**Welby Elementary School Reopening Plan**

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| **School Administrator Point of Contact (POC):** | **Contact phone/email:** |
| Aaron Ichimura | 801-280-1456/ aaron.ichimura@jordandistrict.org |

This school reopening plan is based on the Jordan School District 2020-2021 Reopening plan.

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|  | **Action Plan with Mitigating Strategies:** |
| **SCHOOL GENERAL INFORMATION** | |
| Schedules (M - Th + F),  School-Wide requirements,  Chromebooks, etc. | Welby Elementary faculty and staff are committed to the safety of our students, families, and faculty. We respectfully request that you follow all safety precautions and procedures and help your child understand the need for these new ways of participating in school. We would like to work together with parents and guardians to ensure that our students feel safe and cared for while at school. Please encourage your child to become comfortable wearing a face covering (mask, face shield, etc.) by practicing for a couple of hours each day and modeling this behavior.  **General**  All state and district guidelines will be followed.   * All faculty and staff will be reminded “If you feel sick, stay home.” * Educators will be trained on how to implement strategies to identify and mitigate risk in the classroom and all other areas of the school. * No touch thermometers will be available for regular temperature checks if needed. * Face masks will be worn by all until further notice. * Personal protective equipment will be used by staff based on assignment. * Assemblies and other large gatherings will be virtual or postponed. * High traffic areas will be identified and signs will be placed to direct traffic (hallways, cafeteria, gymnasium, doorways). * Students will engage in meaningful work on Fridays as assigned by their classroom teacher. This can include, but is not limited to, online assignments at home, one on one meetings with teachers, and/or small group instruction with teachers. * Student attendance on Fridays will be by invitation through individual teachers. Families will be given prior notice by Monday if their student is asked to attend school in person on Friday. * Chromebooks will be checked out on an as needed basis for students who are participating in online learning or for online Friday work if computers are required for assigned work.   **Modified Schedule:**  Grades 1-6; M-Th; 9:00-3:35 AM  AM Kindergarten; M-Th; 9:00-11:40 AM  PM Kindergarten; M-Th; 12:55-3:35 PM  Grades K-6; Friday; 11:00 AM-1:55 PM |
| **SCHOOL PLAN DETAILS BY LOCATION** | |
| **Plans to support “Before Coming to School”:** | * Families will conduct temperature and symptom checks at home. * Families will keep children at home who are ill or exhibiting symptoms of COVID-19. * Families will communicate to office staff any students who are exhibiting symptoms of COVID-19 by contacting 801-208-1456. Privacy will be respected and anonymity maintained when at all possible. * All 504 plans and IEP’s will be reviewed and updated, prioritized based on COVID-19 risk factors. * Welby will work with families and students at higher risk as identified in Skyward. * Students who are ill or unable to attend school will work with their classroom teacher for continued learning options. * Chromebooks will be made available for those students who do not have a device at home. |
| **Plans to support “Bussing”** | * Students will be taught safe behaviors for bus riding. * Delayed release time from classes will help prevent a gathering of students from occurring as students are entering the bus. |
| **Plans for Office** | * Face masks will be worn by all staff and visitors until further notice and temperature checks conducted when needed. * PPE equipment will be provided to faculty based on assignment. * Hand sanitizer and sanitizing products will be provided. * Signs will be posted to designate traffic flow. * Non-essential visitors and volunteers will be limited. * Essential visitors and volunteers will be determined on a case by case basis. * The Assistant Principal’s office will be designated as the quarantine room for any students showing any signs of illness (the sick room will be used for students or are injured or experiencing other issues needing to be monitored). Parents or guardians will be contacted immediately. Students will remain in the sick room until parent/guardian arrives to pick them up. * Aaron Ichimura will be the contact person for parent questions aaron.ichimura[@jordandistrict.org](mailto:trina.childs@jordandistrict.org) or 801-280-1456. * Student check in/out will be done in the lobby. Parents will call 3 to 5 minutes prior to coming to the school. Upon arrival, parents will push the call button and show their ID to the camera. The office will sign the student out/in on the check out form. * Tardy students will be buzzed through and asked to wash their hands before going into the classroom. Students checking out will be sent to the lobby to meet their guardian. * Tags will be provided to label student belongings that are brought to the school. Parent/guardian will place tag identifying student, teacher, and grade on the item and leave items in the lobby. Students will be called to the office to retrieve their belongings. * Health and safety issues will be communicated by the school in coordination with the county health department under the supervision of the appropriate administrator of schools. * Staff and visitors will be reminded that “If you feel sick, stay home.” State and county health department guidelines will be followed for those returning to Welby after showing COVID-19 symptoms. * Staff and students who display symptoms of COVID-19 will be monitored on a regular basis. Office staff will maintain appropriate records for absenteeism. |
