

Millard School District

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Millard School District Reopening Plan Board Approved on July 9, 2020

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GUIDING PRINCIPLES

There are a number of factors schools are balancing when developing reopening plans for the fall. In addition to public health and safety, schools have other crucial components to consider, including social-emotional and mental health needs, learning outcomes, equity, and the impact of the education sector on the larger economy.

While concerns about COVID-19 and its transmission persist, and will continue until a vaccine is created, the needs of our community and our citizens, including the effect a school closure has on local economies and the need to provide social-emotional and academic support for student populations, compels us to reopen our schools as quickly and safely as possible. It is our intention to use great caution with all staff and students, while establishing extra precautions for the most vulnerable and high-risk populations.

REPOPULATING SCHOOLS

School Schedules

Millard School District schools will reopen on August 19, 2020 as per our original schedule. We will follow our advertised schedule for the school year and our daily schedule.

While it is anticipated that the schools within the Millard School District will maintain as nearly a regular schedule as possible, the following accommodations are recommended where possible to reduce crowding and prevent the spread of COVID-19.

All schools should work to adjust lunch schedules in order to accommodate proper social distancing. Two or even three distinct lunch periods could assist in this. Where scheduling changes are not possible, it should be considered alternating classes to eat lunch in classrooms to reduce crowding.

Elementary schools will adjust recess periods to minimize the number of students on a playground at any given time. Instruction and guidance should also be given in activities that promote exercise and fun while encouraging social distancing.

In secondary schools, passing time should be reduced to a minimum amount that will allow students to move from one class to another. Teachers should then recognize the need to allow students to visit

restrooms at intervals within the class period. Lockers should be used primarily for storage of coats and other items that need to be used before and after school, with during school use being kept to a minimum. These adjustments will assist in preventing unavoidable crowds around lockers or in restrooms.

Communication and Training

While much is unknown about the spread and contraction of the virus, there is much information on the mitigation of the spread. To slow the spread of coronavirus, it is imperative that our staff, students, and parents understand the measures that must be taken and adhere to them whenever possible. We have a shared responsibility to slow the spread of the virus in order to allow education to move forward. When our schools close, it affects the ability of all aspects of our community and economy to move forward. We need to learn, and to the best of our ability engage, in those practices that will allow us to function normally. In order to safeguard our students and employees, training will be presented on accepted best practices in this pandemic. This training will include information from the Center for Disease Control on best practices for hygiene, sanitation, social distancing, and guidance on self-monitoring procedures to prevent attendance at school when infected.

District trainings will be prepared and given to all educators in their back-to-school meetings which occur between August 13th and August 18th. These trainings will include information from the Center for Disease Control on best practices for hygiene, sanitation, social distancing, and guidance on self-monitoring procedures to prevent attendance at school when infected.

All information will be provided in English and Spanish through the district and school websites for all parents and students to review. The help and cooperation of all our school community will be imperative to our efforts to keep people safe. It is critical that everyone knows and understands their role.

The following five pages of documents have been prepared as a shortened summary of the plan to assist staff, students, and parents understand their basic responsibilities as we reopen schools:

Hygiene Etiquette

Handwashing

Schools will increase instruction and monitoring of student handwashing. Proper hand-washing techniques include lathering hands with soap, scrubbing between fingers, washing the backside of each hand, scrubbing each wrist, washing underneath fingernails, and rinsing with water. The process should take 20 seconds.

Elementary schools will provide frequent opportunities for students to wash hands, including before and after recess, lunch, and other activities.

Hand Sanitizing

If soap and water are not readily available in some classrooms, hand sanitizer that contains at least 60% alcohol will be used (for staff and older children who can safely use hand sanitizer). Elementary students will also sanitize their hands every time they enter and exit the classroom.

Staff in secondary schools will encourage students to sanitize hands each time they enter and exit a classroom and frequently throughout the day.

Students will be instructed to cover all surfaces of their hands with sanitizer and rub them together until their hands feel dry.

Each school will have free-standing hand sanitizing stations positioned throughout the school in high traffic areas, including the main office, library, counseling center, cafeteria, and gym. If health conditions allow for concerts, plays and athletic events to be held, the hand sanitizing stations also will be used at the entrances of those events.

