

**School Name- West Jordan Elementary
School Reopening Plan- August 2020**

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| School Administrator Point of Contact (POC): | Contact phone/email: |
| Jennifer Ludlow- Principal | 801-567-7506 jennifer.ludlow@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. | <p>Daily Schedule: M- Th:</p> <p style="padding-left: 40px;">All Day K, Grades 1-6 8:25 am -3:05 pm AM Kindergarten 8:25 am -11:10 pm</p> <p>All Students who arrive on campus before 8:30 should enter through their grade level doors, unless they are going to breakfast, in which case they should enter through the breakfast doors. The Tardy Bell rings at 8:30. Late students who arrive before 8:30 may still enter through their grade level doors. After 8:30 they may use the front doors. All students arriving after 8:35 must check in at the office before going to class.</p> <p>Friday schedule</p> <ul style="list-style-type: none"> • Students will participate in at-home learning on Fridays. • A combination of online virtual learning and at-home learning will be prepped for Fridays. • As needed, Chromebooks and login information will be provided for students to work from home on Fridays. • Students will be scheduled to attend in-person small groups on specific Fridays, depending on student needs. School attendance on Fridays is by invitation only and parents will be notified a week in advance. • The Remind application, emails, and/or phone calls will be utilized by teachers to communicate which students will participate for in-school learning on individual Friday sessions. • Sessions will be held between the hours of 10:25 am and 1:25 pm. Some sessions may be held in-person, and some may be held online. |

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| | <p>Breakfast and Lunch</p> <p>M-Th: Breakfast will be offered to students from 8:05-8:25 am F: Breakfast and Lunch will be offered from 11:30-12:30 pm</p> <p>Students may line up for breakfast M-Th and lunch on Friday at the center doors on the north side of the building. Students standing in lines should maintain a social distance. Only students who are eating will be permitted in the cafeteria during that time.</p> <p>A note about meals: All online students can come for breakfast M-Th between 8:05 - 8:25 am and between 11:30-12:30 pm. On Fridays, all students can come for lunch between 11:30-12:30 pm. The students will be given the opportunity to take home an optional breakfast item on Friday to help provide an additional meal over the weekend. Regular costs associated with the meals will be charged for breakfast and/or lunch. Students on free lunch will receive meals for free. Students who do not wish to pay the cost of additional breakfast may say no when it is offered. Online students also have the option of taking breakfast for the next day at the time they pick up lunch as long as they have notified the cafeteria ahead of time. We request that online parents call in a lunch choice by 9 am of the day they are coming in.</p> |
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| <p>Plans to support “Before Coming to School”:</p> | <ul style="list-style-type: none"> • The importance of screening for symptoms of COVID-19, and keeping children who are displaying those symptoms home will be frequently communicated and reinforced by school staff. <ul style="list-style-type: none"> ○ Symptoms of Covid-19 include a fever of 100.4 or higher, cough, shortness of breath, decrease in sense of smell or taste, sore throat, or muscle aches. ○ If parents do not have a thermometer, they should check their child’s skin to see if it feels warm or red, or ask if he or she has chills or is sweaty. • A symptom screening checklist will be included in each student’s first day packet for guardian use. |

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| | <ul style="list-style-type: none"> • We recognize that these are unusual times and the students will not be penalized for staying home when ill or isolating. • The school will work with families and students who have a Healthcare Plan, 504 Plan, or IEP that require updates, additional considerations, or changes due to COVID-19 to ensure student safety and health is maintained. • The school will work with the guardians and students who fall into categories that are at a higher risk for COVID-19 related complications to ensure student safety. • School administrators will ensure each person entering the West Jordan elementary school grounds without providing the necessary exemption documentation will need to wear a face covering. Click here for mask exemption form. Face coverings will be provided if a student loses, damages, or forgets a mask. • Classroom teachers will work with students and families that need to miss school due to illness, or who need to quarantine away from their classmates due to exposure, to ensure students still have access to materials and resources related to the learning taking place at school. • Grading/late-work policies will be revised to ensure reasonable timeframes are given to complete missing work that occurred while missing school due to illness. • Each student will be assigned a specific Chromebook from their classroom cart to be checked out as needed. • A clean mask should be worn daily. If cloth masks are worn, parents are responsible for washing students masks before they are reused. • It is crucial that parents update all contact information in skyward before the year starts, and make updates as changes occur. |
| <p>Plans for Office</p> | <ul style="list-style-type: none"> • All faculty, students, visitors, and staff will wear face coverings at all times when on school property unless they have a medical exemption. Appropriate accommodations will be made for students with IEP or 504, if applicable or high-risk students as indicated in Skyward. The office will provide masks for those who do not bring their own. |

