Utah State Board of Education

School Reopening
Plans Template

Name of School | Pleasant Green 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.

Contents

Repopulating Schools

Communication and Training

District Requirement ("What")	Implementation Plan ("How")
Develop teacher, staff, and student education and training on school's reopening protocol and action plans • 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	On June 24, 2020 we met with every principal and shared with them a framework to use as a guide to develop their own school reopening plans. The following documents were used to provide guidance; USBE Reopening Requirements and Recommendations, Governor's Office Phased Guidelines v4.7, Leavitt Partners Mitigating Risks Framework, and Granite School Districts' COVID Response Phases. Training has been and will continue to be provided to principals in coaching sessions and small group meetings from their directors. The GSD communications department and each school will send out information to parents indicating how they can access both the district's plan and each school's individualized plans in their preferred/primary language. School Reopening plans will be due August 3, 2020 for review and approval by their director. A link to their plans will be located on each school's website for parents, students and teachers. Each school LEA will provide training to their teachers and staff during the first week back, August 17-21. Administrators, teachers, and staff will provide clear guidance/training for expectations/procedures to students the first few days of school. They will continue to reinforce teach and re-teach throughout the school year. Each School LEA (Principal) will be the point of contact for questions or specific concerns

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

District Requirement ("What")	Implementation Plan ("How")
Create a process for students/families and staff to identify as high risk[1] for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements	-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 our Human Resource Department and we will provide reasonable accommodations.
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	-We will provide personal protective equipment such as masks, shields, and possibly plexiglass barriers, for employees that identify as high-risk. -We will also take increased cleaning and sanitizing measures.

Enhanced Environment Hygiene & Safety

District Requirement ("What")	Implementation Plan ("How")
	Indicate assurance:

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Teach, review, and monitor protocols for implementing an increased cleaning and hygiene regimen	x Yes ☐ No
Faculty, staff, and students wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Indicate assurance: We will provide every employee and student a face covering. x Yes ☐ 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: x Yes ☐ No

School Schedules

District Requirement ("What")	Implementation Plan ("How")
Communicate and inform all stake holders of the possible school schedules; Dismissal, Modified, and Regular.	Pleasant Green elementary will follow three schedules that the Granite School District prepared to implement depending on what may be happening due to the virus. The three schedules are Regular, Modified, and Dismissal. With the regular schedule students K-12 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 most of the time. The only time we would utilize another schedule for an individual class, grade, school, or the district, is if we were recommended to do so by the Health Department, the Governor's office, or the USBE. If it is deemed necessary that we reduce the number of students that are attending school, we will utilize a modified schedule. On a Modified Schedule, schools would 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 K-12 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, school, or the district in the event of an outbreak and in consultation with the Health Department. These schedules allow for optimal flexibility and are aligned K-12 to best accommodate the students and families we serve. Any of these schedules may be done district wide or on an individual

	school basis. The district, or an individual school, grade, or class, could be on any one of these schedules regardless of what color phase the state, county, or city is in.

Monitoring for Incidences

District Requirement ("What")	Implementation Plan ("How")
Train/Educate teachers, staff, and students on protocols for symptom monitoring	We will adopt the new Utah School Nurse Association (USNA) protocol for symptom monitoring. • These protocols will be emailed to all GSD staff. • School nurses will verify each site administrator has the protocols and answer questions. Principals will review these protocols in opening staff meetings.
Monitor staff/student symptoms and absenteeism carefully	Indicate assurance: X Yes ☐ No
Educate and promote to staff/students: "If you feel sick; stay home"	Indicate assurance: X 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: X Yes ☐ No

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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	Pleasant Green elementary school has established an 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	Indicate assurance: **X** Yes ☐ 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: **x** Yes ☐ No
Communicate health and safety issues transparently, while protecting the privacy of students and families	Indicate assurance: **X** Yes ☐ 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	We will adopt the new Utah School Nurse Association (USNA) protocol for symptom monitoring. • Develop communication procedure for staff and students in case of reclosure via our established communication methods (Blackboard for phone calls/text/email, school website, and social media outlets. • Provide remote learning • Cancel or postpone extracurricular events
Analyze distance learning capabilities	Indicate assurance:

