

School Reopening Plans Template

Name of School

Granite Peaks Adult Education

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"> Educate and train students and caregivers on school’s protocols and action plan; post and/or make accessible to school community Make materials available to families in their respective preferred/primary language 	<ul style="list-style-type: none"> Staff will be trained at opening faculty meeting. Students will be educated during intervention time each day during the first week of school. Community will be educated through social media and an email/text home. Signage will be posted throughout the school. Every effort will be made to provide information in multiple languages.

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"> Information on the symptoms of COVID will be posted and shared with staff, students, and the community. Any at-risk will have the option to participate in Granite Peaks class offerings via distance learning platforms. Staff members that identify high risk will be encouraged to work with Granite District HR on reasonable accommodations.
<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>	<ul style="list-style-type: none"> Administrator will review health care plans with Adult Educations students Administration and Coordinators will review 504s. Cathleen Carter our GPLC Coordinator will review IEP’s

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 stake holders of the possible school schedules; Dismissal, Modified, and Regular.	<ul style="list-style-type: none"> Granite Peaks will use social media, signage, email, and school marquee to communicate all updates and changes to our school reopening plan or modification in schedule.

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"> Granite Peaks will educate faculty, staff, and students at faculty and staff meeting, as well as through email.
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

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"> Granite Peaks will follow the direction of the State Health Department, and Granite District in guiding all professional developments to changing needs and or procedures to mitigate any health risks.
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:
	<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: <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:
	<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	<ul style="list-style-type: none"> Granite Peaks will communicate with staff and stakeholders using social media, email, and an established communication tree via text message.
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

7 Characteristics of a Situation

The infographic displays seven characteristics of a situation, each with a corresponding icon: Movement (a grid of dots with a horizontal line), Duration (a clock face), Proximity (two people with a double-headed arrow), Group Size (a large grid of dots), Respiratory Output (a person with a spray of dots), Touch (a hand pointing to a dot in a grid), and Congestion (a square containing a cluster of dots). The Utah State Board of Education logo is in the bottom right corner.

Situational Characteristics

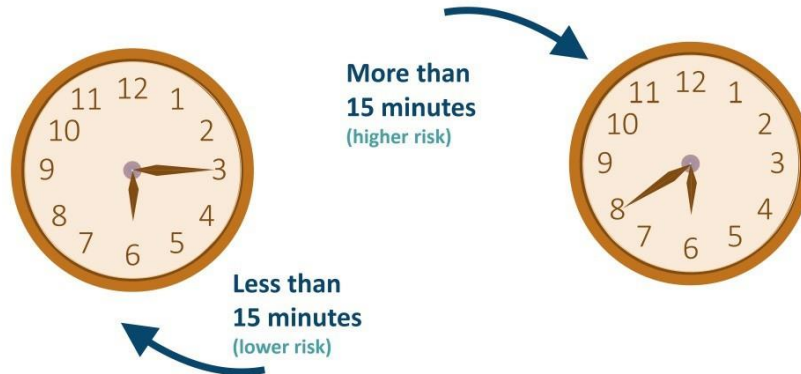
Movement: How do people move around in the space?

The diagram shows two groups of orange dots. The top group is arranged in a neat 3x5 grid, with an arrow pointing to it from the label "Directed (lower risk)". The bottom group is scattered and disorganized, with an arrow pointing to it from the label "Undirected (higher risk)". The Utah State Board of Education logo is in the bottom right corner.

7 Characteristics of a Situation

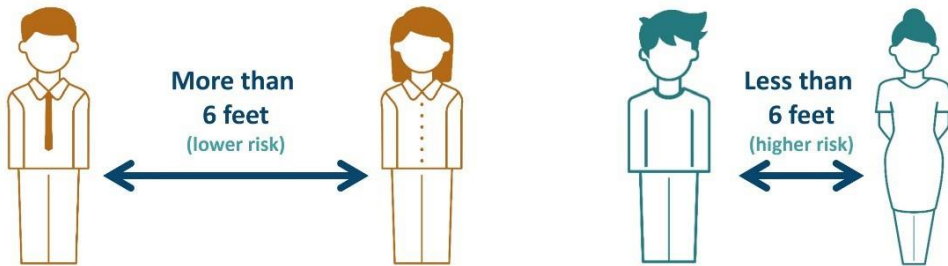
Situational Characteristics

Duration: How long are people in this space?



Situational Characteristics

Proximity: How close together are people in this space?



7 Characteristics of a Situation

Situational Characteristics

Group Size: How many people are in the space?

Less than recommended limit (lower risk)

Greater than recommended limit (higher risk)

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Situational Characteristics

Respiratory Output: How are people breathing in the space?

Normal output (lower risk)

Increased output (higher risk)

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7 Characteristics of a Situation

Situational Characteristics

Touch: How do people engage with objects or fixtures in the space?

Low touch (lower risk)

High touch (higher risk)

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Situational Characteristics

Congestion: Are there points of high congestion?

