

School Reopening Plans Template

Name of School

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	2
Communication and Training	2
Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions)	2
Enhanced Environment Hygiene & Safety	2
School Schedules	3
Monitoring for Incidences	3
Containing Potential Outbreaks	4
Preparation Phase	4
Quarantine/Isolation Protocol	4
Transition Management Preparation	4
7 Characteristics of a Situation	5
Mitigation Tactics for Specific School Settings	9

School Reopening Requirements Template

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 communityMake materials available to families in their respective preferred/primary language	<ul style="list-style-type: none">Develop School reopening protocol and plans including input from SCC and building leadership team.Share plan with district, community and staff via email and school websiteJeffery Walton is point of contact person for West Valley Elementary. Contact information is 801-646-5004 and jpwalton@graniteschools.orgWeekly communication with communityTrain all staff on protocols/plans during August staff meetingPrepare or procure training videos for staff/students/families

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">Develop process for identification as 'high-risk'Provide alternative learning as requested'High-risk' employees work with HR and building 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">Review Health Care Plans/IEPS/504s to address risk for exposure and accommodate as needed (prior to August 24th)Consider emotional/social needs of staffConsider emotional/social needs of students

Enhanced Environment Hygiene & Safety

District Requirement ("What")	Implementation Plan ("How")
	<p>Indicate assurance:</p> <ul style="list-style-type: none">Develop increased cleaning and hygiene protocols for custodian, teachers, aides and studentsFaculty/staff/students wear face coveringsProvide hand sanitizer, soap, water and

disinfecting solution and rags in each classroom and other high usage areas of the building

- Provide contact tracing when required by the health department
- Disinfect touched surfaces at least twice daily (doorknobs, desks, tables, etc.)
- Have an adequate supply of PPE
- Use floor markings to indicate directionality in hallways
- Individual student lanyards for masks

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 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.</p> <p>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.</p> <p>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,</p>

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”)

<p>Train/Educate teachers, staff, and students on protocols for symptom monitoring</p>	<ul style="list-style-type: none"> • 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
<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"> Develop and train staff on protocol for containing potential outbreaks during August staff meetings (Use guidance/protocol from district and health department) Consult with local health department 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:
	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

Quarantine/Isolation Protocol

District Requirement ("What")	Implementation Plan ("How")
Designate isolation rooms at each school to temporarily house students who are unable to return home	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Communicate health and safety issues transparently, while protecting the privacy of students and families	Indicate assurance:
	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> Yes

Transition Management Preparation

District Requirement ("What")	Implementation Plan ("How")
Develop a communication procedure for students and faculty in the case there is a temporary dismissal	<ul style="list-style-type: none"> Identify communication procedure for staff and students in case of reclosure (phone tree, text, email, blackboard, etc.) Provide remote learning via technology or hard copy Distribute pre-written statements in case of confirmed cases/outbreak with impacted staff, families, etc.
Analyze distance learning capabilities	Indicate assurance:

(i.e. need for Wi-Fi or paper learning modules)

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 red dots with a horizontal line), Duration (a clock face), Proximity (two figures with a double-headed arrow), Group Size (a large grid of red dots), Respiratory Output (a figure with a spray of red dots), Touch (a hand pointing to a grid of red dots), and Congestion (a square containing a cluster of red dots). The Utah State Board of Education logo is in the bottom right corner.

Situational Characteristics

Movement: How do people move around in the space?

The diagram shows two types of movement. On the left, 'Directed (lower risk)' is illustrated with a blue arrow pointing to a grid of orange dots. On the right, 'Undirected (higher risk)' is illustrated 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?