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| | <ul style="list-style-type: none"> • Work closely with school and district nurses to finalize health care plans, 504s and IEPs with families with special consideration to mitigating risk. • Notify teachers and support personnel of needs identified in all healthcare plans, 504s and IEPs. • A room in the front office is designated as a dedicated space for an illness that requires separation from others in the building. The school’s traditional sick room will continue to serve its purpose for minor injuries and other necessary procedures. • First Aid kits will be provided to classrooms for minor injuries that do not require a phone call home or extended care. First aid materials will also be available on a cart to manage minor injuries in the classroom if the teacher needs assistance from the office. • Outside doors will remain locked throughout the day. All visitors must check-in at the office and may not go beyond the office without a visitor pass and permission from a member of the office staff. • A “well student area” will be identified for students who receive medications or have basic office needs. • All staff members will be provided access to a list of common symptoms of COVID-19. Any student that is experiencing symptoms will remain in the designated quarantine area until they can be picked up from school. • Staff members will be trained and reminded of the importance of maintaining privacy during conversations with stakeholders. Most conversations involving potentially private information will be conducted by either Ms. Ludlow or Mrs. Shah when possible. • School administration will frequently reinforce the importance of staying home if a student or staff member is feeling sick. |
| <p>Plan for student check in/out</p> | <ul style="list-style-type: none"> • Parents are encouraged to take advantage of the curbside student check-in and check-out opportunity. • Check-In (after 9 am) <ul style="list-style-type: none"> ○ Parents can call the office from the parking lot informing that their student is checking In. ○ The office staff will come out to the main doors and bring the student in. ○ The guardian need NOT sign anything if the student is checking in late. |

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| | <ul style="list-style-type: none"> ○ Parents can also choose to watch from the curb until the child enters on their own since a guardian sign-in is not required. If choosing this option, please remind students to check-in at the office. ● Check-Out <ul style="list-style-type: none"> ○ Call office from the bus lane requesting the student check out ○ The Office staff will ask the name of the person doing the pickup. They will then make sure that the person is authorized to check out the student before they exit the building. Those who are not authorized to check-out the child will not be able to do so. Students can only be released to adults 18 years or older. ○ The guardian will have their ID ready for verification ○ Office staff will walk students out to the bus lane and will release the student after verifying guardians' ID and receiving their signature. ○ Curbside checkout will not be available for the last 15 minutes of the school day in order for busses to be able to safely use the bus lane. |
| <p>Plan for visitor/volunteer access</p> | <ul style="list-style-type: none"> ● All visitors will use face coverings and practice social distancing inside the building. ● All visitors will come directly to the office once they enter the building. To help maintain social distance, paws have been laid on the carpet starting from the front door and leading to the office. Each paw is 6 feet apart to help visitors maintain social distance. Visitors should walk to the first unoccupied paw and move forward along the path as the next paw becomes available until they reach the front counter of the office, where staff members will assist them. ● Visitors may not go past the office without getting a visitor sticker from the office. If a visitor is in the building without a sticker, they will be taken to the office to get one. ● If a visitor needs to speak to or deliver something to their student, the student will be called to the office or the office staff will deliver the item to the student. Parents |

