

School Reopening Plans Template

Name of School Farnsworth

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.

Contents

Repopulating Schools.....	2
Communication and Training.....	2
Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions)	2
Enhanced Environment Hygiene & Safety	2
School Schedules.....	3
Monitoring for Incidences	3
Containing Potential Outbreaks.....	4
Preparation Phase	4
Quarantine/Isolation Protocol	4
Transition Management Preparation	4
7 Characteristics of a Situation	5
Mitigation Tactics for Specific School Settings.....	9

School Reopening Requirements Template

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">Educate and train students and caregivers on school's protocols and action plan; post and/or make accessible to school communityMake materials available to families in their respective preferred/primary language	<ul style="list-style-type: none">Training will be given to teachers and staff during the professional development time allotted during the week of August 17th.Teachers will present and practice safety protocols with students on the first day of school.Updates and changes will be communicated weekly via memos, Blackboard, and social media.Trainings on new protocols will be covered weekly or as needed, whichever is more frequent.Changes and updates will be communicated with parents/guardians as needed through Blackboard and social media.Provide in Spanish and English.Pre-write statements to be used in case of confirmed cases/outbreak.Prepare or procure training videos for staff/students/families.

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 risk¹ for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements</p>	<ul style="list-style-type: none">Families with students who identify as high risk will mark at registration and before the end of term whether they wish to have their student participate in distance learning.Families with high risk students who are not able to participate in distance learning may contact the office to further discuss individualized mitigation risks for in person learning.Staff members identifying as high risk will discuss with school administration about various protocols to be implemented to help with mitigation.Staff members with additional needs will be encouraged to contact the Granite School District Benefits Office (385-646-4528).Review Health Care Plans/IEPs/504s to address risk for exposure and accommodate as needed.Consider emotional/social needs of staff (breaks/wellness).Consider emotional/social needs of students (breaks/wellness).

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

Enhanced Environment Hygiene & Safety

District Requirement (“What”)

Implementation Plan (“How”)

Indicate assurance:

- Develop increased cleaning and hygiene protocols for custodian, teachers, aides, students.
- Faculty/staff/students wear face coverings.
- Provide hand sanitizer, soap, water, disinfecting solution & rags in various locations in school.
- Provide contact tracing when required by health department.
- Disinfect touched surfaces at least twice a day (doorknobs, desks, playground equipment, tables, etc.).
- Have adequate supply of PPE supplies, sanitizer, soap, etc.
- Use floor markings for social distancing expectation.
- Individual student lanyard for lunch pin-card & face mask.
- Provide disinfectant sprayers/solution for classroom and playground.

School Reopening Requirements Template

Teach, review, and monitor protocols for implementing an increased cleaning and hygiene regimen	<div>X<input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	
Faculty, staff, and students wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Indicate assurance:	
	<div>X<input type="checkbox"/></div>	Yes
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:	
	<div>X<input type="checkbox"/></div>	Yes
	<div><input type="checkbox"/></div>	No

School Schedules

District Requirement (“What”)	Implementation Plan (“How”)
Communicate and inform all stake holders of the possible school schedules; Dismissal, Modified, and Regular.	<div><ul style="list-style-type: none">Parents will be directed to the website for a list of possible school schedules via Blackboard and social media.</div> <p>Granite School District has three schedules that they are prepared to implement depending on what may be happening due to the virus. The three schedules are Regular, Modified, and Dismissal.</p> <div><ul style="list-style-type: none">With the Regular Schedule students will be allowed to attend every day using the board approved school calendar with increased safety and mitigation measures in place. We plan to use this schedule unless notified a change is required.On a Modified Schedule, school will operate on a split A/B schedule M-Th (Half the students in a class will come on Monday/Wednesday and half on Tuesday/Thursday.) Students not receiving face to face instruction will utilize distance learning or paper-based modules. On Fridays, all students will receive distance learning. Teachers will also use Fridays for planning, small group meetings, and interventions. Students would be divided alphabetically so students in the same families can be on the same schedule. Accommodations will be made on a case-by-case basis.The third schedule would be a Dismissal. We would only utilize a dismissal for a class, grade, or school, in the</div>

