

School Reopening Plans Template

Name of School

Stansbury 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">• 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	<p>During last year’s closure, Stansbury Elementary created a Stansbury Google classroom (all staff have access), where we posted information relevant to our situation. On June 26th, 2020, we published our first Friday update and have continued and will continue throughout the school year, every week. We also have installed every Wednesday, a frequently asked questions series that has helped to answer concerns and questions staff have had during the week.</p> <p>After meeting with the district on June 24, 2020, we met with our leadership team and shared with them the framework to develop our 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 District’s COVID Response Phases. These were emailed to all staff and posted on our staff Google classroom.</p> <p>Training has been, and will continue to be provided, to staff in coaching sessions and small group virtual meetings from our administrative team.</p> <p>School plans are due to the district by July 27th. We have given access to teachers, leadership team members, SCC and PTA during the following days, July 22nd – 24th. We will compile their input and revise the plan as needed. The plan will then be posted on our website by July 29th, so that parents can make an informed decision on whether they will commit to Face to Face learning or Distance learning. All plans will be translated into our families preferred languages.</p>

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>	<p>We will share our plans for mitigating risk factors. For those students/families that would prefer to participate in distance learning, they may fill out a form letting us know their desire to do so, and we will accommodate their request. These forms will be posted on our website, sent out via Blackboard parent link and we will then make individual phone calls as needed.</p> <p>Staff that identify as high risk may reach out to our Human Resource Department, and we will provide reasonable accommodations as directed.</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

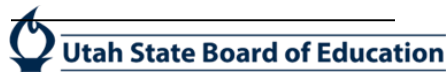
Yes, our school team will systematically review current 504, IEP, and Health Care plans and update the individual plans as needed to decrease those students' risks for exposure. Accommodations will be made on a case by case basis.

Enhanced Environment Hygiene & Safety

District Requirement ("What")

Implementation Plan ("How")

Indicate assurance:



School Reopening Requirements Template

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

School Schedules

District Requirement (“What”)	Implementation Plan (“How”)
Communicate and inform all stakeholders of the possible school schedules; Dismissal, Modified, and Regular.	<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. 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.</p> <p>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. 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.</p> <p>These schedule changes will be communicated to parents via Blackboard system, individual classroom communications by the teacher, and through phone calls when needed.</p>

Monitoring for Incidences

District Requirement (“What”)	Implementation Plan (“How”)
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<p>Train/Educate teachers, staff, and students on protocols for symptom monitoring</p>	<p>We will adopt the new Utah School Nurse Association (USNA) protocol for symptom monitoring.</p> <ul style="list-style-type: none"> • These protocols will be emailed to all Stansbury staff. • School nurses will verify each site administrator has the protocols and answer questions. We will set up a coaching session with our teachers and admin team, if necessary. • We will post these protocols on our webpage, and send out via Blackboard system. • Thermometers will be available at each school to check for symptoms. Our school nurses will share with families and schools any free resources that are available in our community. <p>We will review these protocols in our opening staff meetings. We will train students at our 2-day open house parent/student training.</p>
<p>Monitor staff/student symptoms and absenteeism carefully</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Educate and promote to staff/students: “If you feel sick; stay home”</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>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</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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	Stansbury has established both a sick room as well as an isolation/quarantine room for suspected exposure. All suspected cases will be reported to the administrative team who will contact the school nurse and School Leadership and Improvement director. 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: <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	We will hold in-person faculty meetings, if already at school. We will also offer the option for a meeting via Google Meet, if teachers feel more comfortable to join virtually. If need be, we will utilize our school staff phone tree to notify teachers of the dismissal, if home/off work. We will continue to use our staff Google Classroom and email weekly updates as well.
Analyze distance learning capabilities (i.e. need for Wi-Fi or paper learning modules)	Indicate assurance: <input checked="" type="checkbox"/> Yes

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.

Movement **Duration** **Proximity** **Group Size**

Respiratory Output **Touch** **Congestion**

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Situational Characteristics

Movement: How do people move around in the space?

The diagram shows two types of movement. 'Directed (lower risk)' is represented by a grid of orange dots with a blue arrow pointing from the left towards the grid. 'Undirected (higher risk)' is represented by a scattered group of orange dots with a blue arrow pointing from the right towards the group. The Utah State Board of Education logo is in the bottom right corner.