Low congestion (lower risk)

High congestion (higher risk)

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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	<p>All superfluous furniture has been removed from floor space allowing us to maximize space for students. Desks or individual tables have replaced collaboration areas. Students will be placed in rows with all students facing the same direction maintaining 6 feet between each student.</p> <p>Movement: Each class will have an entry and an exit flow. Teachers will dismiss class strategically to reduce congestion at the door. Each class will utilize seating charts to assist with contact tracing. Student movement within classroom will be limited to reduce contact.</p> <p>Duration: Classes are 150 minutes unable to meet low risk criteria.</p> <p>Proximity: Since class duration exceeds low risk criteria 6 feet of distance will be kept between students.</p> <p>Group Size: Class size will be reduced to allow for safe distancing.</p> <p>Respiratory Output: Teachers, aides and students will wear face coverings to help lessen respiratory output.</p> <p>Touch: With our classes lasting 2 and a half hours each we will have 30 minutes between session A and B with 3 hours in between session B and our evening classes. Desk that students are using in between classes will be cleaned.</p> <p>Congestion: Each class will have an entry and an exit flow. When weather permits windows will be kept open.</p>
Transitions	<p>Movement: There will be preferred walking directional routes through buildings with signage. Welcome video that gives directions on movement will be shown to all students and instructions posted on social media. Communicate movement plan with school community throughout the year.</p> <p>Duration: Granite Peaks has already extended transition times, due to changes made to schedule. Student are finished after their class and able to leave.</p> <p>Proximity: School staff will encourage students to social distance during transitions.</p> <p>Group Size: Limit transitions to support contact tracing and minimize interactions with multiple groups. School staff will discourage any groupings in common areas and encourage continuous movement during transitions.</p> <p>Respiratory Output: Masks / face coverings will be required during transitions.</p> <p>Touch: Water fountains will be disabled schoolwide. Students will be encouraged to bring their own water bottles. Where possible, entry and exit doors will be propped open to minimize contact surfaces. We will make hand sanitizer / washing stations available for students upon exit and entry of classrooms etc.</p> <p>Congestion: Teachers will encourage students to social distance and keep moving (avoiding grouping) in the halls.</p>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Entry/Exit Points	<p>Movement: Students will be directed through separate entry and exit points throughout the school, on all campuses. There will be signage and training on which doors are exits and entries.</p> <p>Duration: Granite Peaks is an open campus with student coming and going from 8:00 am until 9:00 at night. Entry/ exit points will be available throughout our day. Duration time will be lessened by providing opportunities to register and apply to the program online.</p> <p>Group Size: Group sizes moving through entry and exit point will be reduced by limiting face to face enrollment in class and the creation of digital bootcamps to help students move toward expanded digital offerings.</p> <p>Respiratory Output: Masks will be worn through all entry and exit points.</p> <p>Touch: As much as possible, entry / exit points will be left open, in order to reduce touch points.</p> <p>Congestion: Staff will encourage students to move, quickly and in an orderly fashion, through entry and exit points.</p>
Transportation	<p><i>Not Applicable to Adult Education</i></p>
Restrooms	<p>Students will be educated on bathroom etiquette and hygiene. Signage will be added. Only students using the restroom will be allowed in. Bathrooms will be checked after every transition. Doorknobs, handles, etc. Will be wiped down on each check. Paper towels will replace cloth towels.</p>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Lunch/Cafeterias	<i>Not applicable to Adult Education</i>
Large Group Gatherings (e.g. assemblies, performances)	Granite Peaks will limit and/or reformat large group gatherings. Because all large group gatherings have the potential to be high risk in all seven categories, Granite Peaks will do the following: <ul style="list-style-type: none"><li data-bbox="708 909 2893 969">○ When meeting for awards or recognition of student gatherings will be limited to a size that will allow for proper social distancing or masks will be required. Ceremonies will be limited to 15 minutes, prerecorded or live broadcast to individual classrooms<li data-bbox="708 979 2467 1010">○ Live and in person CCC nights will be canceled until the Utah Department of Health believes gatherings of more than 50 hold mitigated risk.
Unique Courses with Higher Risk of Spread	<i>Not applicable to Adult Education</i>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Recess and Playground	<i>Not applicable to Adult Education</i>
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none"> • Movement: Students will be scheduled to meet with service providers one at a time. • Duration: Meetings will be online, when possible. In person meetings will be provided as needed. • Proximity: Students and providers will practice social distancing and wear face coverings at all times. • Group Size: All offices will maintain small group sizes. Students will only be in the offices if they are actively meeting with a related service provider. • Respiratory Output: Masks will be required by all staff and students, in order to reduce respiratory output. • Touch: Office space where meeting takes place will be cleaned each time someone leaves. • Congestion: Students will be scheduled to meet with providers one at a time. There will be a limited number of spaces in the waiting room for students that need to wait. These spaces will be spaced apart per social distancing guidelines. All students waiting will be required to wear face coverings.
PD/Faculty Meetings	Faculty meetings and professional development will either be pre-recorded, held in a space large enough to ensure social distancing, such as the auditorium, library, or broken into small group breakouts. When live meetings are held, social distances will be enforced, masks worn, and an additional option offered to staff members.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Before/After Student Supervision	<i>Not applicable to Adult Education</i>
Drop Off/Pick Up Areas	<i>Not applicable to Adult Education</i>
Front Office	<p>Granite Peaks Adult Education Office will consider the 7 mitigating factors as much as possible. When possible, office visits will be made by appointment.</p> <p>Movement: Entry door will remain propped open to minimize the use of door handles.</p> <p>Duration: Duration will be dependent on the nature of the visit. Office staff will work to minimize waiting times in the office area.</p> <p>Proximity: Office seating will be arranged to encourage social distancing. Plexiglass installations have been placed on every secretary desk.</p> <p>Group Size: Office capacity will be limited in seating capacity. Overflow will be the benches in the common area adjacent to the office.</p> <p>Respiratory Output: Patrons / school office personnel will be required to wear masks.</p> <p>Touch: Hand sanitizer station will be available in the office. Increased availability of online forms via QR codes on personal electronic device.</p> <p>Congestion: Capacity and seating arrangements will mitigate congestion.</p>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
P/T or SEP Conferences	<i>Not applicable to Adult Education</i>
Safety and Fire Drills	<p>Granite Peaks Adult Education will mitigate risk regarding the 7 characteristics of a situation in the following ways:</p> <ul style="list-style-type: none">• Movement: Granite Peaks students, faculty and staff will adhere to normal evacuation protocols and exit routes when exiting the building and report to assigned zones while wearing masks.• Duration: Students and teachers will be taught to spread out as much as possible after checking in at assigned zones to reduce exposure when drill takes place for any extended time over 15 minutes.• Group Size: Class sizes will be reduced to allow for social distancing.• Respiratory Output: Face coverings will be worn when practicing all emergency drills.• Touch: Staff will be trained to hold doors to reduce the number of surface touches as building empties.• Congestion: Staff will be trained to move out classes out as groups remaining calm and maintaining appropriate distancing as to not create bottlenecks at the door.
Patron Meetings	<ul style="list-style-type: none">• Granite Peaks will offer online, email and phone options for meetings with Granite Peaks staff.• Patrons will schedule an appointment if they need or prefer to meet in person.• Patrons must wear a face mask for any meeting at Granite Peaks Learning Center.• Friends or family providing rides to students are asked to wait outside to pick up students