	<p>event of an outbreak and in consultation with the Health Department.</p> <ul style="list-style-type: none">• Our school could be on any one of these schedules regardless of what color phase the state, county, or city is in.• These plans will be communicated to all stakeholders through email, website, and hard copy where needed. It will be provided in English & Spanish
--	--

Monitoring for Incidences

District Requirement (“What”)	Implementation Plan (“How”)
Train/Educate teachers, staff, and students on protocols for symptom monitoring	<ul style="list-style-type: none">• Train/Educate teachers about protocols for symptom monitoring at opening faculty meeting and reinforce/reteach at ongoing monthly faculty meetings.• Train/Educate parents about protocols for symptom monitoring via posters hung in the office, Farnsworth Elementary website with links to local Health Department, Facebook, Blackboard, etc.• Train/Educate students about protocols for symptom monitoring frequently via classroom instruction.• Develop and train all staff on school’s protocol for symptom monitoring during August staff meetings.• Establish a plan to assist families in conducting symptom checking at-home and communicate the plan with families in back to school information.• Monitor staff/student symptoms and absenteeism carefully.• Educate & promote “If you feel sick; stay home.”• Do not allow symptomatic people to physically return to school until they meet health department criteria or are cleared by medical provider.• Implement more lenient absentee policies.• Provide options of school checking for symptoms.
Monitor staff/student symptoms and absenteeism carefully	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Educate and promote to staff/students: “If you feel sick; stay home”	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p>

	<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"/> <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	<ul style="list-style-type: none">Develop and train staff on protocol for containing potential outbreaks during August staff meetings (Use guidance/protocol from district and health department).Consult with local health department for tracing a positive COVID-19 case.				
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><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><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	Indicate assurance: <table><tr><td><input checked="" type="checkbox"/></td><td>Yes</td></tr></table>	<input checked="" type="checkbox"/>	Yes		
<input checked="" type="checkbox"/>	Yes				

the privacy of students and families	<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	<ul style="list-style-type: none">• Develop communication procedure for staff and students in case of reclosure (phone calling tree, text, email, etc.).• Provide remote learning via technology or hard copy.• Distribute pre-written statements in case of confirmed cases/outbreak with impacted staff, families, etc.• Parent contact information will be updated in Discovery within 24 hours of receiving it by the office staff.• Parent contact information is pulled from Discovery by Blackboard to send home messages via email, text, and phone call.
Analyze distance learning capabilities (i.e. need for Wi-Fi or paper learning modules)	Indicate assurance: <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

7 Characteristics of a Situation

Movement

Duration

Proximity

Group Size

Respiratory Output

Touch

Congestion

Utah State Board of Education

Situational Characteristics

Movement: How do people move around in the space?

Directed
(lower risk)

Undirected
(higher risk)

Utah State Board of Education

Situational Characteristics

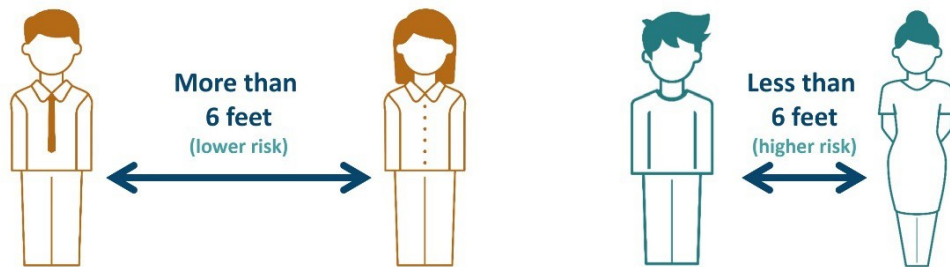
Duration: How long are people in this space?