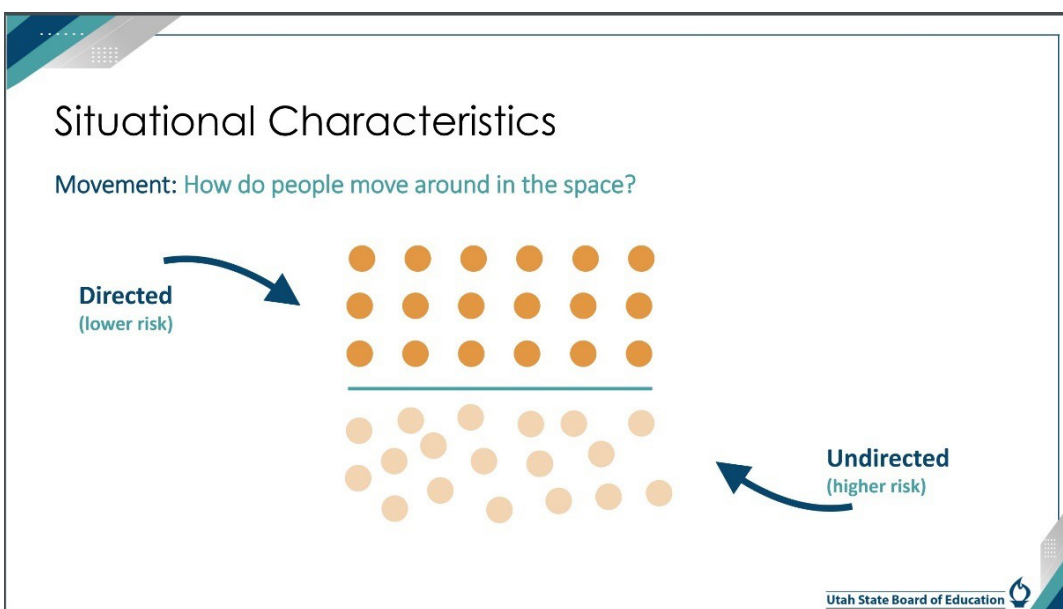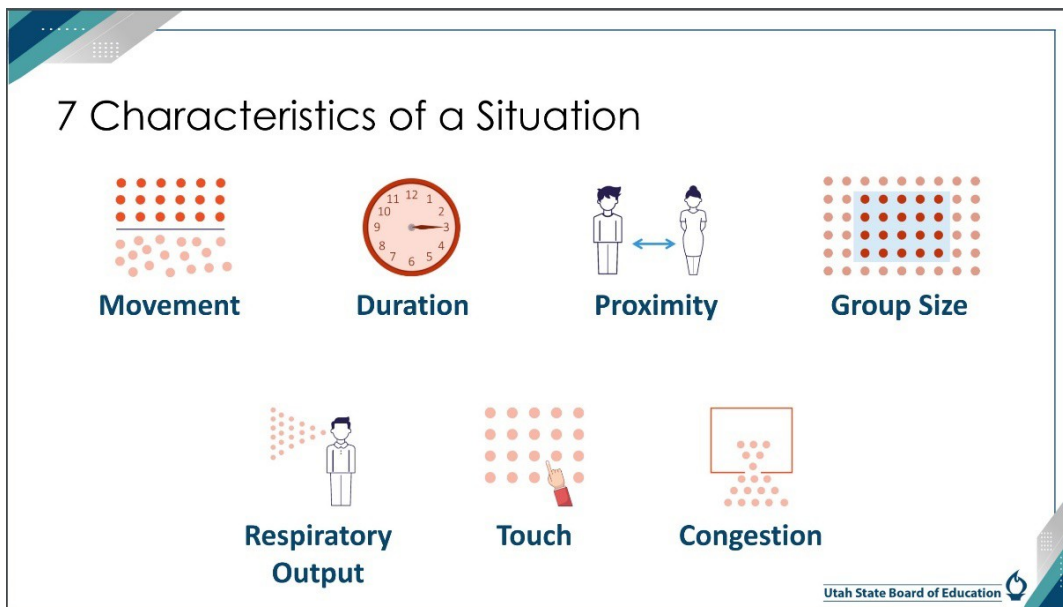|	
(i.e. need for Wi-Fi or paper learning modules)	**X** Yes ☐ No

