

School Reopening Plans Template

Name of School

Upland Terrace 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.

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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"> School reopening protocol and plans will be developed including input from SCC, PTA, and the faculty and staff. The plan will be shared with district, community, and staff (letter, email, website). Jennifer Reed is point of contact person for Upland Terrace Elementary. Contact information is: Phone - (385)646-5057 or Email - jkreed@graniteschools.org Weekly communication to community will take place (update/changes, best practices for preventive care, positive outlook) Communications will be provided in English and other languages as needed Statements will be pre-written to be used in case of confirmed cases/outbreak Staff will be trained on protocols/plans during August opening meetings. Training videos for staff/students/families will be created or obtained. |

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"> Alternate learning as requested for students and families will be provided ‘High-risk’ employees will work with HR and the Principal to minimize risk |
| <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"> Health Care Plans/IEPs/504s will be reviewed to address risk for exposure & accommodate as needed (Prior to start of school) Emotional/social needs of staff (stress levels, breaks) will be considered Emotional/social needs of students (breaks & peer interaction) will be considered |

Enhanced Environment Hygiene & Safety

District Requirement (“What”)

Implementation Plan (“How”)

- A plan will be developed for increased cleaning and hygiene protocols for custodian, teachers, aides, students
- Faculty/staff/students/visitors will wear face coverings
- Hand sanitizer, soap, water, disinfecting solution and rags will be provided and available for use in various locations in school
- Contact tracing will be provided when required by health department
- Touch surfaces will be disinfected at least twice a day (doorknobs, desks, playground equipment, tables, etc.)
- An adequate supply of PPE supplies, sanitizer, soap, etc., will be available
- Floor markings will be used for social distancing expectation
- Individual student lanyard for lunch pin-card & face mask will be provided
- Disinfectant sprayers/solution for classroom and playground will be provided

School Reopening Requirements Template

Indicate assurance:

| | |
|---|--|
| 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 | <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.</p> <ul style="list-style-type: none"> • With the Regular Schedule students will be allowed to attend every day using the board approved school calendar with increased safety and mitigation measures in place. We plan to use this schedule unless notified a change is required • On a Modified Schedule, school will operate on a split A/B schedule M-Th (Half the students in a class will come on Monday/Wednesday and half on Tuesday/Thursday.) Students not receiving face to face instruction will utilize distance learning or paper-based modules. On Fridays, all students will receive distance learning. Teachers will also use Fridays for planning, small group meetings, and interventions. Students would be divided alphabetically so students in the same families can be on the same schedule. Accommodations will be made on a case-by-case basis • The third schedule would be a Dismissal. We would only utilize a dismissal for a class, grade, or school, in the event of an outbreak and in consultation with the Health Department |

Monitoring for Incidences

District Requirement (“What”)

Implementation Plan (“How”)

| | |
|---|---|
| <p>Train/Educate teachers, staff, and students on protocols for symptom monitoring</p> | <ul style="list-style-type: none"> • All staff will be trained on school’s protocol for symptom monitoring during August staff meetings • A plan will be established to assist families in conducting symptom checking at-home and communicate the plan with families in back to school information • Staff/student symptoms and absenteeism will be monitored carefully • Educate & promote “If you feel sick; stay home” • Symptomatic people will not be allowed to physically return to school until they meet health department criteria or are cleared by medical provider • Absentee policies will be more lenient • School personnel will learn protocol checking for symptoms |
| <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 | <ul style="list-style-type: none"> Staff will be trained on protocol for containing potential outbreaks during August staff meetings (Use guidance/protocol from district and health department) Local health department will be consulted for tracing a positive COVID-19 case | | | | |
| Consult with school nurse and district regarding procedures for tracing a positive COVID-19 case by an employee, student, visitor, or those who have come into contact with an individual testing positive | Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table> | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input checked="" type="checkbox"/> | Yes | | | | |
| <input type="checkbox"/> | No | | | | |

Quarantine/Isolation Protocol

| District Requirement ("What") | Implementation Plan ("How") | | | | |
|---|--|-------------------------------------|-----|--------------------------|-----|
| Designate isolation rooms at each school to temporarily house students who are unable to return home | Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table> | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input checked="" type="checkbox"/> | Yes | | | | |
| <input type="checkbox"/> | No | | | | |
| Communicate health and safety issues transparently, while protecting the privacy of students and families | Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Yes</td> </tr> </table> | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | Yes |
| <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"> A communication procedure for staff and students in case of reclosure (phone calling tree, text, email, etc.) will be developed Distance learning opportunities via technology or hard copy will be provided Pre-written statements will be distributed in case of confirmed cases/outbreak with impacted staff, families, etc. | | |
| Analyze distance learning capabilities (i.e. need for Wi-Fi or paper learning modules) | Indicate assurance: <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes</td> </tr> </table> | <input checked="" type="checkbox"/> | Yes |
| <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 cloud 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 illustrates two movement patterns. On the left, 'Directed (lower risk)' is shown with a blue arrow pointing to a grid of orange dots. On the right, 'Undirected (higher risk)' is shown with a blue arrow pointing to a scattered group of orange dots. 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?