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Library/Media Centers	<p>Our library has been modified over the summer so that individuals attending any trainings or using the space will be safely distanced maintaining 6 feet between everyone. This is a shared space between Granite Peaks Adult Education and Granite Connections High School. When Adult Ed is using the library we have also established the policy that when meeting with a group larger than 10 we will still wear masks even if we can properly distance to allow for any movement or flow that breaches that 6 feet of distance.</p>
IEP/Special Ed Meetings	<p>Individuals meeting to discuss special education needs, accommodations, and or options will meet with Cathleen Carter. Mrs. Carter has a background in special education and over the past four years has been the contract for Granite Peaks students in regard to all Special Ed needs. Cathleen has recently been given a larger office space allowing her to spread out more and create distance between herself and those with who she meets. Although the office is larger than her traditional or past space all those, she meets with will be required to wear masks. She has also been trained and supplied with resources to clean all areas after meeting with anyone outside Granite Peaks in her office.</p>
Auditoriums	<p>Adult Education does not have traditional assemblies or school performances held for the student body, but we do hold recognitions in public areas to celebrate individual students gains. Our risk mitigation strategies for these events are:</p> <ul style="list-style-type: none"> • Students will be ushered into and out of the auditorium row by every other row seated a minimum of 6 feet apart when using the auditorium. • When held inside the building in a public space not allowing for 6 feet of distance between students and staff masks will be required for all in attendance. • Movement all students entering and exiting the area will be controlled by staff and signage. • Time of celebration will be shortened to 15 minutes • Smaller Recognitions can be help in individual student classrooms already set up to meet social distancing guidelines.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Gyms	<i>Not applicable to Adult Education</i>
Hallways	<p>Our risk mitigation strategies for travel and flow in our hallways is:</p> <ul style="list-style-type: none">• Floor and wall signage to help direct proper and safe flow of movement in and out of the hallway.• Teacher presence between classes to help direct student flow.• Additional staff will enter hallway to help during transition times.• Teachers will present lessons on hallway etiquette and safety to all students during first week of class to establish norms and expectations each session• Masks will be required in public areas when social distancing cannot take place.
Athletic Events	<i>Not applicable to Adult Education</i>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Assemblies/Performances	<p>Adult Education does not have traditional assemblies or school performances held for the student body, but we do hold recognitions in public areas to celebrate individual students gains. Our risk mitigation strategies for these events are:</p> <ul style="list-style-type: none">• When held inside the building in a public space not allowing for 6 feet of distance between students and staff masks will be required for all in attendance.• Movement all students entering and exiting the area will be controlled by staff and signage.• Time of celebration will be shortened to 15 minutes• Smaller Recognitions can be help in individual student classrooms already set up to meet social distancing guidelines.