

# School Reopening Plans Template

Name of School

William Penn Elementary

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>	<ul style="list-style-type: none"><li>Develop School reopening protocol and plans (Admin/SCC/MTSS Leadership)</li><li>Share plan with community (letter, email, website)</li><li>Nichole Higgins is point of contact person for William Penn Elementary</li><li>Weekly communication with community (update/changes, best practices for preventive care)</li><li>Pre-write statements to be used in case of confirmed cases/outbreak</li><li>Train all staff on protocols/plans (August)</li><li>Prepare training videos for staff/students/families</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>	<ul style="list-style-type: none"><li>Develop process for identification as "high risk"</li><li>Provide alternate learning as requested</li><li>'High-risk' employees work with Berkley King and Nichole to minimize risk</li></ul>
<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"><li>Review Health Care Plans/IEPs/504s to address risk for exposure &amp; accommodate as needed</li><li>Consider emotional/social needs of staff</li><li>Consider emotional/social needs of students</li></ul>

## Enhanced Environment Hygiene & Safety

District Requirement ("What")	Implementation Plan ("How")
	<p>Indicate assurance:</p> <ul style="list-style-type: none"> <li>• Develop increased cleaning and hygiene protocols for custodian, teachers, aides and students</li> <li>• Faculty/staff/students wear face coverings</li> <li>• Provide hand sanitizer, soap, water and disinfecting solution and rags in each classroom and other high usage areas of the building</li> <li>• Provide contact tracing when required by the health department</li> <li>• Disinfect touched surfaces at least twice daily (doorknobs, desks, tables, etc.)</li> <li>• Have an adequate supply of PPE</li> <li>• Use floor markings to indicate directionality in hallways</li> <li>• Individual student lanyards for masks</li> </ul>
Teach, review, and monitor protocols for implementing an increased cleaning and hygiene regimen	<div> <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	<p>Indicate assurance:</p> <div> <input type="checkbox"/> Yes         </div> <div> <input type="checkbox"/> No         </div>
Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use	<p>Indicate assurance:</p> <div> <input type="checkbox"/> Yes         </div> <div> <input type="checkbox"/> No         </div>

## School Schedules

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### District Requirement (“What”)

Communicate and inform all stakeholders of the possible school schedules; Dismissal, Modified, and Regular.

### Implementation Plan (“How”)

Granite School District has three schedules that we are prepared to implement depending on what may be happening due to the virus. The three schedules are Regular, Modified and Dismissal.

- 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.
- Modified Schedule: school will operate on a split A/B schedule M-Th (Half of the students in a class will come one Mon/Wed. and half on Tues./Thurs.) Students not receiving face to face instruction will utilize distance learning. On Fridays, all students will receive distance learning. Teachers will also use Fridays for planning, small groups 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.
- Dismissal Schedule: we will only utilize a dismissal for a class, grade, or school in the event of an outbreak and in consultation with the Health Department. Our school could be on any of these schedules regardless of what color phase the state, county or city is in. These plans will be communicated to all stakeholders via email, the school website and hard copies as requested.

# Monitoring for Incidences

## District Requirement ("What")

## Implementation Plan ("How")

Train/Educate teachers, staff, and students on protocols for symptom monitoring

- 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 via email and school website.
- Monitor staff/student symptoms and absenteeism carefully
- Educate and 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 a medical provider.
- Implement more lenient absentee policies
- Provide option of school checking for symptoms

Monitor staff/student symptoms and absenteeism carefully

Indicate assurance:

- ☐ Yes
- ☐ No

Educate and promote to staff/students: "If you feel sick; stay home"

Indicate assurance:

- ☐ Yes
- ☐ 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:

- ☐ Yes
- ☐ 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	William Penn has established a sick room as well as an isolation/quarantine room for suspected exposure. All suspected cases will be reported to the school administrator who will contact the school nurse. The school nurse will then work with the local health department to verify positive cases, provide information for contact tracing, and to establish next steps recommendations for the school (i.e. patron and staff communications, enhanced cleaning in designated areas, prevention education, and determination of other actions needed to prevent an outbreak).
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	<div>Indicate assurance:</div> <div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>