Respiratory Etiquette

Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Face Mask Etiquette

Cloth masks will be provided for students and employees. As mandated by Utah Gov. Gary Herbert, students will be required to wear masks during the school day. As mandated by Utah Gov. Gary Herbert, employees are also required to wear face masks. Accommodations will be made for staff and students who have respiratory issues.

According to the CDC, the COVID-19 virus spreads mainly among people who are in close contact with one another, usually within about 6 feet, so the use of cloth face coverings is important in settings where people are close to each other or where physical distancing is difficult to maintain. In some instances, face shields will be used as needed for special education, language immersion and an approved requested accommodation.

Masks on School Buses

Since physical distancing measures cannot be maintained while transporting students, each student will be asked to wear a mask as mandated by Utah Gov. Gary Herbert when riding a school bus to and from school. Bus drivers and bus aides are also required to wear masks when transporting students.

Visitors and Volunteers

Visitors and volunteers will be required to have a temperature check, complete a symptom checklist, and wear a mask upon entry into a school building.

No Physical Contact

Students and staff will be reminded to practice physical distancing when it comes to greetings — no handshakes, high fives, or hugs. Air high fives, air elbow bumps or a simple wave can be used in place of physical contact. Students and staff are encouraged to avoid touching their eyes, nose, and mouth.

Sanitation

Cleaning Schedule

The district will implement a multi-step cleaning protocol in all schools, to include daily disinfection of touchpoints — drinking fountains, handrails, door handles, sinks, toilets, partition walls and locks. Other daily disinfection will include bathroom floors, student desks and chairs, locker handles and computer mice and keyboards.

Lunchroom tables will be disinfected by lunchroom monitors, custodians, and nutrition staff between each lunch group.

Playground equipment will be disinfected frequently.

High touchpoints on school buses, such as the backs of seats and handrails, will be wiped down and sprayed with disinfectant after each riding group.

Bathrooms will be cleaned while class is in session.

Shared Objects

Students will have assigned classroom seating and will sanitize their own space at the end of each instructional period with disinfecting wipes. Students will clean all shared hard surfaces such as desks, computers or other equipment when exiting the classroom. Elementary students will be given a disinfecting wipe to clean all shared supplies in STEM, music, and art activity spaces.

Lockers will not be used during the school day in secondary schools to prevent congregating of students. Students will be allowed to bring backpacks to class in order to keep their belongings separated from others.

Air Handling and Filters

Millard School District Maintenance department will implement guidelines to help mitigate the spread of COVID-19, which includes increasing outside airflow throughout buildings, moving to a higher efficiency filtration level in HVAC equipment and running HVAC equipment two hours before and after building occupancy.

Social Distancing

One of the best ways to curb the spread of COVID-19 is by doing your best to physically distance from one another. The rule of thumb is to maintain 6 feet of distance between yourself and anyone else. If that distance is maintained, the virus is less likely to be passed from one person to another.

Of course, physical distancing is challenging in a school where classroom walls cannot be moved. In those settings, students will be expected to wear cloth face coverings.

Individuals who are outdoors and can maintain a physical distance of at least six feet may choose not to wear a face covering.

Lunch Service

Students will be distanced as much as possible. In elementary schools, lunch will be scheduled by grade level with tables sanitized between each seating. In secondary schools, tables will be spaced, and students will be expected to wear masks in line when physical distancing of 6 feet is not possible.

Playgrounds

Safety and physical distancing requirements will also be maintained during recess. If students are within 6 feet of one another, they will be strongly encouraged to wear a face covering. Supervisors will be trained to provide structured recess activities that include physical distancing, as well as behavior management strategies. Grade levels/classes will be assigned specific areas of the playground.

Layout Modifications

Teachers may also put forth efforts to distance students from one another. They may be able to distance desks farther apart than normal. Those with larger class sizes may not be able to do that. Teachers may choose to have students face the same direction rather than facing one another and remove reading corners, etc. to optimize space.