Utah State Board of Education

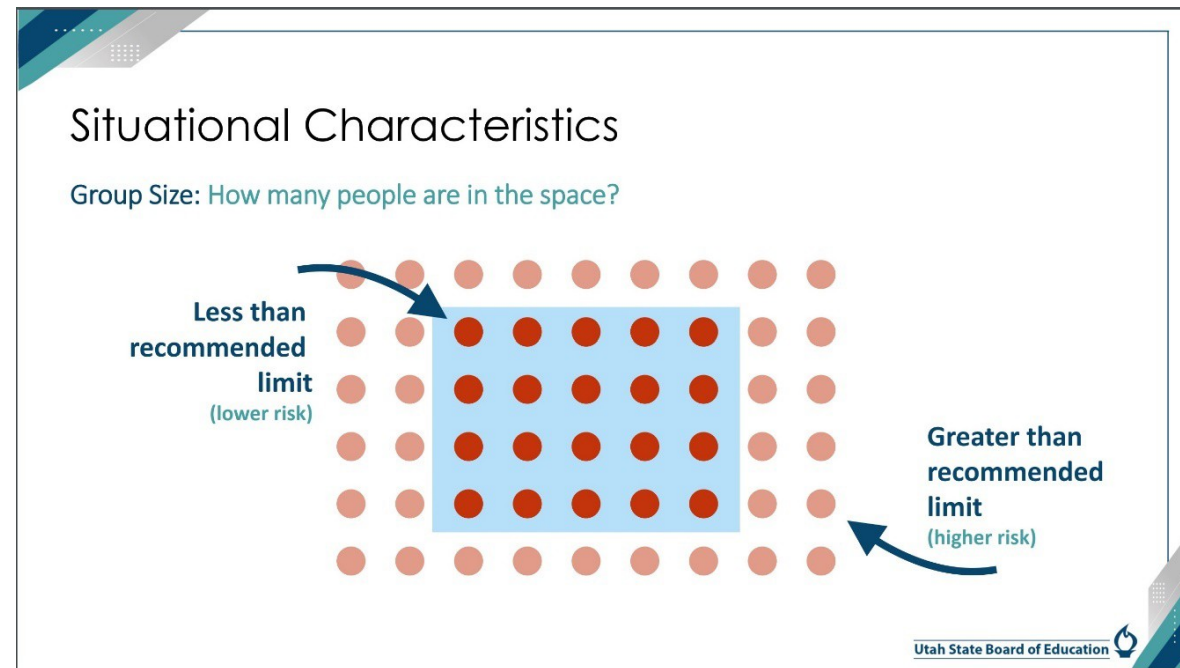
Situational Characteristics

