

Oquirrh Elementary

School Reopening Plan

This school reopening plan is based on the Jordan School District 2020-2021 Reopening plan.
Please see the district plan for more details: movingforward.jordandistrict.org

School Name: Oquirrh Elementary

Administrative Assurances Checklist

- ★ All employees have watched the video training provided through Skyward employee access. (When available)
- ★ Ensured that current executive orders regarding masks are being followed.
- ★ A link is posted on the school website to the District Reopening plan and the School specific plans and communication.
 - oquirrh.jordandistrict.org
 - Designate Point of Contact for Reopening - this administrator will coordinate, at the school level, with the school nurse and the Health Department.

School Administrator Point of Contact (POC):	Contact phone/email:
Shauna Worthington Principal	801-565-7474 shauna.worthington@jordandistrict.org

SCHOOL SCHEDULE INFORMATION	
M - Th Friday Schedule Communication	<ul style="list-style-type: none"> ★ Described specific scheduling options for families who attend in-person learning. (i.e., Friday schedule, bussing, how will students be scheduled to engage on Friday, how will lunch/breakfast be provided on Friday, etc.)
SCHOOL PLAN DETAILS BY LOCATION	
Plans to support "Before Coming to School":	<ul style="list-style-type: none"> ★ Provide families with a health/symptom checklist. Remind parents that do not have thermometers to check their children's skin to see if it feels warm or is red, or ask if they have chills. (A symptom checklist can be found in the appendix of the District Plan.) ★ Plan to review and update all healthcare plans (504, IEPs) prioritized based on COVID-19 risk factors. ★ Individually work with parents who have identified their student, in Skyward, as higher risk for severe illness and request accommodations within the school and classroom. ★ Enforce, using typical school discipline processes, the wearing of masks for all students who do not provide mask exemption documentation. ★ Work with teachers to have options in place for supporting students who are ill or isolating short-term. (i.e., work being sent home, virtual conferences, phone calls, broadcast or recorded lessons, online modules, etc.) ★ Revise grading and attendance policies so that students are not penalized for staying home when ill or isolating. ★ Prepare methods to check-out Chromebooks for Friday work, and short or long-term online learning as needed.
Plans to support "Bussing"	<ul style="list-style-type: none"> ★ Support seating chart provided by drivers to direct movement and reduce congestion while boarding the bus (i.e., utilizing staging lines for each bus) ★ Communicate Friday bus schedule to parents
Plans for Office	<ul style="list-style-type: none"> ★ Distribute appropriate PPE and supplies based on job assignments and class needs. ★ Designate entry/exit, traffic flow patterns that reduce congestion and create

	<p>one-way traffic patterns.</p> <ul style="list-style-type: none"> ★ Create check-in/check-out plan that reduces the need for additional people entering the building/office. ★ Create a visitor/volunteer access plan that reduces the need for additional people entering the building and requires symptom checks and masks. ★ Designate a quarantine room location and procedure that separates minor injuries from those with COVID symptoms. Consider using existing sick rooms as a quarantine room and use other areas for minor injury. ★ Provide employees/students with a symptom checklist. ★ Train staff on how to communicate health issues while protecting privacy - i.e., make sure phone conversations are held in private. ★ Communicate expectations that those that feel sick should stay home. ★ Remind symptomatic families and staff members to stay at home unless they are free of a communicable disease.
Plans for Classrooms	<ul style="list-style-type: none"> ★ Distribute appropriate PPE and supplies based on job assignments and class needs. Work with custodians to facilitate installation of plexiglass requested barriers. ★ Work with teachers to address plan requirements including: <ul style="list-style-type: none"> ○ Space desks as far apart as possible. ○ Store or surplus excess furniture to provide more space. ○ Routines for hand washing and sanitizing. ○ Create seating charts to assist with contact tracing. ○ Create routines to limit congestion at entry/exit points and within the classroom. ★ Communicate procedures to address symptomatic students in the classroom. ★ Create elementary master schedules that involve rotating teachers instead of students whenever possible.
Plans for Unique Courses: (music, theater, dance, CTE, PE)	<p>Administrators and teachers have identified higher risk courses and created a plan for mitigating risk factors based on the information below:</p> <ul style="list-style-type: none"> ★ Identify alternate spaces that can be used to hold higher risk classes to increase spacing and reduce congestion (i.e., auditorium, tech atrium, gymnasium, outdoor facilities, cafeterias, commons, etc.).
Plans for Special Education Classrooms	<ul style="list-style-type: none"> ★ Use Special Education FAQs and classroom considerations above to create a plan for mitigating risk factors. ★ Review Healthcare plans and IEPs to provide accommodations for special healthcare needs and updates to plans as needed. ★ Review additional PPE needs with staff/SpEd teacher specialist based on unique student population needs.
Plans for Hallways	<ul style="list-style-type: none"> ★ Create and label hallway traffic flow patterns that limit congestion and direct movement. ★ Develop plans to monitor and minimize congestion of students. ★ Review custodial plans for disinfecting high touch areas. (i.e., doors, doorknobs, and door casings, stair handrails, elevators, vending machines, light switches, and drinking fountains)
Plans for Cafeteria	<ul style="list-style-type: none"> ★ Create and label lines and traffic flow patterns - consider using multiple entry points. ★ Work with lunch clerks to establish a system using ID cards to enter lunch numbers. ★ Create seating plans that maximize distance while eating - consider outdoor spaces, gymnasiums, common areas, etc. ★ Establish hand washing routines before and after lunch.
Plans for Restrooms	<ul style="list-style-type: none"> ★ Post signs on proper handwashing above all sinks. ★ Review custodial plans for restroom cleaning schedules for high touch surfaces. ★ Create entry/exit routines for students.
Plans for Recess/Playground	<ul style="list-style-type: none"> ★ Review recess schedules to minimize group sizes on playgrounds and equipment. ★ Review custodial plans to sanitize equipment on a regular basis. ★ Create traffic flow patterns for entry/exit that minimize congestion. ★ Create routines for hand washing before/after recess.