In elementary schools, students will wash their hands before attending classes held in common spaces — computer labs, art, and music — and be given a disinfecting wipe to clean all surfaces at their station before beginning the lesson. Library visits also will be scheduled.

Large Gatherings

Because of the need to stop the spread of COVID-19, large gatherings, such as the typical back-to-school nights, band, and choir concerts, may be held differently. No assemblies that include the whole school will be held. If schools can maintain physical distancing of 6 feet, smaller assemblies or performances can be held.

In secondary schools, the timing for class changes will be shortened to discourage congregations of students. Directional signs will indicate expected traffic flow (travel on the right).

At elementary schools, students may need to be released at the end of the day on a staggered schedule. More information will follow as the school year approaches.

Self-Monitoring

Stay Home When Sick: Don't hesitate to stay home

If you feel sick, stay home, except to get medical care.

Students and staff are asked to stay home from school if they have any of the following COVID-19 symptoms:

- Shortness of breath, sore throat, or persistent cough
- Temperature higher than 100.4 degrees
- Congestion or runny nose
- Vomiting or diarrhea
- New loss of taste or smell

Students should also stay home from school *if they are experiencing other illness symptoms* such as severe or long-lasting abdominal pain, rash with fever, strep throat, head lice before first treatment or any other illness that prevents a student from participating comfortably in school activities.

Staff and parents of students are encouraged to notify school officials of any COVID-19 symptoms, positive tests for COVID-19, or exposure to someone with COVID-19 symptoms or a confirmed or suspected case. Staff and students who are sick or who have recently had close contact with a person with COVID-19 should stay home.

Accommodating High-Risk Students and Staff

Staff and parents who consider themselves as high-risk, will work with the school principal to consider options. Employees will work with their immediate supervisor if there is a concern about risk. High-risk students also will be given the option to attend school online.

Health Rooms

Schools will identify a health room where symptomatic individuals can stay until they are able to go home. These rooms will be dedicated to use for students who feel ill once at school. They will not be used for other purposes, such as storage.

Students or staff who are symptomatic should not come to school. If a student begins exhibiting symptoms after arriving at school, they will wait in the health room with a facial mask and maintain physical distancing while arrangements are made for them to be picked up by a parent or emergency contact as soon as possible. Parents and guardians need to make sure their emergency contact list is up to date.

Monitor Symptoms

Staff will be encouraged to safely and respectfully monitor any observable symptoms in students, such as fever, cough, or shortness of breath. Staff will observe all applicable privacy laws and regulations in doing so. Additionally, schools will continually remind students to self-check for symptoms.

Expectations for the Education Community

- Mitigate risk/spread by encouraging physical distancing, proper hand hygiene, sanitization, wearing masks or using shields, adjusting passing times between classes, hallway flow adjustments, adjusting lunch times and seating, recess modifications and spacing of students in common areas.
- Be aware of illness/symptoms in the student body and contact a student's family immediately if a student exhibits symptoms.
- Monitor positive COVID-19 cases and its spread in the Millard School District and follow — as we would with any community health concern — the recommendation of health department officials regarding school closures, modified school schedules, or in-school adjustments.
- Continue to refine our digital curriculum to meet the needs of distance learning as it arises. Prepare a class syllabus on Canvas or Google Classroom for curriculum accessibility with clear expectations for all students.
- Be prepared to modify our method of delivery, however necessary, to ensure the health and well-being of students and staff.

Expectations for Parents and Students

- Understand that the guidelines are determined by health, educational and civic professionals commissioned to care for their child, considering the physical environment, time spent in school, and the potential risk to the health of our students, staff, and families.
- Keep their child home if they have a fever, cough, cold or flu symptoms, and have them return only when these symptoms have subsided.
- Talk to their child about changes they may notice at school, reinforcing that these measures are in place to preserve their health, and the health of those around them.
- Send their child to school with a mask and encourage them to wear it.
- Reinforce the importance of respecting the authority of teachers and staff to maintain order in the classroom, the hallway, and other campus areas.
- Prepare as much as possible to adapt to change. As evidenced this past spring, things evolve quickly, and schedule modifications and/or closures may be unavoidable.
- Know that they have the right to keep their children home at any time they assess risk as it relates to their family. They will also be informed that if they don't want their child — for any reason — to attend school in a traditional on-campus setting, the Millard School District will have online school options.