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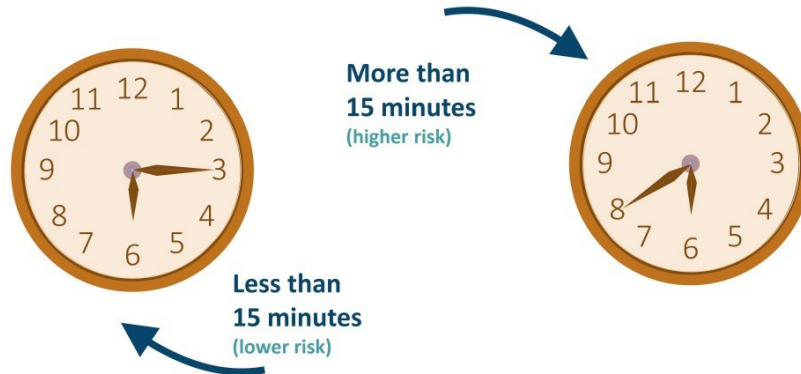| Explore extracurricular/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	Indicate assurance:
	X Yes
	☐ No

7 Characteristics of a Situation

Situational Characteristics

Duration: How long are people in this space?

More than
15 minutes
(higher risk)

Less than
15 minutes
(lower risk)

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Situational Characteristics

Proximity: How close together are people in this space?

More than
6 feet
(lower risk)

Less than
6 feet
(higher risk)

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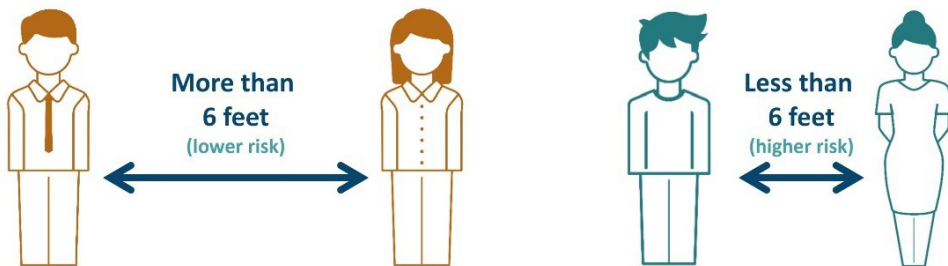
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Situational Characteristics

Group Size: How many people are in the space?

Less than recommended limit
(lower risk)

Greater than recommended limit
(higher risk)
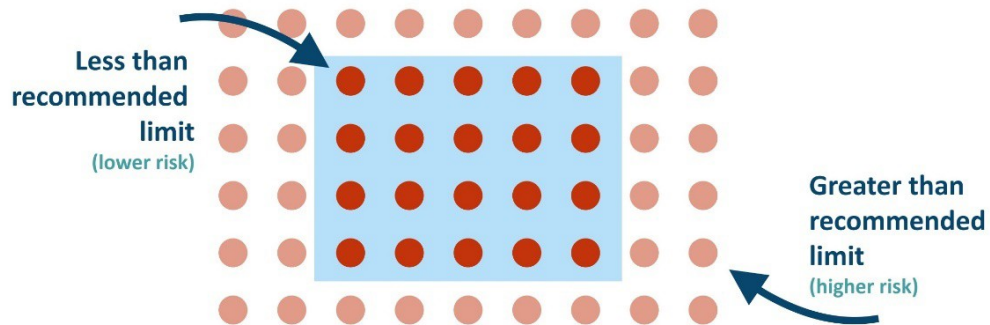
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Situational Characteristics