## 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	<div>Indicate assurance:</div> <div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>
Communicate health and safety issues transparently, while protecting the privacy of students and families	<div>Indicate assurance:</div> <div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>

## 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	Nichole Higgins will work with her director and the school nurse for guidance in communication to students, faculty, and patrons. Information will be communicated through email, phone calls, and text using the Blackboard communication system.
Analyze distance learning capabilities (i.e. need for Wi-Fi or paper learning modules)	<div>Indicate assurance:</div> <div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>

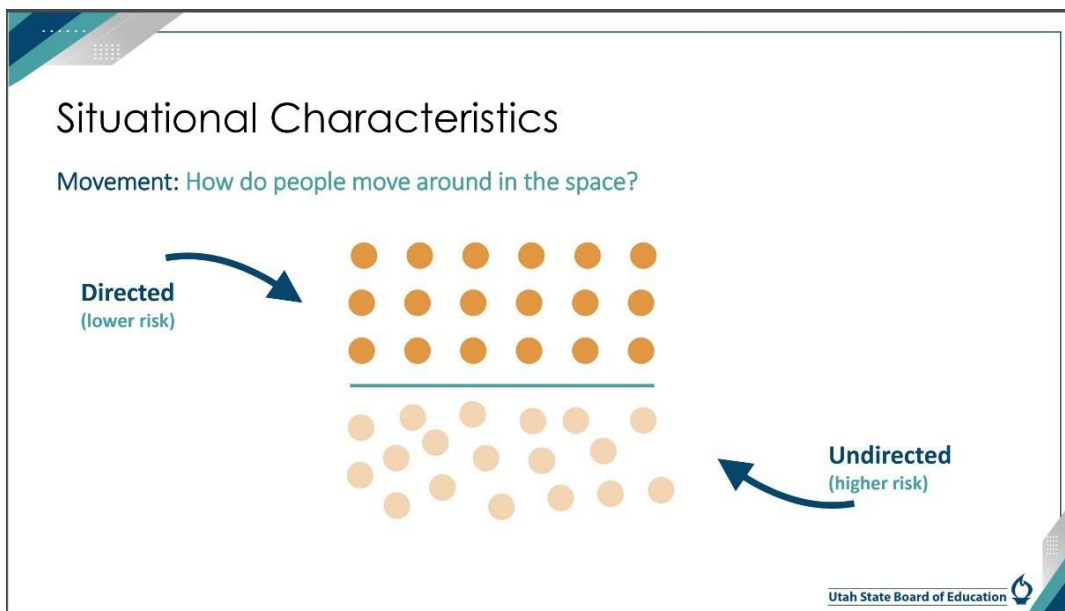
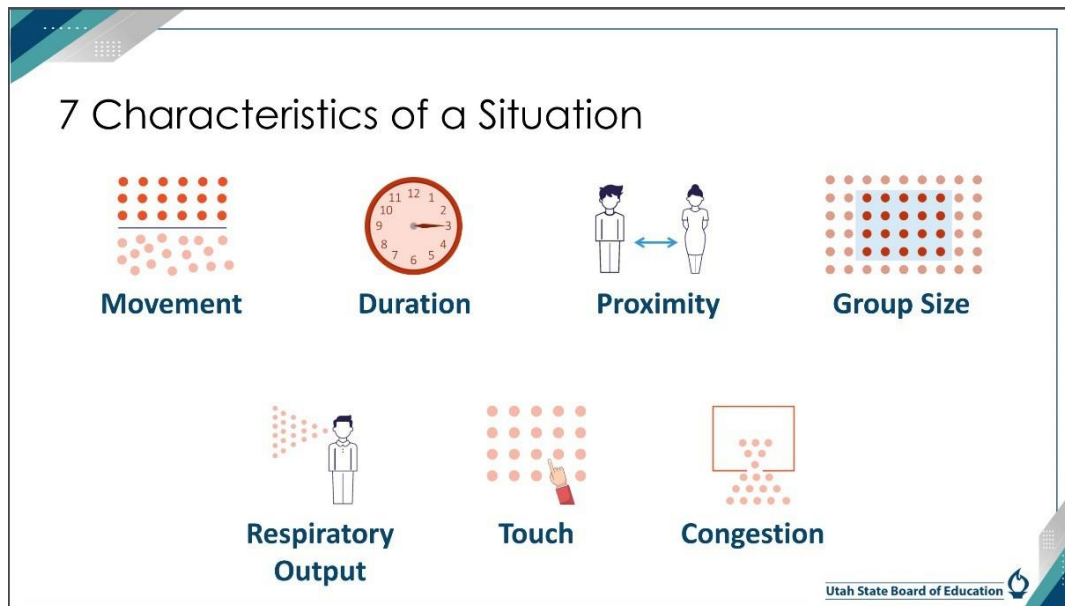
## 7 Characteristics of a Situation