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| | <p>will not be able to go to their child’s classroom for either of these reasons.</p> <ul style="list-style-type: none">• Opportunities for volunteers to work within the school building will be evaluated case-by-case by the school administration for safety and the minimization of risk. Volunteers who will have contact with students or staff will be asked to fill out a health symptoms checklist before going to their assigned area. |
| Plans for Arrival | <ul style="list-style-type: none">• Arrival procedure will be taught to students.• Parents are asked to bring students to school as close to start time as they are able, in an effort to minimize crowding on playgrounds.• Designated Duty Teachers will go outside at 8:10 am.• Students must not play on the playground equipment before school.• Parents are required to social distance and wear a mask on all areas of the school grounds including dropping off and picking up students.• Music will start at 8:15 am indicating the students should line up in their assigned area. This will be facilitated by the duty teachers.• Students will stay in their line until the bell rings with their appropriate face coverings on. At that time, teachers will come out and greet students.• Students will enter through grade-level doors one class at a time. A class should have entered their classroom before the next class enters through the grade level door.• Students must face forward and maintain a social distance of at least 3 feet when entering the building.• Doors will be held open by teachers whenever possible to minimize high points of contact.• Students will wash hands upon entering the classroom.• Grade level doors will be monitored until the tardy bell rings at 8:30 so that late students may enter. All Students who arrive on campus before 8:30 should enter through their grade level doors unless they are going to breakfast, in which case they should enter through the breakfast doors. The Tardy Bell rings at 8:30 am. Late students who arrive before 8:30 must still enter through their grade level doors. After 8:30 they may use the front doors. All students arriving after 8:35 must check-in at the office before going to class. |

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| | <ul style="list-style-type: none">• Students should not enter through the front doors before 8:35 am, except for safety patrol, unless they are accompanied by a parent.• Students who need to bring something to the office from home should go to their classroom first and be sent to the office with a pass only after the school has begun. |
| Plans for Classrooms | <ul style="list-style-type: none">• Students and teachers will wear appropriate face coverings.• Hand sanitizer and disinfecting cleaning materials will be available in every classroom.• Frequent hand washing will be encouraged. Teachers will educate students on proper hand washing. Students will be asked to sanitize and/or hand wash before school, before lunch, after using the restroom, before and after recess, and before going to the library.• Students will practice social distancing to the greatest extent possible, as taught by teachers.• Classroom doors will be propped open to reduce touch, but will remain locked for easy closures and safety in the event of an emergency lockdown.• Students will have all their personal items including water bottles, backpacks, coats, etc. at their desk.• Common high touch areas like door knobs, shared table spaces, etc. will be sanitized throughout the day.• Materials in Calm Down Corners will be wiped down between uses.• Flow patterns in the classroom will be established to avoid congestion.• Classroom rugs will only be used for small group instruction.• Small group instruction duration will be 15 mins or less.• All students will be facing forward and spacing will be maximized to the extent possible between students' desks.• Students will not share classroom supplies. The school will provide individual classroom supplies, computers, and art supplies.• Teachers will review healthcare plans of students if applicable and keep close attention to students that might be at higher risk of contracting infections.• Each classroom will have access to cleaning materials, PPE for students, and teachers will be provided or |

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| | <p>supplemented as needed. A movable plexiglass shield will be available to use during small group work.</p> <ul style="list-style-type: none"> • Teachers will create and maintain seating charts alongside accurate attendance records for each classroom to aid in any necessary contact tracing. Students will sit at individual desks, rather than in groups. <ul style="list-style-type: none"> ○ Each desk will be facing toward the front of the classroom in the same direction. ○ Each desk will be spaced to maximize the distance between students within the space available in the classroom. • Classroom furniture will be arranged to maximize space for movement. • Classroom procedures for entering, exiting, and moving around the classroom will be designed to maximize the distance between students as much as possible. • All faculty members will be trained to identify common symptoms of COVID-19, and know where students will be taken to isolate symptomatic students from other members of the school community, • The school’s master schedule has been designed to avoid as much contact as possible between students in different classrooms including differentiated recess areas by class, rotational teachers pushing into individual classrooms, and other scheduling rotations that would normally involve multiple classrooms being in the same space at the same time. • Students will be encouraged to bring water bottles from home as drinking fountains will be disabled. |
| <p>Plans for Specials: (computers, art, music, PE)</p> | <ul style="list-style-type: none"> • Special teachers (Computers, Music, and Art) will push-in to teachers’ classrooms. • PE will be held outside when possible and in the gym during inclement weather. • Materials and equipment will be assigned to individual students, and when not possible to individualize student use, items will be disinfected between uses. |
| <p>Plans for Special Education Classrooms</p> | <ul style="list-style-type: none"> • Review health care plans, 504s, and IEPs to provide accommodations for special healthcare needs and update plans as needed. |