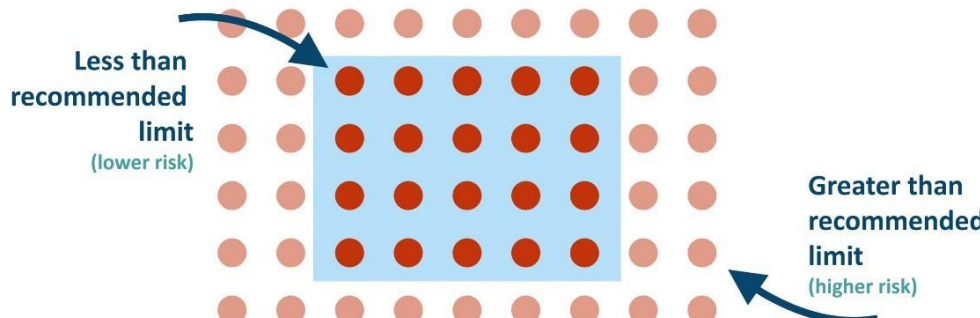
More than 6 feet (lower risk)

Less than 6 feet (higher risk)

Utah State Board of Education

Situational Characteristics

Group Size: How many people are in the space?



The diagram shows a grid of 100 light red dots arranged in 10 rows and 10 columns. A central 4x4 area of 16 dots is highlighted in a light blue square. An arrow points from the text 'Less than recommended limit (lower risk)' to the blue square. Another arrow points from the text 'Greater than recommended limit (higher risk)' to the remaining 84 dots.

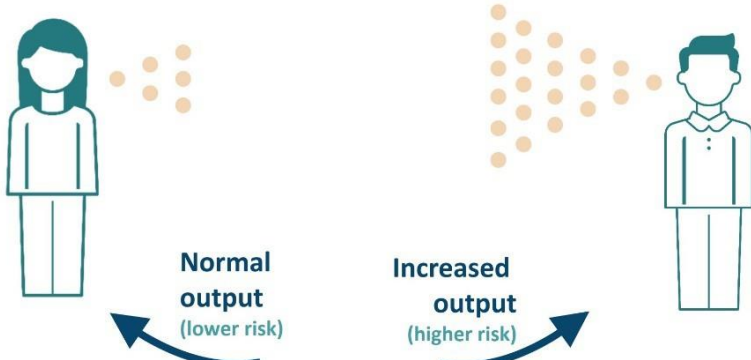
Less than recommended limit (lower risk)

Greater than recommended limit (higher risk)

Utah State Board of Education

Situational Characteristics

Respiratory Output: How are people breathing in the space?



The diagram shows two stylized human figures. The figure on the left is exhaling a small cluster of 5 light orange dots. Below it is the text 'Normal output (lower risk)'. The figure on the right is exhaling a larger, more dispersed cluster of 15 light orange dots. Below it is the text 'Increased output (higher risk)'. Arrows point from the text to the respective clusters of dots.

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 required 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/sprayer• Used rags container• Student water bottles (brought from home/school purchased)• Dots for lining up in classroom for distancing• Individual student books/supplies kept at each desk - no sharing• Personal portable carrying cases for each student• Individual supplies for students• Doors open to minimize touch surface and support air flow• Chromebooks assigned and cleaned after use

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Transitions	<ul style="list-style-type: none"> • Apply floor markings & signage to direct traffic flow • Increase time for transitions • 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 • Students/staff required to wear face masks during transitions • Minimize/monitor congregation of students • Stagger transitions to limit the number of students moving through hallways
Entry/Exit Points	<ul style="list-style-type: none"> • 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 a grade level designated door • One class enters at a time keeping appropriate spacing • Classes will be excused to exit only after the class before has cleared the exit
Transportation	<ul style="list-style-type: none"> • Face coverings for all passengers • Maximize physical distancing

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Restrooms	<ul style="list-style-type: none"> • Signage and instruction on proper hand hygiene • Regularly scheduled cleaning for high touch areas • Scheduled bathroom breaks for individual classes • Floor markings to encourage physical distancing while waiting • Require mask use while in restroom • Rotate monitoring of restroom • Hand sanitizer for re-entering the classroom • Student emergency bathroom log with name and time to enable contact tracing
Lunch/Cafeterias	<p>-</p> <ul style="list-style-type: none"> • 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 • Use outdoor areas for eating when possible • Assigned seating in the lunchroom • Wear masks when in line • Reduce # of students seated at a table/assigned seats • Home lunch students enter first to avoid congestion
Large Group Gatherings (e.g. assemblies, performances)	<ul style="list-style-type: none"> • Cancel or limit nonessential assemblies • Record assemblies to viewed in classrooms/at home • Hold virtual meetings as possible • Wear face coverings when at large group gatherings