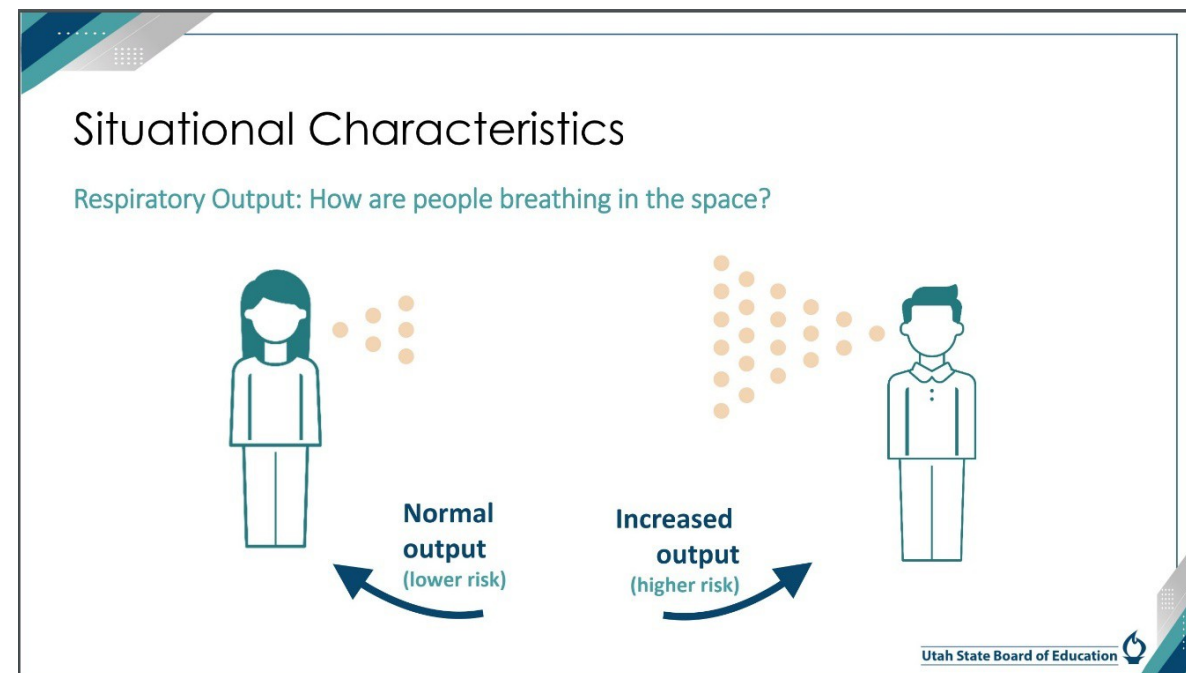
Proximity: How close together are people in this space?