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| | <ul style="list-style-type: none"> • Groups will be arranged throughout the room in ways that will maximize social distance practices when possible. • Sanitizing will occur after each student group time. • When Chromebooks are needed for special education group time, students will bring their Chromebook from their general education classroom. |
| <p>Plans for Hallways</p> | <ul style="list-style-type: none"> • Visible signage in hallways to indicate the counter-clockwise flow of traffic throughout the school and to maintain social distancing. • Students walking in line will face forward, with their arms folded or at their sides. • Students will be taught ‘hands to self’, not touching walls or other students when traveling in hallways. |
| <p>Plans for Lunch</p> | <ul style="list-style-type: none"> • Students will be taught routines regarding cafeteria protocols. • The lunch schedule has been adjusted to reduce the number of students in the cafeteria and the playground. • The cafeteria as well as the gym will be utilized for lunch. • Lanyards will be provided to each student to hold students’ masks when not in use. • Recess areas will be divided into color zones- one zone per class that is outside. Students must play within their color zone area during recesses. Zones may be rotated throughout the week. • Students will play first, then line up and return to their classrooms under the direction of an aide to wash hands, and get their lunches and masks. Masks will be worn in the hallways, and through the lunch line. Once they are seated, students may remove the mask and eat. Once students are finished eating, they must put their mask back on. The aides will send each class to the cafeteria 2 minutes apart to reduce congestion in the cafeteria. • Students will line up outside the south entry door of the gym and hand sanitize as they enter the cafeteria. • There will be one-way entry and exit to and from the cafeteria. Visible markers will be placed to direct one-way traffic in the cafeteria. |

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| | <ul style="list-style-type: none">• Visible spot markers will be used to remind students of social distancing while waiting in the lunch line.• Students will follow the spot markers on the cafeteria floor while in the lunch line maintaining social distance.• There will be only one lunch choice and it will be served to students in Grab-N-Go style. Lunch staff will maintain a touchless payment system using student ID cards.• Typical payments will be charged including breakfast and lunch costs per student. Free and Reduced costs will be honored for all qualifying students. Grab-N-Go options will be available every day for online students as well.• Students will be seated by class. There will be a maximum 10 students seated per table. The spot markers will be used to ensure socially distanced seating.• Lunch times will be monitored by additional staff to ensure the safe flow of classes coming in and out of the cafeteria.• Grade level teachers will stagger students drop off and pick up from the recess and cafeteria two minutes apart to avoid congestion in the entry/exit areas of the cafeteria.• Lunch tables will be disinfected between students.• Teachers will pick up their students from the cafeteria. Students will exit out of the 3 doors that lead to the 1st and 2nd-grade hallway. Students will sanitize their hands before leaving the cafeteria.• Students will wash their hands upon entering the classroom. |
| Plans for Breakfast | <ul style="list-style-type: none">• Entry to breakfast will be through north exterior cafeteria doors from 8:05- 8:20 am.• Students will line up on spot markers outside the doors.• Students will be encouraged to finish breakfast quickly and go back outside to limit the amount of time students from different classes sit together.• Students will be seated on every other marked spot to maintain social distance.• Only students who are actively eating are permitted in the cafeteria during breakfast. |

