

CSD School Reopening Plan

Purpose: Carbon School District believes ALL HEALTHY STUDENTS NEED TO BE IN SCHOOL. We are committed to do everything necessary to make sure students can take advantage of the optimal learning environment which is provided in our schools and classrooms. The American Academy of Pediatrics “strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.” They go on to say, “schools are fundamental to child and adolescent development and well-being.”

In order to make sure all healthy students can be physically in school, we have developed the following plan which has been designed to provide improved safety for students and staff. This plan has been developed in collaboration with Utah State Board of Education, Southeast Utah Health Department, Utah’s Phased Guidelines, Leavitt Partners Framework for Mitigating Risk, and the Carbon County Educator Association. This plan has also been approved by our local Carbon County Board of Education.

Note: This is a living document. The plan outlined below is subject to adjustment as circumstances change and best practices emerge.

Note: In the case of potential exposure or confirmed cases, employees and students will follow the guidelines and directions from the Southeast Utah Health Department.

Definitions

- **Remote Learning:** when regular classes are being held and individual students tune in to the regular class via technology in order to continue to receive instruction and participate in the class
- **Virtual Learning:** regular classes are NOT held and both teaching and learning are taking place via technology or packets
- **Online School:** an independent curriculum that is completely online and NOT associated with any particular school or school program
- **Remote Teaching:** when regular classes are being held but the teacher is teaching the class from a different location via technology while a substitute teacher or classroom aide facilitates in the classroom
- **Virtual Teaching:** students are NOT physically in class and instruction is taking place via technology or packets

1. Training on the Plan

a. Students

- i. A video outlining the entire plan will be shared on all school websites and viewed by all students on the first day of school.
- ii. The video will be followed by a question and answer period.
- iii. The plan will be reviewed periodically but at least quarterly

b. Parents/Guardians

- i. A special website will be developed that will contain all information regarding this plan
 1. The link to this website will be pushed out to parents via Thrillshare (Facebook, Websites, Email)
- ii. Other means of communication will be used such as radio, newspaper and social media
- iii. A video will be shared on all school websites and available for viewing at any time
- iv. A flyer/handout containing the key points of the plan will be mailed to parents
- v. The plan will be reviewed at back-to-school nights and parent teacher conferences
- vi. Visitors will not be allowed to eat lunch with students in the cafeteria

- vii. No outside food or treats (birthday and holiday treats etc...) will be allowed
- c. **Staff**
 - i. Administrators will be trained face-to-face by District Administration
 - 1. The website and video will be used and referenced for this training
 - ii. District employees will be trained face-to-face by administrators
 - 1. The website and video will be used and referenced for this training
 - iii. Staff will be trained on how to appropriately remind people about the expectations of the plan
 - iv. The School Nurse will provide training for school administration and school secretaries on checking for symptoms and how to address concerns

2. Building Contacts

- a. The principal will be the point of contact for questions or concerns regarding this plan. The principal may also designate another individual as an additional point of contact.

3. Face Coverings

- a. Due to the executive order from Governor Herbert, all individuals (students and staff) will be required to wear face coverings that cover both nose and mouth (masks, shields, etc...) at school and on buses.
- b. An individual with a medical condition, mental health condition, disability, deaf or hard of hearing, Individual Education Program (IEP), or 504 Plan that prevents wearing a face covering may be exempt (Governor's Executive Order Subsection (3)(d))
 - i. A school may require an individual to provide a medical directive verifying a need for an exemption to the face covering order

4. Social Distancing

- a. Teachers and schools will strive to maintain as much distance between students as possible in the classroom and other learning spaces

5. Cleaning and Hygiene

- a. Janitorial staff will sanitize all high touch areas at least daily (door knobs, desk tops, toilets, urinals, etc...)
- b. Teachers will require students to sanitize their learning areas regularly throughout the day
- c. Hand sanitizer will be available in each classroom and throughout the building
- d. Teachers will encourage regular hand washing
- e. Where possible, classrooms will have enough teaching supplies so as to avoid multiple students using the same items (e.g., scissors, highlighters, etc...)