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none">• Build in time for sanitation between sessions• Drama teacher goes class to class• Outdoor PE when weather permits
Recess and Playground	<ul style="list-style-type: none">• Alternate use of outdoor spaces/class assigned to designated area of play• Disinfect playground between use• Disinfect equipment between classes• Require use of face covering 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">• Plexiglass, face shields, or auxiliary aids for one-on-one close contact• Offer reasonable accommodations for students who are unable to wear face coverings• Cleaning will happen after each group leaves to prepare for the next group• Social Distancing as much as possible

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
PD/Faculty Meetings	<ul style="list-style-type: none">• Teachers and Staff will use face coverings when social distancing is not possible• during faculty meetings and staff professional development• Sanitize touch surfaces before and after meetings• Conduct virtual meetings when possible/effective
Before/After Student Supervision	<ul style="list-style-type: none">• Increase supervision• Teach one-way traffic when arriving to and leaving school• Students line up at designated doors socially distanced• Face coverings are worn• Encourage students to arrive to school at an appropriate time• One class enters at a time
Drop Off/Pick Up Areas	<ul style="list-style-type: none">• Increase supervision• Teach to one-way traffic when leaving school• Students exit through designated doors• Face coverings are worn• One class exits at a time• Establish protocol for picking up students that ensures social distancing

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Front Office	<ul style="list-style-type: none">• Plexiglass installed• Limit visitors to the office• Floor markers designating where to wait• Request parents wait outside of the office when picking up students• Scheduled sanitation of touch surfaces in the office
P/T or SEP Conferences	<ul style="list-style-type: none">• Hold virtual conferences• SEP's possibly could be held in the classroom by appointment.• Face Coverings will be worn by all in attendance• Social distancing will be followed for appointees waiting
Safety and Fire Drills	<ul style="list-style-type: none">• Develop protocol and train staff/students for exiting the building• Schedule drills and communicate date/time with staff• Scheduled drills will have staff/students exit the building in a slower and distanced manner• If the fire alarm sounds when it is not a scheduled drill, teachers and students will exit the building quickly• Lockdown, shelter in place and earthquake drills will be conducted as normal

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Patron Meetings	<ul style="list-style-type: none">• Hold virtual meetings when possible• Patron meetings by appointment only• Clean all areas before and after meetings• Wear face coverings
Library/Media Centers	<ul style="list-style-type: none">• Follow district guidelines/plans for service of library• Utilize SORA digital library and Destiny online catalog• Returned library books will be stored in bin for 3 days before being recirculated• Face Covering will be worn• Cleaning will occur between classes• Touch surfaces will be cleaned multiple times a day
IEP/Special Ed Meetings	<ul style="list-style-type: none">• Require face coverings• Provide hand sanitizer• Prop the door open for greater air flow• Hold virtual meetings when possible

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Multi-Purpose Room	<ul style="list-style-type: none">• Maximize social distancing• Schedule single-class use of room when available
PE/BTS classes	<ul style="list-style-type: none">• Follow district guidelines/plans for service of art and PE• Require wearing of face coverings for staff and students• Sanitize surfaces and equipment between classes• Select a location for physical education instruction where students and staff can respect physical distancing guidelines and remain 6 feet apart. Evaluate available outdoor spaces on school property. When possible, use outdoor spaces for physical education instruction.• Classes should not be combined if it prevents safety precautions such as distancing, safe use of equipment or classroom management within the space. More space than is typical for instruction may be required for physical education class due to increased respiration of students when participating in moderate-to-vigorous physical activity.• If students are required to remain in the same classroom for all instructional periods throughout the day, physical education teachers can rotate through classrooms to deliver instruction.• If using the gymnasium or multipurpose room for instruction, keep the doors and windows open if possible, to maximize circulation and air flow to accommodate for increased respiration by students while participating in physical activity.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Hallways	<ul style="list-style-type: none">• Apply markers on the floor directing traffic• Clean high-touch hallway surfaces• Require students/staff to wear face masks• Minimize/monitor congregation of students• Stagger transitions to limit the number of students moving through hallways