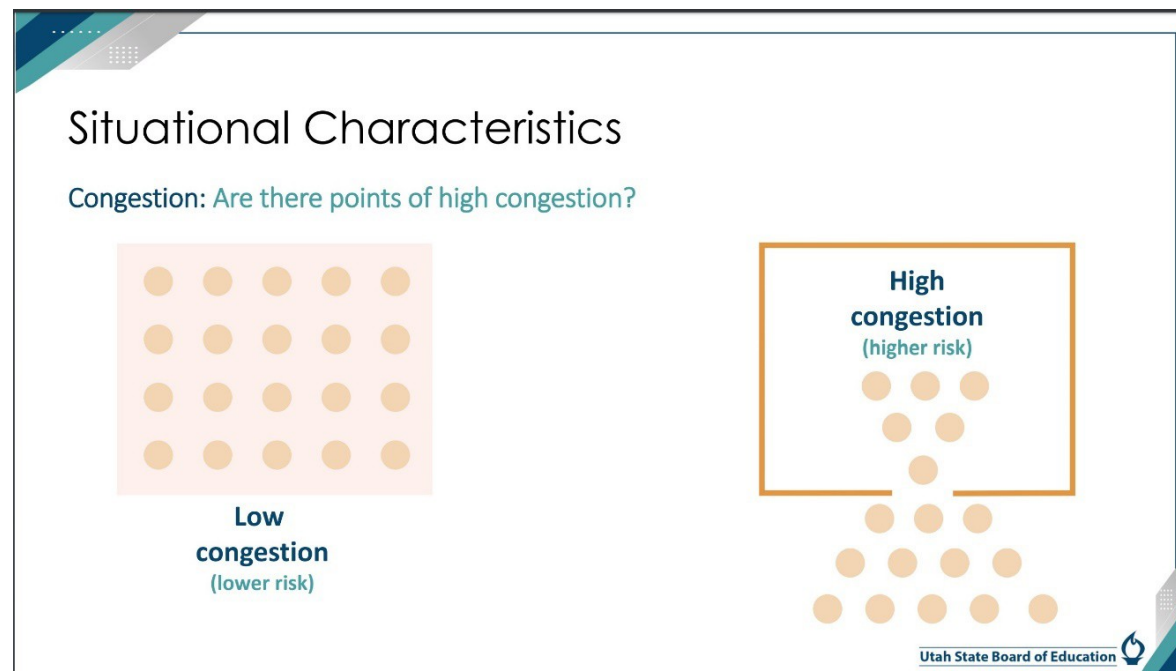
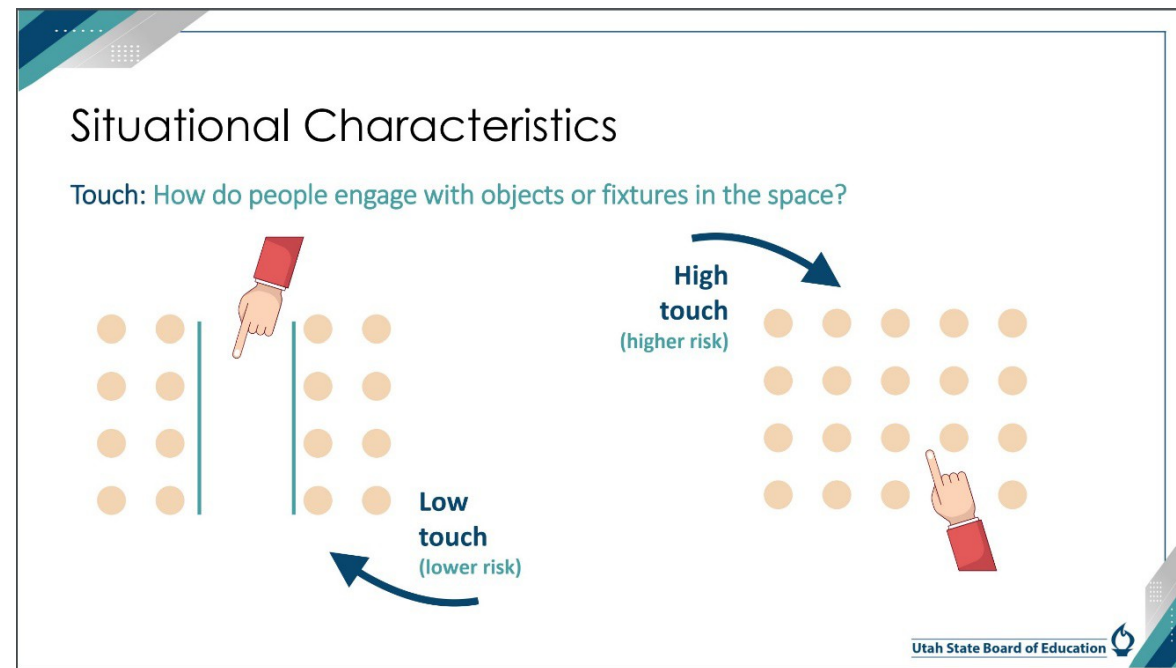


