25% of maximum capacity to allow for social distancing</li> </ul>
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none"> <li>- State guidelines are still to be determined</li> <li>- District/state guidelines for these classes will identify actions</li> <li>- Cottonwood performing arts teacher is currently working on state recommendations committee</li> <li>- When possible Choir and Band will use the auditorium for their classroom. This will help with group size, respiratory output, congestion, and proximity.</li> <li>- When weather permits, PE will run classes outside. This will help with group size, respiratory output, congestion, and proximity.</li> <li>- We will move non-essential furniture out of the classrooms to increase social distance possibilities.</li> <li>- We will continually disinfect shop equipment, tools, instruments.</li> <li>- We will make hand sanitizer and hand washing opportunities available upon entrance and exiting instructional areas.</li> <li>- We will utilize other areas of the school to social distance like the auditorium, gym, lunchroom, media center or outside.</li> </ul>



## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none"> <li>- Special education teachers and 504 coordinators will conduct a risk assessment of all students and identify those who may be in a higher risk category. Plans will be modified to accommodate those needs in a reasonable manner</li> <li>- 504/IEP Meetings will be held virtually where possible</li> <li>- Where 504/IEP meetings must be held in person, appropriate sanitization of meeting locations will take place</li> <li>- Where 504/IEP meetings must be held in person, appropriate social distancing will be maintained and face coverings will be worn</li> <li>- Meetings with Social Worker, Psychologist, SLP and other related service providers will be held in a room where appropriate social distancing can occur</li> <li>- Face coverings will be worn by staff and students during meetings with all other related service providers</li> </ul>
PD/Faculty Meetings	<ul style="list-style-type: none"> <li>- Where possible, faculty and PD meetings will be held virtually or in the auditorium where social distancing is possible.</li> <li>- When faculty/PD meetings must be held in person, rooms will be sanitized, social distancing maintained and face coverings worn by all participants. Attendees will be encouraged to avoid grouping before/after meetings</li> <li>- When meetings are held in person, care will be taken to ensure that meetings are prompt to reduce time together</li> </ul>
Before/After Student Supervision	<ul style="list-style-type: none"> <li>- All students, faculty and staff wear face covering</li> <li>- Staff/students maintain social distancing guidelines</li> <li>- Students will exit the building immediately after school ends unless they are participating in after school activities or under the direct supervision of a staff member.</li> </ul>

## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Drop Off/Pick Up Areas	<ul style="list-style-type: none"><li>- Face coverings worn by all patrons, staff, students</li><li>- Supervision of these areas maintained to discourage grouping, gathering, and encourage appropriate social distancing</li></ul>
Front Office	<ul style="list-style-type: none"><li>- Hand sanitizer available for patrons, staff, students</li><li>- Face coverings worn by all patrons, staff, students</li><li>- Clarify process for check in/check out in newsletter to patrons</li><li>- Floor markers to designate distancing in lines</li><li>- Plexiglass installed at counters</li><li>- Isolation virus room identified for those who become symptomatic</li><li>- Frequent sanitization of office furniture</li></ul>
P/T or SEP Conferences	<ul style="list-style-type: none"><li>- Face coverings worn by all patrons, staff, students</li><li>- Teachers will meet with parents/students in their individual classrooms</li><li>- Waiting areas are identified and social distance maintained</li><li>- Teachers will ensure prompt, brief meetings with parents/students (5-7 minutes or less). If parents wish to have a lengthy discussion, virtual meeting arrangements can be made.</li><li>- Teachers wipe down meeting surfaces in between meetings</li></ul>

## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Safety and Fire Drills	<ul style="list-style-type: none"> <li>- Face coverings worn by all staff and students</li> <li>- Social distancing will be maintained during evacuation procedures where possible</li> <li>- Prompt attention will be given to ensure roll is taken during evacuation so the time in close proximity is limited</li> <li>- Students returning to the building will be monitored by area captains allowing one class to return at a time</li> </ul>
Patron Meetings	<ul style="list-style-type: none"> <li>- Face coverings worn by all patrons and staff</li> <li>- Maintain appropriate social distance where possible depending upon meeting space</li> <li>- Encourage virtual meetings where possible</li> <li>- Wipe down/sanitize surfaces after meeting</li> </ul>
Library/Media Centers	<ul style="list-style-type: none"> <li>- Face coverings worn by all staff, students, teachers</li> <li>- Social distancing at tables – reduce numbers at each table</li> <li>- Limit capacity – signage on outside doors</li> <li>- Instruction signage on tables to limit number of students at each table</li> <li>- Limit time in media center</li> <li>- Disinfect returning books/Chromebook</li> <li>- Plexiglass installed at all check in/check out areas to increase social distancing</li> <li>-Students should have a pass to come to the library during lunch time or during class time.</li> <li>-Student access to the library will be tracked.</li> <li>-Limit the number of students allowed in the library at a given time.</li> <li>-Encourage students to search online rather than through the shelves.</li> <li>-Shared library search station computers will not be used.</li> <li>-Encourage students to place holds for easy pickup and/or delivery.</li>   <li>-Students will practice social distancing while in the library.</li> <li>-Library seating will be physically distanced.</li> </ul>

## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
	<ul style="list-style-type: none"> <li>-Utilize floor markings or signage to direct traffic within the library to avoid congestion.</li> <li>-Students and staff in the library will wear masks or face shields at all times.</li> <li>-Library circulation desks will be equipped with plexiglass shields.</li> <li>-Prop doors open to reduce touch where possible.</li> <li>-Students should wash or sanitize their hands before entering the library.</li> <li>-Make hand sanitizer available.</li> <li>-Common library equipment will be cleaned by students, teachers, and school librarians after use.</li> <li>-Books that are taken home will be quarantined for at least 4 days upon return to the school.</li> <li>-This means books should be placed in a location where they are not used, such as a workroom, tote, closet, or other isolated location.</li> <li>-Furniture that can't be wiped down (bean bags, pillows, etc.) should not be used if it can be avoided</li> </ul>
IEP/Special Ed Meetings	<ul style="list-style-type: none"> <li>- Encourage virtual meetings where possible</li> <li>- Where in person meetings must be held, organize meeting area for appropriate social distancing</li> <li>- All attendees must wear face coverings</li> <li>- Clean/sanitize areas before/after meeting</li> </ul>
Auditoriums	<ul style="list-style-type: none"> <li>- Local health guidelines for assembling in large groups will be followed</li> <li>- All attendees wear face coverings</li> <li>- Numbers of attendees reduced to allow for social distancing. Reduced number of tickets will be sold to ensure possibility of social distancing.</li> <li>- Auditorium will be cleaned/sanitized following use</li> <li>- Where possible, doors will be propped open to reduce touch points</li> <li>- Gathering before/after events will be discouraged – patrons encouraged to leave immediately following events</li> </ul>

## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Gyms	<ul style="list-style-type: none"><li>- District guidelines will be followed, guidelines TBD</li><li>-Classes will be divided into small group sections and space will be utilized to create distance. Classes will be encouraged to be outdoors as permitted by weather.</li><li>-Students will be required to wear face coverings while not engaged in physical activity. Activities will be designed to encourage social distancing.</li><li>-Care will be taken to ensure students are not sharing equipment. Equipment will be vigorously cleaned after each use. In situations where this is not possible, students will be instructed to use hand sanitizer before and after equipment use.</li><li>-Weather permitting, classes will be held outside. When gym use is necessary, activities will be designed to utilize the entire gym area in order to relieve congestion.</li></ul>
Hallways	<ul style="list-style-type: none"><li>- Signage in hallways to encourage controlled movement and social distancing</li><li>- Teachers, students, staff wear face coverings</li><li>- Turn off water fountains to discourage touched surfaces in hallways</li><li>- Signage in restrooms encouraging proper sanitary habits (washing hands, using sanitizer, etc.)</li><li>- Teachers stand at doors to discourage grouping, stopping, etc.</li><li>- No locker usage for student body as a whole</li></ul>
Athletic Events	<p>-Athletics will follow the guidelines that we are given concerning athletics capacity in our venues.</p> <ul style="list-style-type: none"><li>o Cottonwood plans to sell all live event tickets online to avoid contact, money exchange, lines, etc.</li><li>o Seating at athletic venues will be marked to help keep social distancing.</li><li>o Ticket priority will go to family of athletes (4 per athlete), students, and then others if space permits.</li></ul> <p>The fans will wear face masks.</p>

## K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Assemblies/Performances	<ul style="list-style-type: none"><li>- See 'Auditorium' above for performances</li><li>- See 'Assemblies' above for assemblies</li></ul>