Completion Date for Required Training

After the review of the Millard School District Plan and input from parents, the board will vote to implement the final plan. This plan will be sent by email to all educators, parents, and students. The plan will also be published online for the review of patrons by July 16th.

Training of staff will be completed before the first day of school, August 19th.

Online training will be prepared for all parents and students and shared as part of the registration process through an online format.

Each school will give training to all students and staff through on-line, in person, or a blend of communication techniques on the first day of school. This training will include not only practices and procedures but will focus on the shared responsibility we all have to safeguard the learning process. Particular stress should be placed on the shared responsibility we have to keep ourselves healthy in order to continue to meet together and participate in activities.

Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions)

Students/families and staff may choose to identify as high-risk. The process students will be asked to complete in order to be excused from regular attendance and to participate in virtual instruction will be a simple visit with the principal of the child's school. A rationale for the request should be presented, documentation of mitigating factors would be helpful, but not required. The rationale could either apply to the student or to other family members living within the home. Principals will assist the families in preparing for online instruction and work to provide instructional tools.

Principals or their designees will also be tasked with the systematic review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

Employees may also request to be allowed to work from home by following Millard School District's Administrative Guidelines for Request to Work from Home as follows:

1. Employees with a diagnosed medical condition which could endanger their health if they were to contract the coronavirus are justified in requesting the option of working from home.
2. Employees with immediate family members who have a diagnosed medical condition which could be endangered through the employee's interactions with the public may be justified in requesting the option to work from home.
3. Employees who may be in a high-risk health category may request exemption from returning to teaching inside the classroom.
4. Employees who do not wish to return to the classroom because they fear contracting coronavirus are welcome to request the option to work from home, although approval is not guaranteed.

Exemptions 1-3 will require documentation of a valid medical concern and a letter of request being submitted to the Superintendent for Board consideration. Exemption 4 requires a detailed letter stating your concerns, which should be submitted to the Superintendent before August 1st if possible. All requests will be reviewed with the intention of taking reasonable steps to minimize and mitigate risk for employees who identify as high-risk as outlined in the Utah Leads Together Plan and by ADA.

Enhanced Environment Hygiene & Safety

Hand sanitization stations will be placed near the entrance of every classroom. Students and staff will be asked to use these at a minimum frequency of entrance to a classroom. Students should be encouraged and allowed to use hand sanitizer each time materials are exchanged, or contact is necessitated. Sanitizer stations will also be placed in high traffic areas near school entrances and at the lunchroom.

Sanitizing wipes will also be provided to each classroom. A two minute “clean-up” time will be required at the end of each class period when students are changing classrooms or desks. Students will be distributed wipes to clean their desk and any materials such as scissors or calculators that have been used to ensure cleanliness for the next student in that station. Then students will move from their desks and place the wipes in the trash as they leave the classroom.

Doors should be propped open during change periods to lessen the need of contact with hardware surfaces.

Custodians will clean high contact areas such as handrails, doorknobs, and sink hardware frequently. Each period as much as possible.

As mandated by Utah Gov. Gary Herbert, all staff are required to wear masks at all times. Masks must be worn when working with a student one-on-one or in a close proximity with a small group.

Face shields and other PPE supplies will be provided to those who must work in close proximity such as Special Education or Speech Therapy.

Shared sporting equipment and shared supplies should be cleaned frequently.

The principal at each school or their designee will be the point of contact for concerns or questions about these guidelines. They may designate others within the school to assist patrons, staff, and students with questions.

MONITORING FOR INCIDENCES

Preparation Phase

We will work actively to educate and promote to staff/students: “If you feel sick; stay home.” It will be the practice of Millard School District to empower and encourage parents as the individuals who are primarily responsible to monitor the health of their students on a given day. They will, therefore, be trained and requested to monitor the health of their students each day. The following list of symptoms from the CDC <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> will be distributed to all families as well as educators and should be reviewed frequently:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

Students who arrive at school and are symptomatic will be discretely removed from the educational setting and checked by school personnel. Training on this procedure will be included in the staff training in order to safeguard the privacy and emotional health of the student.