More than 15 minutes (higher risk)

Less than 15 minutes (lower risk)

Utah State Board of Education

Situational Characteristics

Proximity: How close together are people in this space?

More than 6 feet (lower risk)

Less than 6 feet (higher risk)

Utah State Board of Education

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)

Utah State Board of Education

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)

Utah State Board of Education

Situational Characteristics

Congestion: Are there points of high congestion?

Low congestion
(lower risk)

High congestion
(higher risk)

Utah State Board of Education

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"> • Students are required to wear face coverings when engaged in contact longer than 15 minutes or within 6 feet • Seats will be assigned in the event contact tracing needs to be conducted • We will maximize space between seating/desks • Nonessential furniture and equipment will be removed from classrooms to increase distancing footprint • Classroom cleaning bucket will be available with supplies • Classroom containers for dirty and clean rags will be available • Students will be allowed to use water bottles brought from home or provided by the school • Multiple sets of sensory items multiple per classroom will be available to minimize touch and scheduled sanitation of items will take place • Dots/markings on floor for lining up in classroom for distancing will be added where needed • Individual student books and supplies will be kept at each desk – minimize sharing of materials • Individual student sets of manipulatives will be made available when possible with scheduled sanitation of manipulatives after use • Outdoor classrooms will be utilized |
| Transitions | <ul style="list-style-type: none"> • Floor markings and signage will be added to direct traffic flow and provide distancing indicators • Increased time will be added for transitions to minimize number of students in confined areas (one class dismissed at a time) • Water fountains will not be available for use • Doors will be propped or held open to reduce touch • High-touch surfaces will be cleaned after transitions • Students and staff will be required to wear face coverings during transitions • Congregation of students during transitions will be monitored and minimized • Recess and lunch schedules will be revised to reduce lines and congestion |

K-12 Reopening Plan Assurances

| Setting | Mitigation Strategies |
|-------------------|---|
| Entry/Exit Points | <ul style="list-style-type: none">• Entry and exit flow paths will be designated for each class/grade level, before school, before and after each recess, and after school• Nonessential visitors and volunteers will be limited• Protocols will be established for any non-regular staff entry in the building, including temperature checking and wearing of face coverings• Protocols will be established for safe drop-off/pick-up of students, then communicated to families• Hand sanitizer will be available• Signage will be posted encouraging physical distancing• One class will enter at a time keeping appropriate spacing |
| Transportation | <ul style="list-style-type: none">• Protocol from the Transportation Department will be followed• Face coverings for all passengers will be required• Physical distancing will be maximized |
| Restrooms | <ul style="list-style-type: none">• Signage will be posted, and student instruction will take place on proper hand washing• Regularly scheduled cleaning for high touch areas will be scheduled (daily cleaning with at least two additional sanitizing sprays after recess and lunch times)• Bathroom breaks will be scheduled for individual classes to reduce congestion• The number of individuals in restroom will be minimized (hooks on wall for bathroom pass - no more than 2 allowed in bathroom at a time) during non-scheduled restroom breaks• Floor markings will be applied to identify physical distancing while waiting• Masks will be required while in restroom |

K-12 Reopening Plan Assurances

| Setting | Mitigation Strategies |
|--|---|
| Lunch/Cafeterias | <ul style="list-style-type: none"> • Floor markings and signage will be added to designate serving line flow paths • Self-service bars are no longer available • Food servers will wear face coverings • Students and staff will wash hands or use sanitizer before and after meals • Cleaning and disinfecting of high touch surfaces will be done frequently during service, and tables will be disinfected between each class • Outdoor areas will be used for eating when possible and social distancing will be monitored • Seating will be assigned by class at lunch tables • Masks or face coverings will be worn when in line • The number of students seated at a table will be reduced, and there will be assigned seats • Home lunch students will go directly to their assigned table to reduce congestion and group size • Use of pin pad will be eliminated |
| Large Group Gatherings (e.g. assemblies, performances) | <ul style="list-style-type: none"> • Non-essential assemblies will be cancelled • Assemblies will be recorded and viewed in classrooms or at home • Virtual meetings will be held when possible • Students and staff will wear face coverings in large groups • Space will be maximized for social distancing in group gatherings |
| Unique Courses with Higher Risk of Spread | <ul style="list-style-type: none"> • Sanitation and cleaning will be scheduled between sessions for kindergarten classes • PE classes will be held outdoors when weather permits • Spots or spaces will be assigned for students during PE • Spots or spaces will be assigned for students during BTS (dance) |