| **Plans for Classrooms** | * Enhanced cleaning and disinfecting procedures on all surfaces. * Educators will be trained on how to implement strategies to identify and mitigate risk in classrooms. * Hand sanitizer provided to each classroom. * Frequent hand washing. * Desks spaced as far apart as possible, facing one direction. * Teachers provided plexiglass and face masks. * Face masks required for all until further notice. * Private offices (dividers) for students will be encouraged. * Outdoor teaching will be encouraged. * Limited movement of students around building (i.e. rotation teachers coming into classroom vs. students moving to rotation). * Classes will not be intermingled for rotations or other specials. * Teachers will work with students who are ill or isolating short term to provide educational opportunities. * Students will not be penalized through grades or attendance for staying home when ill or isolating. |
| **Plans for Unique Courses**: (music, theater, dance, CTE, PE) | * Music   + Music teacher will rotate into classrooms.   + Face masks will be worn until further notice.   + The use of music equipment will be evaluated on the ability to be sanitized properly between each use.   + Hand washing will be encouraged before and after music. When hand washing is not possible, hand sanitizer will be used. * Computers   + Computer teachers will rotate into classrooms.   + Face masks will be worn until further notice.   + Each student will be assigned their own computer for the year.   + Computers and touch points will be cleaned/sanitized regularly.   + Hand washing will be encouraged before and after computers. When hand washing is not possible, hand sanitizer will be used.   + Social distancing will be encouraged. |
| **Plans for Special Education Classrooms** | * Special Educators will be trained on how to implement strategies to identify and mitigate risk in classrooms. * PPE equipment will be provided to aid with one-on-one close contact to ensure students with disabilities have equal access to education. * Reasonable accommodations will be provided for students who are unable to wear face coverings in settings where it is required for other students. * Regular cleaning and disinfecting will be done on surfaces and equipment. * All Individual Healthcare Plans and Individualized Education Plans (IEP) will be reviewed and accommodations made based on COVID-19 risk factors. |
| **Plans for Hallways** | * Flow patterns have been designated and signs posted. * Doors have been specified in and out (except during arrival and dismissal when all doors are in or out). * Staggered dismissal times for recess, lunch, and end of day. * Hand sanitizer provided throughout hallways. * Face masks will be worn until further notice. * Regular cleaning and disinfection of all touchpoint areas. * Students will be encouraged to bring **labelled** refillable water bottles. * Welby PTA will provide students with a refillable water bottle with an area student names can be written. |
| **Plans for Cafeteria** | * Flow patterns have been designated and signs posted. * Lunch will be grab and go (all trays and utensils will be disposable). * The seating areas used will be doubled and student seating will be clearly marked and separated to provide social distancing. * Hand washing will be done before lunch. * Hand sanitizer will be provided at each cafeteria entrance and exit. * Enhanced cleaning and sanitizing will be done daily. * Nutrition workers will wear face masks while preparing and serving food. * Students will be given a lunch card to be scanned for touchless recording of purchased lunches. * Student lunch workers will not be used until further notice. |
| **Plans for Restrooms** | * Hygiene signs will be clearly displayed in all bathrooms. * Hand washing instructions will be posted above each sink. * Regular sanitation of bathrooms will happen throughout the day. * Limited number of students will be allowed in the bathroom at the same time. * Students will be encouraged to use the bathroom during class time to limit the need for use during congested times (i.e. lunch, recess). * Face masks will be worn until further notice. |
| **Plans for Recess/Playground** | * Staggered dismissal times to prevent congestion in hallways and doorways. * No contact games will be encouraged. * Playground equipment will be sanitized on a regular basis. * In case of inclement weather, indoor recess will be held in individual classrooms with social distancing procedures in place. * Students will wash hands and/or use hand sanitizer before going back to class. |
| **Plans for Gymnasium** | * Gym equipment will be sanitized on a regular basis. ` * Classes will be held outside whenever possible to increase social distancing. * When P.E. is held indoors social distancing will be encouraged. * Gym area will be used for cafeteria tables to increase social distancing. * Hand washing will be encouraged before and after P.E. When hand washing is not possible, hand sanitizer will be used. |
| **Plans for Library** | * Hand sanitizer and other disinfectants will be available. * Students will wash hands before and after visiting the library. When hand washing is not possible, hand sanitizer will be used. * Face masks will be worn until further notice. * Students will be allowed to check books out, books will stay at school and will not go home with students. * Returned books will be quarantined for 72 hours before being processed by library staff. * PPE equipment will be provided for librarians. * Regular cleaning and disinfecting will be done daily. * Layout of the furniture will be moved to increase social distancing. |
| **Plans for the Stadium/Field** | Not applicable |