Utah State Board of Education

7 Characteristics of a Situation









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">• A thorough room cleaning/sanitation will take place nightly.• Students and teachers will wear mask/face shields at all times (exceptions will be made for eating, playing outside while maintaining social distancing, etc...).• Students will be assigned specific desks to help ensure contact tracing can be implemented if needed.• Student desks will be spaced apart from each other to the maximum extent possible. Students and desks will be positioned so they all face the same direction at all times.• Eliminate the use of community shared items within the classroom. Students will be assigned and/or given items as needed. Learning materials not stored at student desks will be sanitized after each use (ex: math manipulative, small group materials, etc...).• If a student reports or shows symptoms of COVID-19, they will be discretely sent to the office and placed in an isolation room. Parents will be contacted immediately.• Whole class carpet seating will be eliminated. Carpet work will be conducted in small groups only. Giant classroom rugs will be stored until COVID-19 restrictions are lifted.• Nonessential furniture and equipment will be removed from the classrooms to increase distance between student desks.• Classrooms desks and high touch points will be sanitized before or after students return from an out of classroom transition (ex: lunch, recess, etc...).• Each student will be given multiple cleaning rags. Teachers will be supplied with a district approved disinfectant for student use. Rags will be laundered at the school each day.• The school will provide each student with their own personal water bottle. Classroom drinking fountains will be turned off, but classroom faucets will remain to allow for handwashing and refilling of water bottles.• Students will be given a tote in which they will carry any items that need to be transported to small groups or any other necessary transitions (rags, pencils, manipulatives, etc.).• Designated cupboard or bucket for cleaning supplies.• Mesh laundry bags for dirty rags for easy laundering.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Transitions	<ul style="list-style-type: none">• Grade levels will be assigned different doors to enter and exit the building and will enter/exit the building one classroom at a time.• Large group congregation/gathering between grade levels will be eliminated (ex: assemblies, combined classroom activities, etc...).• All inside doors will be continuously propped open to minimize touch.• High touch surfaces will be cleaned/sanitized regularly.• Students and staff will wear face covering during transitions.• Students will be monitored during transitions to help mitigate contact/exposure.• Signage will be used to direct walking traffic and minimize exposure.
Entry/Exit Points	<ul style="list-style-type: none">• Entry/Exit points will be correctly marked to created flow paths to minimize congestion (ex: 1st grade doors, 2nd grade doors, etc...).• The playgrounds will be closed before and after school.• Non-essential personnel must receive prior approval from the school administration before entering the building (i.e. volunteers, vendors, etc...).
Transportation	<ul style="list-style-type: none">• Face coverings for all passengers.• Maximize physical distancing.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Restrooms	<ul style="list-style-type: none">• Proper restroom hygiene usage will be reinforced to students regularly (ex: cleanliness, proper handwashing, etc.).• Restrooms will be cleaned and sanitized by custodial staff regularly to ensure proper sanitation.• Grade level teachers will work with each other to schedule individual classroom usage time. Students will always have access to the restroom for emergency use.• Student numbers in a restroom will be monitored by teachers to ensure capacity does not exceed 4.• Floor markings will be present inside the bathroom and waiting areas to allow for space between students.• Minimize number of individuals in restroom (hooks on wall for bathroom pass - no more than four allowed in bathroom at a time).• Floor markings to encourage physical distancing while waiting.
Lunch/Cafeterias	<ul style="list-style-type: none">• Lines will be marked on the floor to designate serving line flow paths and to maximize space between students while waiting.• Food normally distributed in the self-serve bar will now be distributed by lunchroom workers to eliminate exposure.• Students will be given time to observe proper hand hygiene before eating (washing hands with soap and water and/or hand sanitizer).• Insite lunchroom tables will be marked with tape indicate where students can sit to maximize distance between students.• Seating charts will be developed to aid in contract tracing.• One grade level will eat at a time and the distance between tables will be increased by opening the gym doors.• Lunch period will be extended to allow for proper cleaning between each grade level use. (ex: time between grade levels will be extended from 10 minutes to 20 minutes).• Home lunch students at start of class line-up (go directly to table to reduce congestion and group size).• Students will be required to line up in alphabetical order to speed up lunch number entry. Only the lunchroom manager will enter a student’s lunch number. Number cards and keypad will not be used.• Entrance and exit to lunchroom will be separate and clearly marked.• Students will be wear lanyards to lunch and be taught how to attach their face coving to the lanyard while eating.• Students will not use keypad. Lunch secretary will enter all lunch numbers.