Respiratory Output: How are people breathing in the space?
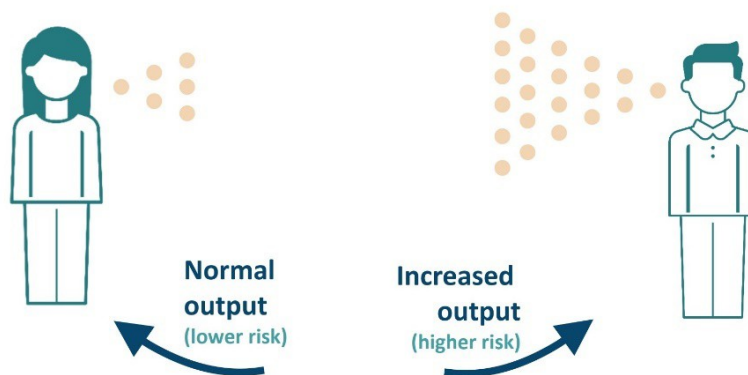
Normal output
(lower risk)

Increased output
(higher risk)
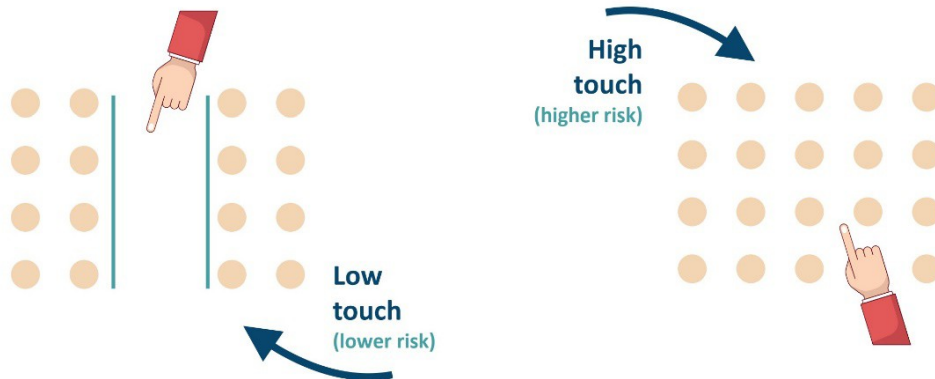
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Mitigation Tactics for Specific School Settings
LEA Mitigation Strategies for Specific School Settings

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	- Scheduled cleaning of touch points throughout the day - Students encouraged to wear face coverings when engaged in contact longer than 15 minutes or within 6 feet - Assigned seating - Maximize space between seating/desks - Seat students forward - Nonessential furniture and equipment out of classrooms to increase distancing footprint - Classroom cleaning bucket w/supplies - Surfaces sanitized at regular intervals during the day - Used rags container - Student water bottles (brought from home/school purchased) - Calming bags/multiple per classroom - Dots for lining up in classroom for distancing - Individual student books/supplies kept at each desk - no sharing
Transitions	- Apply floor markings & signage to direct traffic low - Increase time for transitions/stagger grades. - Use alternate methods of providing water/no use of drinking fountains - Prop doors open or have door holders to reduce touch - Clean high-touch surfaces before/after transitions - Encourage students/staff to wear face masks during transitions - Minimize/monitor congregation of students

Setting	Mitigation Strategies
Entry/Exit Points	•Each grade will use separate entry ways into the building • Designate entry/exit flow paths •Limit nonessential visitors/volunteers •Establish protocol for any non-regular staff including temperature checking and wearing of face coverings •Establish protocols for drop-off/pick-up and communicate to families •Hand sanitizer available for both entry/exit •Signage encouraging physical distancing •Before School - students line up by class at grade level designated door(see map) •One class enters at a time keeping appropriate spacing
Transportation	• Face coverings for all passengers • Maximize physical distancing • Assigned seats on the bus • All drivers and all students will be masked on the bus o The ONLY exception is for students with documented health conditions that preclude them from being able to be masked for a short period of time o Students who forget district issued cloth masks will be issued a paper one o Students who refuse to wear masks will not be allowed entry to the bus • All buses will be sanitized between every run of students o Driver has a ½ gallon sprayer filled with disinfectant o Driver will walk to the back of the bus spraying one side of the bus and walk back to the front spraying the other side • Hand sanitizer dispensers will be placed on every bus o These are the same dispensers that are located in classrooms and offices in the Granite School District • Social distancing is not possible on the bus but is encouraged at the bus stop • Students who are ill, or are showing any symptoms must be kept home
Restrooms	• Signage and instruction on proper hand hygiene • Regularly scheduled cleaning for high touch areas • Scheduled bathroom breaks for individual classes • Minimize number of individuals in restroom(hooks on wall for bathroom pass - no more than 2 allowed in bathroom at a time) • Floor markings to encourage physical distancing while waiting • Encourage mask use while in restroom • Rotate monitoring of restroom