Explore extracurricular/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual

Indicate assurance:

- ☐ Yes
- ☐ No

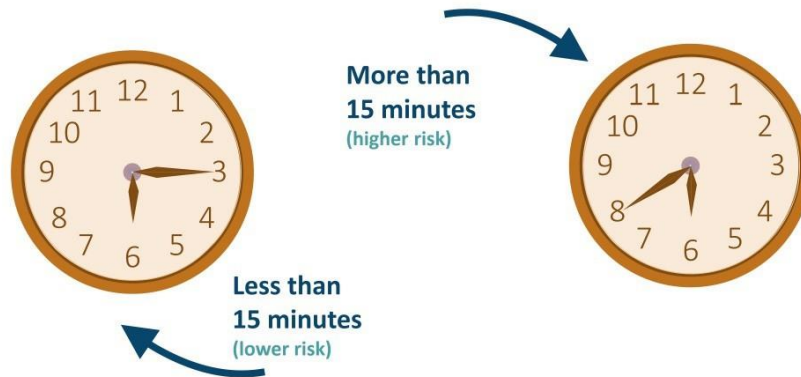
## 7 Characteristics of a Situation



## 7 Characteristics of a Situation

### Situational Characteristics

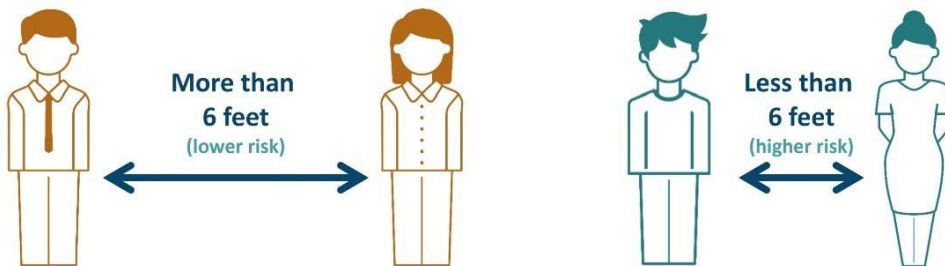
Duration: How long are people in this space?



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### Situational Characteristics

Proximity: How close together are people in this space?

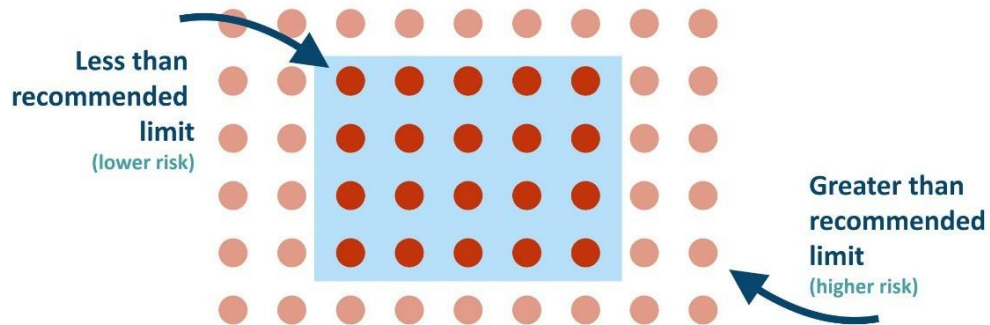


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### Situational Characteristics

