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**Sprucewood Repopulating Plan**

**Revised 8/15/2020**

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| **AREA/TOPIC** | **PROCEDURE FOR MITIGATING RISK** |
| **Arrival** | * Teachers will teach expectations and supervise arrival procedures. * Students will immediately move to class lines outside of classrooms and line up upon arrival. * Students will be taught to follow physical distancing guidelines /markings and should ​​wear face coverings. * Classes will walk directly into their classrooms in staggered grade level lines, and sit in their assigned seats after putting away belongings * Instruction will begin as usual at 8:50 am. * Late students will check in at the office and observe marked physical distancing guides. Parents will send a note for check-in rather than accompany a child into the office when tardy. |
| **Dismissal** | * Teachers will teach expectations and supervise dismissal procedures. * Students will be released at dismissal with each grade level staggering exit times by class. All students will leave the building through their grade-level exterior door. Families are encouraged to predetermine an outside meeting spot for older siblings to meet and assist younger siblings. * Walking students will be taught to leave the campus promptly and observe physical distancing. A duty teacher will supervise and clear the playground. * Students waiting for rides should stand at marked spots which promote physical distancing. * After school round-up at 3:40pm will move students into the foyer where they will sit observing physical distancing guidelines. |
| **Breakfast** | * Students may enter through the front doors at 8:20am. * Seating will be assigned by family during breakfast. * Physical distancing will be observed in the cafeteria -- obtaining food, spaced seating, clean-up. * Students will use a designated area to store belongings while eating. |
| **Classroom** | * Unnecessary furniture will be removed from classrooms, and desks will be facing forward and spaced as far apart as possible to promote physical distancing. Seats will be assigned. * Faculty and staff will wear face coverings while at school. * Students will wear face coverings while at school. * Students are asked to provide their own face masks. Disposable face masks will be provided by the school for those who forget (quantities limited) * Hooks will be placed on desks to hang face coverings when not being worn. * Lanyards will be provided to each student to hold face coverings when not being worn. * Teachers will explicitly teach hygiene routines to mitigate risk including hygiene and sanitation (hand washing, using hand sanitizer, proper mask usage and removal, materials usage, etc.) * Students will not mix with other classes for instruction to aid possible contact tracing. * Individual supplies will be provided to prevent sharing unless materials can be sanitized after each use. * Students will sanitize hands every time they come into the classroom with additional hand sanitizing/washing built into daily schedules including before and after lunch. * A water bottle will be provided for each student. * Classroom faucets and drinking fountains will be used to fill water bottles or cups only (no drinking directly from fountains). * Rug time will be less than 15 minutes and will be spaced as far as possible to promote physical distancing (in classrooms with adequate space). * Morning meeting routines revised to promote physical distancing. * All interior doors will be propped open to minimize high touch points. Outer doors will remain locked per safety incident protocols. * Custodian will schedule sanitation and cleaning of classrooms daily. Only CSD approved cleaning materials will be used by teachers and students for intermittent light cleaning. |

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| **Halls -- Transitions** | * Signage indicating walking paths will be placed in halls. * Markers will be placed on floors to assist students in maintaining physical distances. * Students and staff will physically distance when moving through halls and common areas and wear face coverings. |
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| **Restroom** | * Students will be taught proper handwashing expectations. * Signage will be placed in all restrooms to encourage proper hygiene. * Grade levels will limit the number of students in the restroom at any given time. * Custodial services will clean restrooms throughout the day. * A sanitation and cleaning rotation schedule will be followed. |
| **Lunchroom** | * The gym and cafeteria will both be used during lunch to provide additional space for physical distancing. Seating will be staggered. Students will wear face covering unless eating. * Markings will assist students in maintaining physical distancing while entering the cafeteria, obtaining lunch, being seated, and disposing food. * Multiple garbage cans will be available to reduce congestion. * Release from the cafeteria will be staggered. * Lunch schedule will be altered slightly to eliminate overlap of multiple grades in the cafeteria. * Classes will be seated together to support contact tracing. * The lunch box basket routine will be revised to include more physical distance. |
| **Brain Boosters** | * Brain Booster teachers will push into classrooms. * Playworks will be held outdoors, weather permitting. Playworks will be held in the classroom during inclement weather. * Booster lessons will be revised to mitigate higher-risk activities (ie, sharing materials) |
| **Tier II Support** | * Tier II support will continue to be pull out. * Instructional space will be cleaned prior to and after working with students. |
| **Grade Level Recess** | * Grade level staggered recess schedule will be maintained. * Individual and group physical distancing expectations will be taught. * Playworks coach will teach touch free games and activities. * Students will sanitize hands upon reentering their classrooms. |