Setting	Mitigation Strategies
Lunch/Cafeterias	- Floor markings and signage to designate serving line flow paths - No self-service bars - Food servers wear face covering - Sanitizer before/after meals - Increase cleaning & disinfecting of high touch surfaces between each lunch session - Use outdoor areas for eating when possible - Assigned seating - Wear masks when in line - Reduce # of students seated at a table/assigned seats - Home lunch students at start of class line-up
Large Group Gatherings (e.g. assemblies, performances)	• Cancel or limit nonessential assemblies • Record assemblies to be viewed in classrooms/at home • Hold virtual meetings when possible • Wear face coverings when at large group gatherings Social distancing if must have a large group together
Unique Courses with Higher Risk of Spread	• Build in time for sanitation between sessions/use • 'Art-on-a-Cart' service pattern • Outdoor PE when weather permits

Setting	Mitigation Strategies
Recess and Playground	• Alternate use of outdoor spaces/class assigned to designated area of play • Disinfect playground/equipment between use
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	• Plexiglass, face shields, or auxiliary aids for one on one close contact • Offer reasonable accommodations for students who are unable to wear face Coverings • Sanitize areas after each group
PD/Faculty Meetings	• Maximize distance between staff • Provide virtual training when able • Sanitize area after each event • No shared materials • Request/require face coverings

Setting	Mitigation Strategies
Before/After Student Supervision	• Designate locations for each grade/class • Paint dots to stand on • Create a schedule for supervision by staff • Communicate times with families & communities
Drop Off/Pick Up Areas	• Designate locations for each grade/class • Communicate locations to patrons and review as needed
Front Office	• Plexiglass shield at front desk • Request/require face coverings • Have parents/guardians call into the office prior to entry. • Sanitize touch points regularly/after each touch

Setting	Mitigation Strategies
P/T or SEP Conferences	- Use video conferencing as much as possible - Maintain physical distancing - Request/require face coverings - Share information via digital means when available - Schedule to prevent congestion - Sanitize after each group
Safety and Fire Drills	- Maintain physical distancing - Wear face coverings - Notify staff as possible - Follow directional travel procedures to avoid congestion
Patron Meetings	- Schedule ahead of time - Wear face coverings - Maintain physical distancing - Sanitize after each group

Setting	Mitigation Strategies
Library/Media Centers	- Follow schedule with time for cleaning between classes - Use assigned seating - Floor markings and signage to designate line flow paths - Quarantine returned materials before redistribution.
IEP/Special Ed Meetings	- Conduct via video conferencing - Schedule well in advance - Request/require face coverings - Sanitize after each group
Multi-Purpose Room	- Designate entry/exit flow paths - Signage encouraging physical distancing - Regular cleaning/sanitizing - Avoid large group gatherings

Setting	Mitigation Strategies
PE/BTS classes	- Follow schedule with time for cleaning between - Use assigned seating - Floor markings and signage to designate line flow paths - Quarantine returned materials before redistribution. - PE outside if appropriate - BTS can travel to classrooms w/ Art Cart so students can use own materials - Wear face coverings when social distancing is not possible
Hallways	- Apply floor markings & signage to direct traffic flow - Increase time/stagger times for transitions - Sanitize touch points regularly - Wear face coverings