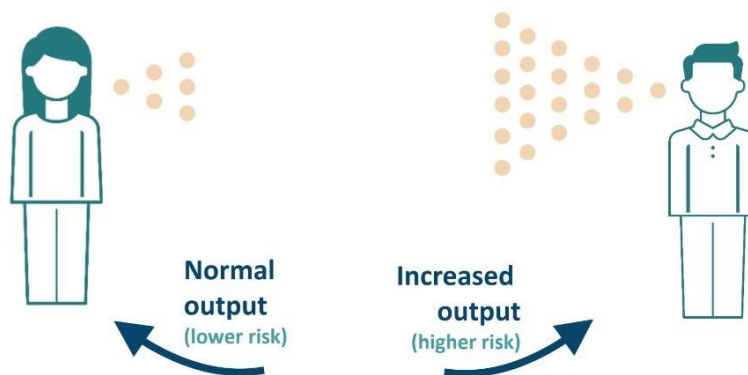
Group Size: How many people are in the space?



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### Situational Characteristics

Respiratory Output: How are people breathing in the space?

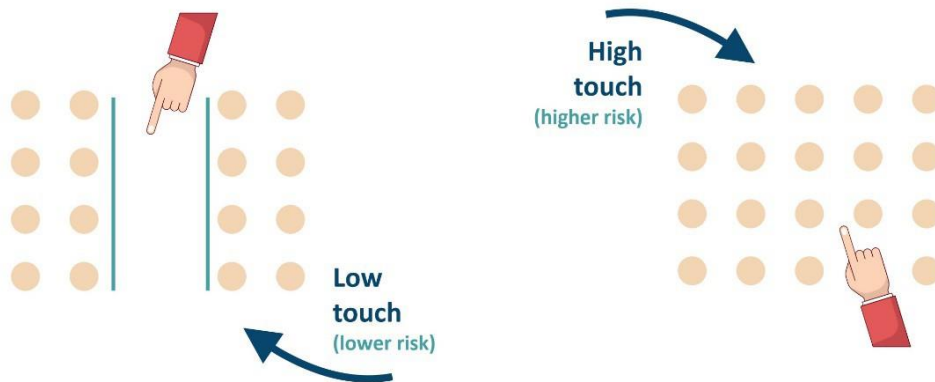


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## 7 Characteristics of a Situation

### Situational Characteristics

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



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### Situational Characteristics

Congestion: Are there points of high congestion?