Directed
(lower risk)

Undirected
(higher risk)

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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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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	<ul style="list-style-type: none"> • We will provide training to teachers/staff to mitigate risk in the classroom. • Students will be assigned seats to support contact tracing. • Each desk/workspace will have a 3-foot radius around to promote social distancing, as much as possible, and they are all facing forward. • Dual immersion students who typically rotate mid-day, will rotate minimally in the week, so that there is time to disinfect between rotations. • Teachers will stay with the same students throughout the day. • Small group rotations will be limited with cleaning in between. • Doors will remain propped open during the school day. • Both employees and students will wear face coverings. • Under the direction of the teacher, students will clean their own workspace at certain intervals of the day. • High touch surfaces will be cleaned after transitions. • Nonessential furniture has been removed from classrooms.
Transitions	<ul style="list-style-type: none"> • Hallways will be marked with signage to direct traffic and floor markings will appropriately social distance patrons, staff, students, etc. when walking through the hall. • Transitions will be minimal during the school day to limit contact with other classroom “pods.” • Transition times for lunch and recess will be staggered in the master schedule. • Students will be released row by row to go into the hall, and they will walk on the right side of the hallway, following the set pattern marked. • Students will be explicitly taught to keep hands and feet to themselves. • Again, students and staff will wear face coverings. • Doors will be propped open during the school day. • Hand sanitizer will be available upon entry/exit of the classroom. • High touch surfaces will be cleaned after transitions.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Entry/Exit Points	<ul style="list-style-type: none">• Visitors to the school will be required to enter through the front door, sanitize, have their temperature checked and wear a face covering.• Parent meetings will need to be by appointment only.• Volunteers will be limited.• Floor markings will direct the flow of traffic upon entry.• Admin and paras will be spread out on campus to direct students to their marked lines and dots to promote social distancing.• Masks will need to be worn prior to entry.
Transportation	<ul style="list-style-type: none">• N/A—We are a walking school, no busses.
Restrooms	<ul style="list-style-type: none">• Restrooms will be assigned by grade level.• All will be expected to wear a mask in the restroom.• The custodial staff will wear proper PPE and follow district cleaning protocols, with a set schedule so high touch areas are cleaned throughout the day.• They will also monitor soap and towel dispensers.• Teachers will allow students to use restrooms during class time to avoid clustering.• Floor markings and signage will encourage social distancing.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Lunch/Cafeterias	<ul style="list-style-type: none">• Floor markings and signage will direct the flow of traffic.• Adults will help guide students into the cafeteria to stagger entry through one door.• They will wear their masks in line and sanitize before entering.• Self-service salad bars/buffet will no longer be available.• Seats will be assigned and only one grade level allowed in the cafeteria at a time.• The lunch block will be expanded to allow for staggering of lunch times.• Students will scan their lunch card, which will be attached to their lanyard. We will utilize the cafeteria and small gym area, if needed, to reduce the number of students in the cafeteria at 1 time.• Assigned seats will be given and adequately spaced apart.
Large Group Gatherings (e.g. assemblies, performances)	<ul style="list-style-type: none">• None at this time with students.
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none">• See P.E./BTS Block.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Recess and Playground	<ul style="list-style-type: none"> • Students will be asked to sanitize prior to exiting for recess and upon entry into class after recess. • The playground will be properly marked for each line to be spread apart, and for each student to have a dot to stand on in line, that is properly spaced apart for social distancing. • We will follow the state and local health department’s requirements for sanitization and spacing of students. • Recess times will be staggered. • We will utilize the field and mark off areas for each grade level so there is no cross contamination of grade level “pods.” • The students will be properly supervised, and PPE worn by staff. • The playground “toy” (with slides) will only be accessible to Kindergarten and preschool. • Swings will be off limits to students this year.
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none"> • Students with disabilities will be offered accommodations on a case by case basis, based on need. • Students who are pulled out of the general education classroom for services will remain with the same small group daily for contact tracing purposes. • Group sizes will be reduced whenever possible. • Students’ seating will be spaced out properly. • Employees will be provided with PPE. • Just as in the classroom, hand sanitizer will be available upon entry/exit from the room. • Students with disabilities will be provided access to services, as always, which may be pull-out or push-in, depending on scheduling.