6. Symptom Monitoring

- a. Families will be expected to check for symptoms each morning
 - i. Training will be provided through videos and information online
 - ii. Students exhibiting symptoms will not be sent to school that day
 - 1. Students at home due to being symptomatic will participate in remote learning and be able to access their class via technology
- b. Teachers and support staff will monitor (observation) students and themselves for symptoms
 - i. Fever or chills (without the use of fever-reducing medication)
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
- c. Students who are sick (develop symptoms) will be sent to the office for quarantine
 - i. A room will be established as a quarantine room where symptomatic students will wait

- ii. School personnel will evaluate the student to determine whether or not the student ought to be sent home
 - iii. If more than one student is in need of the quarantine room at the same time, every effort will be made to maintain appropriate distancing.
- d. Staff who develop symptoms during the school day will notify the office
 - i. The school will make arrangements to supervise students
 - ii. The teacher will leave the school premises immediately and take the appropriate sick leave
- e. Students and staff members re-entering school after being sent home must have a symptom check in the office before beginning classes
 - i. The symptom check will include taking the student's temperature, completing a questionnaire regarding symptoms, and observation
- f. If a student or staff member has been required to quarantine by Southeast Utah Health Department policy, a release must be provided before returning to school
- g. Statistical information regarding the *number* of students sent to the office for in-school quarantine will be available upon request. Requests must be made to the school. No personally identifiable information will be shared.

7. Remote Learning

- a. Students who cannot be physically in school on a temporary basis will participate in remote learning
 - i. Students will be able to view and participate in class instruction via technology
 - 1. Technology will be provided to students as needed
 - ii. Teachers will make class instruction available for students to access remotely as needed
- b. For attendance purposes, students are considered to be "present" when participating in remote learning
- c. Teachers who have a student in their class requiring remote learning will use a district provided camera, camera stand and USB extension cable to broadcast their live class via Google Meet or another application

8. Contact Tracing

- a. The Aspire Student Information System as well as school schedules and rolls will be referenced to identify potential contacts should a student or staff member become infected
- b. Confirmed case - work with health department to trace contacts and inform individuals
 - i. Notification will be provided to stakeholders generally
 - ii. Individual contact will be made to known high risk individuals who may have been in contact with an infected person

9. Movement and Transitions

- a. Entries and exits will be clearly marked so as to minimize congestion
 - i. Lock the exit doors from the outside
- b. Movement in each school will be indicated by using floor lines and arrows
 - i. One-way traffic will be implemented where possible
- c. Schools will clearly mark and communicate expectations for student drop-off and pick-up

10. High Risk Individuals

- a. Students and staff may self-identify as high risk by contacting the school
- b. Options will be considered *on an individual basis* to mitigate risk
 - i. Student Mitigation of Risk Options
 - 1. Remote learning
 - 2. Online school
 - 3. Plexiglass
 - 4. Individual transition time
 - 5. Etc...
 - ii. Staff Mitigation of Risk Options
 - 1. Shield
 - 2. Plexiglass

3. Remote teaching
4. Etc...

11. Contain Outbreaks

- a. If the number of students participating in home quarantine due to illness reaches 30% of the student body in a particular school, or if unusual patterns of illness occur in a specific class, the school will notify the superintendent
- b. The superintendent, in consultation with the Southeast Utah Health Department **may** determine to institute virtual learning. This may be done at the:
 - i. Classroom level
 - ii. School level
 - iii. District Level
- c. Should virtual learning be necessary, it will be for up to 2 weeks maximum
- d. All extracurricular activities will cease during virtual learning
- e. After the designated time for virtual learning is completed, school will resume as usual

12. Virtual Learning

- a. Students in grades 3 through 12, who do not have adequate access to technology at home, must have a chromebook for virtual learning
- b. Students in grades K through 2 may have a chromebook or may receive learning packets as determined by the teacher
- c. Students will follow their regular bell schedule for virtual learning as much as possible
- d. Secondary teachers will use CANVAS or Google Classroom for virtual learning situations
- e. Elementary teachers will use Google Classroom for virtual learning situations

13. Online Learning

- a. When a student cannot physically be in school for the long-term, parents can work with schools to sign up for online school

14. Transportation

- a. Bus drivers will observe students for symptoms
 - i. Fever or chills (without the use of fever-reducing medication)
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
- b. Any students exhibiting symptoms while riding the bus will be required to immediately use hand sanitizing wipes
- c. Bus drivers will make sure the school is notified regarding the symptomatic student as soon as possible
 - i. The school will intercept the symptomatic student upon arrival
 1. Schools will either begin the quarantine procedure or clear the student to go to class
 - ii. In the event of symptoms being exhibited on the way home, bus drivers will notify the school as soon as possible
 1. The school will contact the parent and discuss options
- d. All students will wear appropriate face covering while on the bus
- e. All student riders to and from school routes will be assigned seats. When possible, students will be assigned bus seats on the same seat as their siblings
- f. Buses will be sanitized at the end of each route and/or extra-curricular/field trip