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| **Lunch Recess** | * Playground will be divided into zones and assigned to individual grade levels on a rotating schedule to maintain group physical distancing. * Individual and group physical distancing expectations will be taught. * Students will sanitize hands upon reentering their classrooms |
| **Electronic Devices** | * Each student 3rd- 5th will have a device assigned to them and will be the only user. * Each student will clean their device under the direction of their teacher. * K - 2nd grade will follow tech guidelines for sanitizing shared devices until 1:1 technology is available. |
| **Assemblies** | * There will be no in person assemblies scheduled at this time * If assembly presenters offer virtual options, we will consider presentations accessed in individual classrooms. |
| **Office** | * Face coverings are required for everyone entering the building. * Plexiglass barriers have been installed. * Office staff will implement protocols for non-regular staff and visitors entering the school. This may include temperature checks and other safety measures. * Office phones will only be used by office staff. Staff will communicate student messages to parents for students. * Families are encouraged to call ahead when a student needs to leave during the school day to prevent long wait times when parents arrive at the school to pick them up. * Office staff are responsible to place signage on all entry and exit doors identifying flow paths to minimize congestion. |
| **Visitors and Volunteers** | * We will start the year without volunteers and visitors. * Messages and items for students will be delivered to students by staff members. * Teachers will schedule volunteers when and if the need outweighs risk. When volunteers are approved for classes, they will follow district and health department guidelines before moving to the classroom. |
| **Special Programs: Choir, Book Fair, Family Involvement Activities, etc.** | * All special programs will be put on hold at this time. * Back to School will be held virtually with an informational back to school video provided by each teacher. * Kindergarten, 1st and 2nd graders will have a Meet the Teacher Day on August 21st. Twenty-minute appointments are made on a first come, first served basis using Sign Up Genius. * Kindergarten KEEP testing appointments will be scheduled on a first come, first served basis using Skyward. |
| **Orchestra** | * This program will continue with physical distancing in place |
| **Health Room** | * The health room will serve as the quarantine room to temporarily isolate students until parents can pick them up. * All medications will be stored in an alternate secure location to ensure they may be administered if the health room is in use to isolate a student. * The south portion of the office will be used as an alternate location for other health/injury needs if the health room is in use for isolation. |

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| **Sensory Breaks/CICO** | * SEL staff will follow face covering and physical distancing guidelines when providing support for students. |
| **Accommodating Individual Circumstances: High Risk, Personal Decisions** | **High Risk Identification Process**​:   * We will work closely with families and the school/district nurse, special education staff, and/or the school psychologist to review and revise health care/504/IEP plans with special consideration to mitigating risk. * All staff interacting with these students will be notified of needs identified in individual plans.   **Alternative Learning Arrangements:**   * We will coordinate with ISD and families to support those choosing online learning   **Minimizing and mitigating risk for employees who identify as high-risk:**   * We will coordinate with Human Resources to support employees identifying as high-risk |
| **Transportation** | * Staff will support transportation department safety protocols to mitigate risk including the use of face coverings, seating charts, etc. |
| **Preparation** | * All employees will participate in Canyons School District training and safety expectations to mitigate risk. |
| **Communication** | * Sprucewood Repopulating Plan will be communicated to stakeholders via email, website and Facebook. |