Plans for Gymnasium	<ul style="list-style-type: none"> ★ Review gymnasium schedules to minimize group sizes. ★ Review plans to sanitize and disinfect equipment on a regular basis. ★ Create traffic flow patterns for entry/exit that minimize congestion. ★ Create routines for increased hand washing/sanitizing.
Plans for Library	<ul style="list-style-type: none"> ★ Create routines for increased hand washing/sanitizing. ★ Review library schedules to minimize group sizes and increase time for cleaning. ★ Create traffic flow patterns and furniture layout to minimize congestion. ★ Review media coordinator's plans for disinfecting and sanitizing.

SCHOOL GENERAL INFORMATION

<p>Schedules (M - Th + F)</p> <p>School-Wide requirements</p> <p>Chromebooks, etc.</p>	<p>AT SCHOOL SCHEDULE</p> <p>MONDAY-THURSDAY</p> <p>7:30-8:00 Breakfast in Cafeteria - enter through doors by kindergarten playground 8:12 Music begins, Students are waiting in spaced lines, teachers greet students 8:15 First bell rings, all classes go inside at grade level doors 10:50-11:25 Lunch - Kindergarten 11:10-11:45 Lunch - 5th Grade 11:30-12:05 Lunch - 1st Grade 11:50-12:25 Lunch - 4th Grade 12:10-12:45 Lunch - 2nd Grade 12:30-1:05 Lunch - 6th Grade 12:50-1:25 Lunch - 3rd Grade 2:55 School Dismissed</p> <p>FRIDAY</p> <p>8:00-9:00 School Meetings 9:00-9:30 Open Virtual Office Hour for Families to Contact Teachers 9:30-12:00 Instructional Time for Students Invited to Participate In-Person 12:00-12:30 Lunch and To-Go Breakfast Served in Cafeteria 12:30-3:30 PLC Collaboration Meetings and Teacher Preparation Time</p> <p>FRIDAY: 9:30-12:30 in-person attendance will ONLY be available by invitation from the teacher. Students who usually ride the bus will have bus service at the beginning and end of this time window if needed. All students will have some work this day, but it may be online or paper homework to complete. All teachers will have an online office time to communicate with parents from 9:00-9:30. Teachers will be in collaborative meetings and preparing materials for the rest of the day. Students will have the opportunity to buy breakfast and/or lunch to-go meals from 12:00-12:30 each Friday. If they choose both meals, they will be charged for both meals. Students will be able to take their food on the bus, but they won't be able to eat it until they get home, because they will be required to wear their masks the whole time they're on the bus.</p> <p>CHROMEBOOKS</p> <p>Teachers will assign a chromebook to each student. If families sign a chromebook agreement, students will be able to take their chromebook back and forth between school and home to accomplish assignments as needed. Teachers will monitor this process and establish routines for encouraging student responsibility for device care and cleanliness.</p>
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SCHOOL PLAN DETAILS BY LOCATION