- g. Hand sanitizer and face coverings will be required and available on all buses
- h. Drivers and staff will wear face coverings. Chaperones and coaches will wear face coverings on the bus when accompanying students on extra-curricular and field trips

15. Cafeteria

- a. Face coverings are not required while eating in the cafeteria
- b. Every student will use hand sanitizer upon entering the cafeteria
- c. Tables will be sanitized after each use
- d. All food will be distributed in a grab and go fashion or distributed by cafeteria workers/student workers (no self-serve or buffet style food distribution)
- e. Cafeteria workers/student workers will wear face covering and gloves while serving food
 - i. Parent permission will be required for students to help serve food in the cafeteria
- f. Lunch schedules will be adjusted when necessary to allow for adequate time to sanitize and to facilitate physical distance as much as possible
- g. Parents will not be allowed to eat in the cafeteria with students

16. Restrooms

- a. All high touch areas in faculty and student restrooms will be sanitized multiple times during school hours
 - i. Before school, mid morning, mid day, mid afternoon, after school
- b. Students will be taught the importance of washing hands after each restroom visit
- c. Students will be taught the proper hand washing expectations

17. Water Fountains

- a. Hand sanitizer will be placed at each water fountain location
- b. Students and staff will be expected to use hand sanitizer after using the water fountain

18. Recess & Playground

- a. Students are exempt from wearing a face covering when actively engaged in outdoor recess in elementary schools
- b. Immediately upon returning from recess, students must wash hands or use hand sanitizer
- c. Recess schedules will be adjusted to limit the number of students on a particular playground
 - i. Limit of 100 per area

19. Special Education and Related Services

- a. Small group and one-on-one sessions will begin and end with hand sanitizing or hand washing
- b. Every effort will be made to continue services virtually when a student cannot be in school due to quarantine or other factors

20. Large Group Gatherings

- a. There will be a designated entry that is different from the designated exit
- b. The flow of people at each event will be designated and communicated so as to avoid congestion
- c. Families will need to stay together and keep children with adults
- d. Face coverings are required for attendees at events
 - i. This includes indoor events and outdoor events

21. Visitors and Volunteers

- a. Must be cleared by the office after symptom check
 - i. The symptom check will include taking their temperature, completing a questionnaire regarding symptoms, and observation
- b. A log will be made of where, in the building, the volunteer is helping

22. Unique Courses with Higher Risk of Spread

- a. Castle Valley Center
 - i. Follow health department guidance considering individual needs
- b. Choir
 - i. Choir classes will strive to maintain 6 feet of social distance while singing. Alternate locations such as the auditorium may be used for this purpose
 - ii. When not singing, choir classes can be held as usual following all other guidelines that

- are applicable
- iii. Every effort will be made to make sure sheet music is digital, disposable, or sanitized between uses
- c. Band
 - i. Band classes will strive to maintain 6 feet of social distance while playing. Alternate locations such as the auditorium may be used for this purpose
- d. P.E.
 - i. Students are exempt from wearing a face covering when participating in physical education class if the individual cannot reasonably participate while wearing a face covering.
 - ii. Each individual must complete a symptom assessment, verbally confirm they are free of COVID-19 symptoms before participating in each event and attest to the fact they have not been in close contact with a COVID-positive case in the last 14 days prior to participation
 - iii. Students will be expected to use hand sanitizer or wash hands before and after P.E. classes
 - iv. Equipment will be sanitized regularly
- e. Athletics
 - i. Students are exempt from wearing a face covering when participating in school-sponsored activity if the individual cannot reasonably participate while wearing a face covering
 - ii. Each individual must complete a symptom assessment, verbally confirm they are free of COVID-19 symptoms before participating in each event and attest to the fact they have not been in close contact with a COVID-positive case in the last 14 days prior to participation
 - iii. Shared equipment will be sanitized regularly
 - iv. Players and coaches will use hand sanitizer or wash hands before and after each practice/competition
 - v. Absolutely no sharing water bottles