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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	<ul style="list-style-type: none"><li>• Students and adults required to wear face coverings</li><li>• Assign seats to support contact tracing</li><li>• Maximize space between seating/desks</li><li>• Keep the same students and teachers or staff with each group to the greatest extent possible</li><li>• Seat students forward (if possible)</li><li>• Nonessential furniture and equipment out of classrooms to increase distancing footprint</li><li>• Student water bottles (brought from home/school purchased)</li><li>• Doors are kept open to minimize touch surface and support air flow</li><li>• Cleaning items: individual student towels, cleaning spray, hand sanitizer</li><li>• Individual student books/supplies kept at each desk</li><li>• Personal portable carrying cases for each student</li><li>• Individual supplies for students</li><li>• Chromebooks assigned to one student</li></ul>
Transitions	<ul style="list-style-type: none"><li>• Identify high traffic areas and apply floor markings or signage to direct traffic</li><li>• Increase time for transitions</li><li>• Use alternate methods of providing water/no use of drinking fountains</li><li>• Prop doors open or have door holders to reduce touch</li><li>• Clean high-touch surfaces before/after transitions</li><li>• Require students/staff to wear face masks during transitions</li><li>• Minimize/monitor congregation of students</li><li>• Students are assigned a spot in classroom line</li></ul>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Entry/Exit Points	<ul style="list-style-type: none"><li>• Designate entry/exit flow paths to minimize congestion</li><li>• Limit nonessential visitors and volunteers to campuses and programs</li><li>• Establish protocols for any visitors and nonessential staff, including at a minimum temperature checking and the wearing of face coverings</li><li>• Establish protocols for drop-off/pick-up and communicate updates and expectations to families</li><li>• Hand sanitizer available by front office</li><li>• Signage encouraging physical distancing</li><li>• Each class enters and exits grade level doors one at a time to encourage physical distancing</li><li>• Doors are kept opening during entry and exit by an adult</li></ul>
Transportation	<ul style="list-style-type: none"><li>• Face coverings for all passengers</li><li>• Maximize physical distancing</li><li>• Assign seating on bus to support contact tracing</li><li>• Clean and disinfect seats and other high-touch surfaces</li></ul>
Restrooms	<ul style="list-style-type: none"><li>• Provide education and display signage on proper hand hygiene</li><li>• Create schedule for cleaning high-touch areas (faucets, paper towels dispensers, door handles)</li><li>• Ensure PPE is available to staff providing support in restrooms</li><li>• Provide proper training for proper cleaning protocols for COVID-19</li><li>• Minimize number of individuals in restroom (no more than 2 allowed in bathroom at a time)</li><li>• Teacher takes entire class to restroom if needed before/after recess and monitor students</li><li>• Floor markings to encourage physical distancing while waiting to enter the restroom and to wash hands</li><li>• Require mask use while in restroom</li><li>• Designated restrooms for grade levels</li></ul>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Lunch/Cafeterias	<ul style="list-style-type: none"><li>• Mark spaced lines and designate serving line flow paths</li><li>• Remove self-service salad bars and buffet</li><li>• Food service workers wear face coverings</li><li>• Student hand hygiene routines (hand washing or sanitizer) before and after meal services</li><li>• Increase cleaning and disinfecting of high-touch surfaces</li><li>• Wear masks when in line and when waiting for dismissal when finished with lunch</li><li>• Students with a home lunch are at the front of class line-up and carry lunches to lunchroom</li><li>• Students place home lunch carriers outside and place by wall of school close to entry point (paper bags preferred for home lunch)</li><li>• Students assigned to cafeteria times and areas by cohort and will be facing forward</li><li>• Students assigned seating to support contract tracing</li><li>• Doors remain open</li></ul>
Large Group Gatherings (e.g. assemblies, performances)	<ul style="list-style-type: none"><li>• Ensure group gatherings are organized with health and safety principles and requirements in place and, as needed, in consultation with local health departments.</li><li>• Cancel or limit nonessential assemblies</li><li>• Hold multiple sessions of the same assembly with smaller groups</li><li>• Assigned seating in assemblies to support contract tracing</li><li>• Create alternate plans for whole staff gatherings such as virtual meetings</li><li>• Staff and students wear face coverings when participating in large group gatherings indoors</li></ul>
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none"><li>• Before school activities require physical distancing and wearing of masks</li><li>• Limit the number of students participating in practices for the school play</li><li>• Assigned seats and spaces in Dance, PE, and Music</li><li>• Outdoor PE when weather permits</li><li>• Students maintain physical distancing as much as possible</li></ul>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Recess and Playground	<ul style="list-style-type: none"><li>• Follow recess schedule of only 15 minutes</li><li>• Students will wear masks on the playground</li><li>• Classes enter the building one class at a time with teacher monitoring their own class</li><li>• Designate play areas for students during recess</li><li>• Schedule grade level cohort times for morning and afternoon recess</li><li>• Create an area on the playground and front of the school with dots for students to have a mask break</li></ul>
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none"><li>• Provide plexiglass, face shields, and/or auxiliary aids for one-to-one close contact to ensure students with disabilities have equal access to information</li><li>• Offer reasonable accommodations for students who are unable to wear face coverings in settings where it is required for other students.</li></ul>
PD/Faculty Meetings	<ul style="list-style-type: none"><li>• Professional Development trainings and Faculty meetings are to be held in the gym to encourage physical distancing</li><li>• Tables and other working areas will be disinfected before and after meetings</li><li>• Google Meet may be utilized as needed</li></ul>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Before/After Student Supervision	<ul style="list-style-type: none"><li>Adults on duty arrive on time to monitor students before and after school</li><li>Adults wear face coverings when on duty</li><li>Adults encourage students to physical distance</li><li>Encourage students to return home quickly after school to reduce loitering on school property</li></ul>
Drop Off/Pick Up Areas	<ul style="list-style-type: none"><li>Early 3-minute dismissal of Kindergarten at the end of the day</li><li>Face coverings are required once an individual is on school grounds/campus</li><li>A teacher, responsible adult, or staff member should hold or prop open doors to allow students to enter and exit without having direct contact with the door and/or door glass when entering/exiting the building. If a device is used to prop the door, it should be removed as soon as practical to keep the building secure.</li><li>Students will not play on playground equipment/field or mingle with others when they arrive on or leave the school campus.</li><li>Students will proceed to classroom line and line up facing forward as soon as they arrive at school each morning.</li><li>Students should not arrive at school before 8:20, unless participating in school breakfast (no earlier than 8:05). Students that participate in breakfast will remain in cafeteria until 8:20 under the supervision of the breakfast/cafeteria manager</li><li>Students must leave the school grounds right after dismissal</li><li>Staff will be outside to monitor student activity and ensure social distancing and face coverings are being worn</li><li>No nonessential visitors or volunteers are to be mingling with student body on the playground</li><li>Visitors waiting for students must wait in the front of the school</li></ul>
Front Office	<ul style="list-style-type: none"><li>Plexiglass installed on the front counter</li><li>Markings on carpet in office for physical distancing</li><li>Furniture in office disinfected daily or after use by a community member</li><li>Phone utilized by students is disinfected after each use</li><li>Nonessential visitors are not allowed in the building</li><li>Community members need to call the office and make an appointment for assistance</li><li>Request parents wait outside in their car when picking up students</li></ul>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
P/T or SEP Conferences	<ul style="list-style-type: none"><li>Teachers meet in their classrooms with parents and students</li><li>Mask coverings are worn in the building</li><li>Possible Google Meet for conferences</li><li>Appointments for conferences are required</li><li>Provide hand sanitizer</li></ul>
Safety and Fire Drills	<ul style="list-style-type: none"><li>Classes maintain physical distancing on the grass during a safety drill</li><li>Face coverings are worn by adults and students</li><li>Classes enter individually with teachers monitoring their classes</li><li>Scheduled drills will have the staff/students exit the building in a slower and distanced manner</li><li>If the fire alarm sounds when it is not a scheduled drill, teachers and students will exit the building quickly</li><li>Lockdown with Cover, Shelter in Place, and Earthquake drills will be conducted as normal</li></ul>
Patron Meetings	<ul style="list-style-type: none"><li>Community members wear face masks</li><li>Community member meetings are by appointment only</li><li>Furniture is disinfected after meetings</li><li>Community Council, PTA, and Arts Student Support Group meet in the small group room</li><li>Possible Google Meet</li></ul>