<p>Plans to support "Before Coming to School":</p>	<p>We will provide a document to help families track daily symptom checks before coming to school. If parents do not have a thermometer, they should check their child's skin to see if it feels warm or is red, or ask if he or she has chills or is sweaty.</p> <p>We will update healthcare plans, 504s and IEPs, and higher risk request forms, as needed.</p> <p>We will work with families to allow for flexible attendance when students are ill or require isolation.</p> <p>Teachers will greet students at 8:12 and ensure that students are wearing masks.</p>
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	<p>Each class will line up at least 6 feet apart from each other. Each teacher will pick up their own class, and each class will enter the building in a consistent order. An employee will wait at each grade level door to let students into the building until 8:30. Beginning at 8:30, families should access our curbside check-in process by calling the office. Students will wash or sanitize their hands as they enter the classroom at the beginning of the day.</p> <p>Every individual inside of a school building or on a school bus must wear a face mask which covers the nose and mouth without openings that can be seen through. Face masks must fit securely under the chin and snugly against the sides of the nose and the face, even when an individual is able to physically distance. The order also clarified that face shields may only be worn without a face mask when the ability to see the mouth is essential for communication, including for an individual who is deaf or hard of hearing or while participating in speech therapy. An individual with a medical condition, mental health condition, or other disability that prevents wearing a face mask may be exempted from wearing a mask by submitting the form found at this link: https://movingforward.jordandistrict.org/wp-content/uploads/sites/31/014_student_fme_request.pdf</p>
<p>Plans to support “Bussing”</p>	<p>We will continue to accept requests for space available bus passes using current district guidelines. No field trips will be scheduled through at least December 2020. A staff member will meet each bus upon arrival to ensure students are wearing masks. A staff member will assist with student boarding of buses at the end of the day. We will communicate with bus drivers and families to assist in resolving concerns.</p> <p>Every individual inside of a school building or on a school bus must wear a face mask which covers the nose and mouth without openings that can be seen through. Face masks must fit securely under the chin and snugly against the sides of the nose and the face, even when an individual is able to physically distance. The order also clarified that face shields may only be worn without a face mask when the ability to see the mouth is essential for communication, including for an individual who is deaf or hard of hearing or while participating in speech therapy. An individual with a medical condition, mental health condition, or other disability that prevents wearing a face mask may be exempted from wearing a mask by submitting the form found at this link: https://movingforward.jordandistrict.org/wp-content/uploads/sites/31/014_student_fme_request.pdf</p>
<p>Plans for Office</p>	<p>All adults will wear masks.</p> <p>ENTRY/EXIT PATTERNS We will post signs to show traffic flow in and out of the office. Patrons will enter in the North office door. Middle vestibule doors will be propped open. In order to enter the main office, visitors will need to utilize the new video doorbell access system. Patrons will exit out the security doors and then through the South office door.</p> <p>VISITOR EXPECTATIONS Visitors will not be allowed to walk students to class inside the building or eat meals in the cafeteria. Visitors may be accepted on a limited basis with pre-approval from the administration. Visitors will be allowed for PTA, SCC, and Special Education meetings and duties as needed. All other visitors will be asked to stay home at this time. All visitors will be required to declare a completed symptom check at their time of arrival. All visitors will sign in at the office upon arrival. All visitors will wear the sticker identification provided at the office during check in.</p> <p>CHECK-IN/CHECK-OUT Families will be able to check students in and out from the curb. Upon arrival, families will call the office at 801-565-7474. A staff member will walk out to pick up or deliver the child to/from the car. When checking students out, the office will check the incoming phone number in Skyward. Families will need to know their student’s ID number (lunch #) to check the student out.</p> <p>QUARANTINE ROOM</p>