K-12 Reopening Plan Assurances

| Setting | Mitigation Strategies |
|---|---|
| Recess and Playground | <ul style="list-style-type: none">• Classes will be assigned to designated outdoor spaces or areas to play such as east field, west field, playground equipment, blacktop• Outdoor handwashing stations will be available for student use• Face coverings will be worn when social distancing is not possible |
| Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.) | <ul style="list-style-type: none">• Classrooms will be disinfected more frequently and as needed• Plexiglass, face shields, or auxiliary aids will be used for one-on-one close contact when a student is working with the speech therapist, the school psychologist or social worker, or with the special education teacher or paraprofessional• Reasonable accommodations will be made for students who are unable to wear face coverings |
| PD/Faculty Meetings | <ul style="list-style-type: none">• Virtual faculty meetings and professional development will take place when possible• Social distancing will take place during faculty meetings and professional development if in-person sessions are necessary• Staff will be required to wear face coverings• Hand sanitizer will be available at meetings• Touch surfaces will be sanitized after meetings |

K-12 Reopening Plan Assurances

| Setting | Mitigation Strategies |
|----------------------------------|---|
| Before/After Student Supervision | <ul style="list-style-type: none"> • All students will be encouraged to arrive to school at an appropriate time • Staff supervision of students outside will be scheduled before and after school • Signage around building will be posted to remind patrons and students to wear face coverings and keep physically distanced |
| Drop Off/Pick Up Areas | <ul style="list-style-type: none"> • School plan for student drop-off and pick-up will be communicated to parents • Parents will be encouraged to stay in cars when dropping off or picking up students • Students will be encouraged to move to their entry location following social distancing and wearing face covering • Entry and exit flow paths will be designated to minimize congestion • Students will line up by class at a grade level designated door standing on social distancing markers (one grade level per entry way where possible) • One class will enter at a time keeping appropriate spacing • Non-essential visitors and volunteers will be limited • Protocols will be established for any non-regular staff entering the building including temperature checking and wearing of face coverings • Hand sanitizer available for use • Signage will be posted to remind students and patrons about physical distancing |
| Front Office | <ul style="list-style-type: none"> • The number of individuals allowed in the front office area will be limited (to reduce congestion) • Face masks or face coverings will be required • Social distancing markers will be placed in the office and entry way • Hand sanitizer will be available • Inside east entry door will be propped open to minimize touch • Additional sanitizing of touch surfaces in office will be scheduled • Parents will be asked to wait outdoors when checking out student early from school • Gloves will be used when handling materials delivered to the office (student work/materials, notes, donations, etc.) • Plexiglass barriers will be installed |

K-12 Reopening Plan Assurances

| Setting | Mitigation Strategies |
|------------------------|---|
| P/T or SEP Conferences | <ul style="list-style-type: none">• Virtual meetings will be held when possible• Face coverings will be required during in-person conferences• Hand sanitizer will be provided• Touch surfaces will be sanitized after each in-person conference |
| Safety and Fire Drills | <ul style="list-style-type: none">• Develop protocol and train staff/students for exiting building during fire drills• Schedule fire drills and inform teachers of date/time• Scheduled drills protocol will have staff/students exiting the building in a slower, distancing, reduced congestion manner• If the fire alarm sounds when it is not a scheduled drill, teachers/students exit building quickly (priority is fire safety vs COVID)• Lockdown and earthquake drills will be conducted as normal |
| Patron Meetings | <ul style="list-style-type: none">• Virtual parent meetings will be held whenever possible• Patron meetings with staff/administration will be held by appointment only• Social distancing will be practiced where possible• Hand sanitizer will be provided• Face coverings will be required• Touch surfaces will be sanitized after each meeting |

K-12 Reopening Plan Assurances

| Setting | Mitigation Strategies |
|-------------------------|---|
| Library/Media Centers | <ul style="list-style-type: none">• Librarian will make classrooms visits; students may request books from the library• District guidelines/plans for service of library will be followed• SORA digital library and Destiny online catalog will be utilized• Returned library books will be stored in bin for 4 days before being recirculated |
| IEP/Special Ed Meetings | <ul style="list-style-type: none">• Virtual meetings will be held whenever possible• Social distancing will be practiced, and face coverings will be required• Provide hand sanitizer will be provided• Touch surfaces will be sanitized after each meeting |
| Multi-Purpose Room | <ul style="list-style-type: none">• Maximize social distancing when using multi-purpose room• Schedule single-class use of room when available |

K-12 Reopening Plan Assurances

| Setting | Mitigation Strategies |
|----------------|--|
| PE/BTS classes | <ul style="list-style-type: none">• District guidelines and plans for service will be followed for art and PE classes• Face coverings will be required for staff and students• Surfaces and equipment will be sanitized between classes |
| Hallways | <ul style="list-style-type: none">• Floor stickers will be applied to designate a flow pattern and distancing in each hallway of the school• “Single-file, face forward” will be taught and reviewed as the protocol for walking in hallways• The number of classes in hallway at a time will be limited• Adult supervision and monitoring of students will take place when students are moving through the hallway to new location |