Large Group Gatherings (e.g. assemblies, performances)	<ul style="list-style-type: none">• Cancel or limit nonessential assemblies.• Record assemblies to be viewed in classrooms/at home.• Hold virtual meetings when possible.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none">• Build in time for sanitation between sessions (10 minutes minimum).• Art, Library, Computers and PE teachers will provide instruction in the classroom and/or outside weather permitting.• Assign “spots” on the floor to maximize distance between students when PE is held in the gym.
Recess and Playground	<ul style="list-style-type: none">• Alternate use of outdoor spaces/class assigned to designated area of play such as field, playground equipment, blacktop.• Disinfect playground and equipment between use.• Require use of face covering when social distancing is not possible.• Walkie talkies and megaphones will be sanitized after each use.
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none">• Plexiglass, face shields, or auxiliary aids for one-on-one close contact (Speech, Psychologist, Social Worker, SPED teacher and Paraprofessional).• Offer reasonable accommodations for students who are unable to wear face coverings.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
PD/Faculty Meetings	<ul style="list-style-type: none">• Employ the use of social distancing during faculty meetings or staff professional development.• Conduct virtual meetings when possible/effective.• Require staff to wear face covering.• Provide hand sanitizer upon entering and exiting.• Sanitize touch surfaces after meeting.
Before/After Student Supervision	<ul style="list-style-type: none">• Before school each class will be assigned a designated waiting area. Teachers will escort classes into the building one class at a time.• Playgrounds and equipment are closed for use before and after school.• Parents may wait with their student until the bell rings and must also stay in the designated waiting area and wear a face covering at all times.• Starting five minutes before the end of the school day one class per grade-level will be released at a time in one-minute intervals.• Extra supervision will be on hand before and after school to enforce these guidelines.
Drop Off/Pick Up Areas	<ul style="list-style-type: none">• Encourage parents to stay in cars when dropping off or picking up students.• Signage reminding parents to stay in their car.• Parents who pick up their student on school grounds must wear face covings at all times and practice social distancing. Parents should only enter the building through the front doors and form a socially distant line when entering before and after school.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Front Office	<ul style="list-style-type: none">• Number of patrons in the main office area will be limited to two at a time to establish proper social distancing.• Require wearing of face covering in office area.• Provide social distancing markers in foyer to establish a waiting line to the main office.• Provide hand sanitizer upon entry and exit.• Prop open entry door to minimize touch.• Scheduled regular sanitation of touch surfaces in office.• Use gloves when handling materials delivered to the office (student work/materials, notes, donations, etc.).• A traffic will be established to show proper flow for entry and exit of the main entrance and office area.
P/T or SEP Conferences	<ul style="list-style-type: none">• Staggered schedule that allows for virtual or in-person conference time.• Require wearing face covering during in-person conferences.• Provide hand sanitizer upon entry/exit of meeting.• Sanitize touch surfaces after each in-person conference.• Prop open ALL exterior doors and communicate and encourage parents to enter and exit the doors closest to the classrooms they are visiting.
Safety and Fire Drills	<ul style="list-style-type: none">• Schedule fire drills and inform teachers of date/time.• Use PA and bell system for fire drills instead of fire alarm.• Class exit building staggered following the same schedule used to dismiss students at the end of the day.• Classes will line up outside in the same designated staging area that are used in the morning before school.• If the fire alarm sounds when it is not a scheduled drill, teachers/students exit building quickly (priority is fire safety vs COVID).• Lockdown and earthquake drills will be conducted as normal.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Patron Meetings	<ul style="list-style-type: none">Patron meetings with staff/administration by appointment only.Practice social distancing where possible.Provide hand sanitizer upon entry/exit meeting.Require face coverings.Sanitize touch surfaces after meetings.Hold virtual patron meetings when and where possible and appropriate.