K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Library/Media Centers	<ul style="list-style-type: none"><li>• Follow district guidelines/plans for service of the library</li><li>• Enter south doors for Library</li><li>• Exit north doors for Library</li><li>• Students sanitize hands before and after each class</li><li>• Utilize Overdrive for checking out books</li></ul>
IEP/Special Ed Meetings	<ul style="list-style-type: none"><li>• Require face coverings</li><li>• Provide hand sanitizer</li><li>• Prop the door open for greater air flow</li><li>• Hold face to face meetings when possible</li><li>• Disinfect area after each meeting</li></ul>
Multi-Purpose Room/Small Group Rooms	<ul style="list-style-type: none"><li>• Doors to remain open during classes</li><li>• Doors to be closed when not in use</li><li>• Touch points disinfected often during the day</li><li>• Chairs disinfected after group use in the large and small group room</li><li>• Maximize physical distancing</li></ul>

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
PE/BTS classes	<ul style="list-style-type: none"><li>• Follow guidelines/plans for service of music, dance, and PE</li><li>• Outdoor PE when weather permits</li><li>• Social distance in gym when indoors</li><li>• Sanitize items and equipment between classes for Music, Dance, and PE</li><li>• Enter south doors for PE, Music, and Dance</li><li>• Exit north doors for PE, Music, and Dance</li><li>• Students sanitize hands before and after each class</li></ul>
Hallways	<ul style="list-style-type: none"><li>• Students and adults walk on the right side of the hallways</li><li>• Student and adults wear masks and maintain physical distancing when possible</li><li>• Touching of bulletin boards and items in hallways kept to a minimum</li><li>• Regular cleaning of high-touch surfaces in hallway</li></ul>