PD/Faculty Meetings	<ul style="list-style-type: none"> • We will hold whole staff faculty meetings on a limited basis. • When held in-person, all staff will be required to wear a face covering and socially distancing. • We are fortunate to have a large computer lab and multi-purpose room where this can occur. • We will continue to share information with staff via our Stansbury Staff Google Classroom and weekly email updates. • High touch surfaces will be wiped down after the meeting. • Doors will be propped open during the school day.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Before/After Student Supervision	<ul style="list-style-type: none"> • Administration and support staff will be out during pick-up and drop-off to help direct traffic. • The playground area will be properly marked by class, and students will have a dot to stand on to promote social distancing. • Students and staff will wear face coverings and socially distancing.
Drop Off/Pick Up Areas	<p>Drop-off:</p> <ul style="list-style-type: none"> • K-2 will enter the playground/line up area on the north side, and grades 3-6 will enter the playground/line-up area on the south side to promote social distancing (in other words, have multiple points of entry). • Administration and support staff will be outside directing the drop-off lane. • Parents will be asked to remain in their cars. • Paras will supervise the students once in their lines, in the playground area. • Hand sanitizer will be available upon entry/exit of the building. <p>Pick-up:</p> <ul style="list-style-type: none"> • We will send the “walkers” home to exit the building first. • We will then excuse the students being picked up in a car. We are considering dismissing by alphabet, for staggering purposes. • No re-entry. • Office staff will handle any students who need to call home regarding being picked up.
Front Office	<ul style="list-style-type: none"> • Employees and guests will be asked to sanitize, wear a face covering, and have their temperature checked upon arrival. • Nonessential furniture will be removed from the front office area. • The office will not serve as the sick room or the isolation room. • Nonessential furniture and other items will be removed.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
P/T or SEP Conferences	<ul style="list-style-type: none">• We will adhere to district requirements regarding SEPs.• We hope to hold in-person meetings with staggered times.• Parents, staff, and students would be asked to wear a face covering.• Cleaning protocol would be implemented.• If this is not possible, we would look at holding virtual meetings and/or phone calls with progress reports being sent home.• Virtual meetings will be available at parent request.
Safety and Fire Drills	<ul style="list-style-type: none">• Emergency drills will still be held as required by state law.• For evacuation drills (fire), students will be required to follow the hall markings and socially distance as they exit the building.• This will be practiced frequently.• Grade levels will be assigned doors for them to exit out for consistency.• For lockdown protocols, social distancing may not be an option because of a larger safety concern.• Face coverings will be required during all drills.• Safety drills may be held on an individual class by class basis to help promote social distancing and limit large group gatherings.
Patron Meetings	<ul style="list-style-type: none">• Patron meetings will be by appointment only.• All stakeholders would be required to wear a face covering.• Sanitizer would be provided upon entry and exit.• High touch surfaces to be disinfected after the meeting.• We would also document who met with whom for contact tracing purposes.• Virtual meetings will be available at parent request.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Library/Media Centers	<ul style="list-style-type: none">• Only one class would be allowed in the library at a time.• Face coverings to be worn by both the adults and students in the room.• Students would be asked to socially distance as much as possible.• We will follow the district cleaning protocols for the library, and the measures recently put in place from Don Adams email.
IEP/Special Ed Meetings	<ul style="list-style-type: none">• Special Ed Meetings and/or IEP Meetings can be held in-person or virtually, as long as all required stakeholders agree and are present in some form (could be a mix of in-person and virtual).• The delivery method of the meeting would be documented accordingly on the meeting summary notes.• If held in-person, all would be required to wear a face covering and be seated apart for social distancing.• If held virtually, all parties would be emailed the documents in advance of the meeting for review.
Multi-Purpose Room	<ul style="list-style-type: none">• The multi-purpose room would be treated like a classroom: face coverings worn, hand sanitizer available upon entry/exit, and limited to one classroom at a time to promote social distancing.• Seats/ areas would be assigned for contact tracing purposes.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
PE/BTS classes	<ul style="list-style-type: none">• PE will be held outside as much as possible.• Face coverings required, depending on the activity itself.• If held in the gym, we could utilize hula hoops to mark spaces for each student, so there are socially distanced.• Only one class in PE at a time. • BTS Arts will be taught in the classroom, so that only the teacher is moving in the building. This will limit hallway traffic.• The Arts teacher can take a rolling cart with her for materials.• Materials would have to be cleaned after use or disposable.• Face coverings would be worn by both the teacher and students.• Cleaning protocols to be followed after art is completed. In other words, there would be built-in time for cleaning during the art block.
Hallways	<ul style="list-style-type: none">• Hallways will be marked with signage to direct traffic and floor markings will appropriately social distance patrons, staff, students, etc. when walking through the hall.• Transitions will be minimal during the school day to limit contact with other classroom “pods.”• Transition times for lunch and recess will be staggered in the master schedule.• Students will be released row by row to go into the hall, and they will walk on the right side of the hallway, following the set pattern marked.• Students will be explicitly taught to keep hands and feet to themselves.• Again, students and staff will wear face coverings.