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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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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)
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| **Tier II Support** | * Tier II support will continue to be pull out.
* Instructional space will be cleaned prior to and after working with students.
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| **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
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **Orchestra** | * This program will continue with physical distancing in place
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| **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.
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| **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
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| **Transportation** | * Staff will support transportation department safety protocols to mitigate risk including the use of face coverings, seating charts, etc.
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| **Preparation** | * All employees will participate in Canyons School District training and safety expectations to mitigate risk.
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| **Communication** | * Sprucewood Repopulating Plan will be communicated to stakeholders via email, website and Facebook.
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