	<p>The current office sick room will be used as the quarantine room to isolate students with symptoms. The quarantine room will only be used for students who are ill and waiting to be checked out. All other first aid needs will be handled either in the classroom or the main office. Students needing to take medication during the school day will do so at the main office.</p> <p>MONITORING STAFF AND STUDENT SYMPTOMS AND ABSENTEEISM We will keep a daily record of staff and student absenteeism. We will require all staff experiencing symptoms to report to the office and return home as needed. We will hire an emergency substitute to be on hand each day, Monday–Thursday.</p> <p>COMMUNICATING HEALTH AND SAFETY ISSUES WHILE PROTECTING PRIVACY We will communicate with families about health and safety issues following protocols issued by the Department of Health.</p> <p>EDUCATING STAFF AND STUDENTS ABOUT STAYING HOME We will regularly communicate the message, “If you feel sick, stay home.”</p> <p>RETURN TO SCHOOL We will remind symptomatic families and staff members to stay at home unless they are free of a communicable disease.</p> <p>CONTACT PERSON FOR QUESTIONS ABOUT RETURN TO SCHOOL PLANS Shauna Worthington, Principal 801-565-7474 shauna.worthington@jordandistrict.org</p> <p>DROP-OFF/PICK-UP Families will continue using the same morning drop off and afternoon pick up procedures as before. We will remind adults to socially distance while dropping students off at school. Masks will be required outside when social distancing isn’t possible.</p>
<p>Plans for Classrooms</p>	<p>All adults will wear masks. Students will wash or sanitize their hands between major transitions, including at the end of the day. Student seating will be spaced as far apart as possible to limit contact. See the district plan for more specifics on what teachers will do in classrooms. Teachers will reduce congestion in doorways and hallways by exiting rooms in a consistent order at common transition times.</p> <p>Every individual inside of a school building or on a school bus must wear a face mask which covers the nose and mouth without openings that can be seen through. Face masks must fit securely under the chin and snugly against the sides of the nose and the face, even when an individual is able to physically distance. The order also clarified that face shields may only be worn without a face mask when the ability to see the mouth is essential for communication, including for an individual who is deaf or hard of hearing or while participating in speech therapy. An individual with a medical condition, mental health condition, or other disability that prevents wearing a face mask may be exempted from wearing a mask by submitting the form found at this link: https://movingforward.jordandistrict.org/wp-content/uploads/sites/31/014_student_fme_request.pdf</p>
<p>Plans for Unique Courses: (music, theater, dance, CTE, PE)</p>	<p>All adults will wear masks. Some rotation teachers will rotate into regular classrooms for instruction. (computers, art, etc.) Rotation teachers will take extra precautions with sanitizing materials they are using in classrooms. Students will be utilizing their own devices instead of using computers in the main computer lab. In the wellness center, individual wellness break tools will be sanitized between each student’s use. 8 or fewer students will be allowed in the wellness center at a time for their 10 minute visit.</p>
<p>Plans for Special Education Classrooms</p>	<p>All adults will wear masks. Special Education staff will follow the same protocols and expectations as General Education staff. Special Education staff will utilize all PPE provided for small group or individual work. Additional PPE may be provided to Special Ed staff members as necessary.</p>

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Plans for Hallways	<p>All students and staff will walk on the right hand side of the hallways. Students will be encouraged to maintain social distance and avoid congestion.</p>
Plans for Cafeteria	<p>All adults will wear masks. Students will wash or sanitize their hands before and after their lunch time. Students will wear a mask except for when they're sitting down to eat. We will train students in routines and procedures. We will display signs to show flow of traffic and line spacing. Students will be seated by class according to socially distanced signs on benches. All students will face forward when eating, and one side of the table will be empty. Students will be able to put their mask in their pocket or on the lunch table while eating. Lunch tables will be sanitized between each grade level. Only one grade level will be in the cafeteria at a time. Students will not need lunch cards, because teachers will hand the lunch clerk a printed list of the ID card information for those students who are eating each day. We will open the wall between the gym and cafeteria to allow for more table spacing. We will only take cash payments for meals in the office. Nutrition workers will follow increased sanitation procedures included in the district plan.</p>
Plans for Restrooms	<p>All restrooms will be sanitized at 9:15 and 1:15 each day. All restrooms will be deep cleaned after school each day. Handwashing and physical distancing signage will be posted. Classrooms will have a way to track who's in the restroom and monitor usage to make sure bathroom traffic is at a minimum.</p>
Plans for Recess/ Playground	<p>All adults will wear masks. Students will wash or sanitize their hands before and after their grade level recess. Both playgrounds will be sanitized at 8:30 each morning. Both playgrounds and equipment will be sanitized on a rotating basis between 11:00-1:25 each day. Only one grade level will use each playground at a time.</p>
Plans for Gymnasium	<p>All adults will wear masks. The gym will not be used for assemblies until further notice. Gym classes will be held outside more frequently, and equipment will be regularly sanitized. When gym classes are held inside, activities will be socially distanced as much as possible.</p>
Plans for Library	<p>All adults will wear masks. Teachers will stay with their classes the entire time they're in the library. Students will have 20 minutes to check out a book before returning to their classroom. Librarians will not read stories to children, but teachers will in classrooms. The book checkout counter will have a plexiglass shield. The librarians will sanitize surfaces and touchpoints between each class visit.</p>