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| <p>Plans for Restrooms</p> | <ul style="list-style-type: none"> • The building custodian will be responsible for ensuring that each grade level restroom is cleaned and sanitized multiple times per day. • Students will be taught restroom etiquette and protocols, supported by signage on proper restroom hygiene practices in all restrooms above every sink. • Visual signage will be used to promote social distancing in the restrooms. • Only 2 students will be allowed to use the restroom at a time. The new procedure for taking restroom breaks will be taught to the students. The procedure is that students will stick a velcroed bathroom pass in a designated space in the hallway outside the restroom to show that the bathroom is occupied. If more than 2 passes are up, a student must return back to the classroom and wait until a student exits and removes the pass before entering the bathroom. • When appropriate, classrooms will also travel to the bathroom as a group under the direction of the classroom teacher. Students will wait socially distanced in the hallway and 3 students at a time will be allowed until all students have had an opportunity to use the restroom. |
| <p>Plans for Recess/Playground</p> | <ul style="list-style-type: none"> • The building custodian will submit a schedule of required equipment sanitization to the principal. • Grades will stagger times for leaving the classroom for lunch as well as grade level recess. • Students must not play on the playground before and after school. Students will have access to the playground during designated lunch and grade level recess times. • Each class will be designated an outside area for recesses to ensure students stay in their cohorts. For example, playground and blacktop, or front half and back half of the field. The classes will rotate between the areas. • Students will enter and exit outside areas only from their grade level doors in staggered times. • Classrooms will be supplied with their own play equipment which will be sanitized after use. • The importance of maintaining a distance between other students on the playground will be discussed and reinforced. |

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| | <ul style="list-style-type: none"> • Students will wash their hands upon entering the classroom. |
| Plans for Gymnasium | <ul style="list-style-type: none"> • PE will take place outside unless there is inclement weather. • PE teacher will sanitize and disinfect equipment on a regular basis. |
| Plans for Library | <ul style="list-style-type: none"> • Library classes will be 20 minutes long to allow 10 minutes for staff to disinfect in between classes. • Visual signage will be used to direct traffic flow and spot will be marked to ensure social distancing. • A book cart will be placed outside the library for students to deposit their books. • Students will sanitize hands before entering the library. • Students will sit on the marked spot for storytime/lesson. • Tables and chairs will be off-limits for students. • Students will be limited to pull only 5 books off the shelves for the check-out purpose. • After checking out books grades 4-6 will return to their classes and K-3 will stay sitting on the carpet maintaining social distance. • The books will be ‘quarantined’ for 72 hours after check-in before the library staff will process the books and return them to the shelves for checkout. |
| Plans for assembly, field trips, Back to School Night, etc. | <ul style="list-style-type: none"> • WJE will not be holding any assemblies, performances, field trips, in-person kindergarten, or in-person Back to School Night for the foreseeable future. • For Back to School Night, the principal and teachers will make short videos to introduce themselves and welcome their students to their class and to our school. • Information about each classroom and specials will be shared electronically. |

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| <p>Plans for Dismissal</p> | <ul style="list-style-type: none"> • Student dismissal times will be staggered alphabetically by their last names at 3:05 (A-G), 3:07 (H-N), and 3:09 (O-Z) PM • Parents waiting for students are asked to social distance and wear a mask. • Students will return home immediately upon dismissal. • Students will be allowed back in the building only after 3:20 pm. |
| <p>Plans for quarantine room</p> | <ul style="list-style-type: none"> • The school’s traditional sick room will continue to serve its purpose for minor injuries and illnesses and other necessary procedures. • A “well student area” will be identified for students who receive medications or have basic office needs. • Students needing medication from school staff will be served in a different location than students who are ill. • Students displaying COVID-19 symptoms will wait in a ‘Care Room’ with the face covering and social distancing in the event of multiple students needing the care room. • Parents will be notified immediately and expected to pick up the student within an hour. |
| <p>Plans for when a student or teacher/employee tests positive for COVID-19</p> | <ul style="list-style-type: none"> • Any student in a classroom and the classroom teacher who is exposed to an individual with a positive COVID-19 test, will need to quarantine for 14 days. Online learning and/or at home learning will continue during this 2-week period. • The health department will contact the person who tested positive to advise on when they can return safely. <p>For more information on specific COVID-19 questions and scenarios, please reference the COVID-19 School Manual at the following website: https://coronavirus.utah.gov/</p> |
| <p>Plans for commitment to a high-quality learning environment and a positive school climate</p> | <p>While many procedures are different and school may not look the same as it did when your student was last here, our love and concern for your students has not changed one bit. Our desire to see them succeed and to do whatever it takes to make that happen will never waver. Thank you for being our partners in</p> |

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| | <p>this process. Please reach out with questions or concerns. We always enjoy hearing from you. We love our Jr Jags and their amazing parents!! We wish you a safe and happy school year. Be well :)</p> |
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