Library/Media Centers	<p>Isolate Symptoms (e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)</p> <ul style="list-style-type: none">Students should be assigned to a place in line, assigned to a seat at library tables and/or on the floor if story time is implemented in order to help with contact tracing. <p>Minimize Outbreak Probability (e.g., group size, interaction with multiple groups, etc.)</p> <ul style="list-style-type: none">Keep the weekly library schedule consistent to the extent possible.Library session times should be shortened to the extent possible.Creative solutions to decrease library group sizes should be implemented to the extent possible.<ul style="list-style-type: none">Librarians should consult with district support staff for ideas.Encourage students to search online rather than through the shelves.Encourage students to place holds for easy pickup and/or delivery. <p>Physical Distancing (e.g., maintaining distance, close physical interaction, frequency of travel, etc.)</p> <ul style="list-style-type: none">Students should practice social distancing while in line to check in and check out books.Library seating should be physically distanced or oriented to face one direction if distancing isn’t possible.Utilize floor markings or signage to direct traffic within the library to avoid congestion.Librarians will not hold story time or lesson time in small spaces with whole classes.<ul style="list-style-type: none">The librarian could visit the classrooms to provide story time and/or instruction.Class groups will need to either be spread out or broken into small groups for library story time and/or lesson time. <p>Respiratory Hygiene (e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)</p> <ul style="list-style-type: none">Students and staff in the library will wear masks or face shields at all times.Library seating should be physically distanced or oriented to face one direction where possible. <p>Physical Hygiene (e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)</p> <ul style="list-style-type: none">Library circulation desks should be equipped with plexiglass shields.Prop doors open to reduce touch where possible.Students should wash or sanitize their hands before entering the library.Make hand sanitizer available.Common library equipment should be cleaned by students, teachers, and school librarians after use.Time in between library sessions should be given in order to adequately clean and sanitize the library.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
	<ul style="list-style-type: none">Books that are taken home should be quarantined for at least 4 days upon return to the school.<ul style="list-style-type: none">This means books should be placed in a location where they are not used, such as a workroom, tote, closet, or other isolated location.Library seating should be physically distanced or oriented to face one direction where possible.Furniture that can't be wiped down (bean bags, pillows, etc.) should not be used if it can be avoided. <p>School Guidelines</p> <ul style="list-style-type: none">Student will be taught how to search from books in our collecting from the classroom using technology.Students will place holds on books they want to check out.The librarian will the books from the shelf and deliver them once a week to the class.The librarian will visit the classrooms to provide Storytime and/or instruction once a week.Separate totes will be used for each class to distribute and collect books.Scheduled sanitization of touch surfaces during day.Returned books will be quarantined for at least 4 days upon return.Library circulation desks should be equipped with plexiglass shields.Students needed a new book before the end of the week can visit the library with teacher permission and will be taught to look for books with their eyes and have to check-out any book they touch.
IEP/Special Ed Meetings	<ul style="list-style-type: none">IEP/Special Ed meetings with staff/administration by appointment only.Practice social distancing where possible.Provide hand sanitizer upon entry/exit meeting.Require face coverings.Sanitize touch surfaces after meetings.Hold virtual patron meetings when and where possible and appropriate.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Multi-Purpose Room	<ul style="list-style-type: none">• Maximize social distancing when using multi-purpose room.• Schedule single-class use of room when available.
PE/BTS classes	<ul style="list-style-type: none">• Follow district guidelines/plans for service of PE/BTS.• Require wearing of face coverings for staff and students.• Sanitize surfaces and equipment between classes.• Hold PE outside whenever possible.• Create a schedule for one class to attend PE at a time.• BTS specialist will push into the classroom on a cart.• Transition time will be increased from five minutes to ten minutes to allow for extra sanitation of supplies and touch surfaces.
Hallways	<ul style="list-style-type: none">• Teach “Single-file, face forward” protocol for walking in hallways.• Limit number of classes in hallway at a time.• Adult supervision/monitoring of students when transitioning in hallway to new location.• Red arrows will be taped to the floor throughout the hallways indicating the direction of student traffic.• Markings will be placed on the wall to give a visual indication of where to stand/walk in relation to the person in front of them.• All hallway drinking fountains will be turned off (water bottles can be refilled in the classroom sinks).• Disposable one-time-use paper hall passes will be used instead of traditional hall passes.