Symptom Monitoring

Following the symptoms check above, it is our requirement that any student exhibiting any combination of these symptoms be kept home. The school can assist families in obtaining a thermometer where necessary.

Millard School District will also monitor staff/student symptoms and absenteeism carefully. Individuals who are symptomatic will be asked to remain at home and to not physically return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider.

Policies will reflect leniency for students and staff who are unable to attend physically and accommodations will be made for individuals to participate electronically.

CONTAINING POTENTIAL OUTBREAKS

Preparation Phase

When a student or staff member is found to be positive for COVID-19, additional steps will be taken immediately to contain the outbreak. Cooperation will be given to Central Utah Public Health as we participate in contact tracing to identify those individuals who may have been placed in close contact. Areas where the infected individual has been will be given additional attention to sanitize and secure the area. Individuals who are identified at school will be removed to an isolation room. Isolation and parent retrieval procedures protocols should be developed and followed at each school and in consultation with school nurses and local health officials.

Quarantine/Isolation

Each school will designate wellness rooms to temporarily house students who are unable to return home. It will be the practice of Millard School District to communicate health and safety issues transparently, while protecting the privacy of students and families.

The District will work with staff and students proactively through a quarantine or isolation.

Quarantine refers to the recommendations regarding someone that has been exposed to virus (but not yet a confirmed case) is recommended to separate oneself while waiting to see if symptoms develop.

Isolation refers to the recommendations regarding someone who has a confirmed infection.

Each school will be provided with no-touch digital thermometers as part of their first aid kit and students with a fever of 100.4 or above will be placed into quarantine until parents can arrive. Staff with fevers will be asked to go home. Individuals who are symptomatic will be asked to remain at home and to not physically return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider.

TEMPORARILY RECLOSING (IF NECESSARY)

Preparation Phase

Should an outbreak be of sufficient intensity within a class or school to cause health and school officials to agree that students and staff are endangered, we will enact a temporary closure. The closure will be contained to the smallest possible entity, i.e., if an outbreak is limited to a specific class in an elementary setting, those students may be required to acquire education through our online resources for a period of time which will be designated by officials according to the circumstances of the situation.

Whenever 10 percent of the students in a setting are found to be positive, and contact tracing shows the disease being spread within that setting, whether a classroom, team, or school, students in that group may be transferred to online education for the duration of the incident. When it can be determined that return is reasonable, the class, team, or school will be allowed to resume. The longevity of dismissal will be based on community spread, cleaning/sanitization, communications, contact tracing, etc.

Transition Management Preparation

Should a temporary reclosure be necessitated, students who need one will be issued a Chromebook from the district. All students in grades 7-12 will be issued a device at the beginning of the year for use. The student will need to transport the device to and from school each day and see that it is charged at home each night.

All students in grades K-6 will leave their Chromebook at school. Inasmuch as our classrooms are mostly self-contained at that level, the devices will be used by the same student throughout the day, each day. This will minimize the opportunity for damage to the device and allow recharging to take place at the school. Any time a Chromebook is to be used by another student than the one assigned, it should be cleaned and sanitized by school personnel.

During a temporary reclosure, K-6 students will be assigned a Chromebook as necessary to take home and all staff and students will resume the protocols developed in the Spring regarding instruction hours, office hours, and communications.

All communications will be conducted through the PowerSchool platform to inform all segments of the affected school community. We will also use school and district websites and social media to help spread information.

CONCLUSION

While this document does not answer every question or concern, it is hoped that it will give all staff, students, and parents an idea of the intent of the district. Confirmed cases of COVID-19 in our county have increased by a multiple of six in the past two weeks, from 12 to near 80. If this happens again in the next two weeks, these plans could require major adjustments. This is a snapshot of our plan at this moment, and that is to begin school in a near normal schedule. We hope this assists everyone in their planning. We also hope our patrons understand that all plans are subject to adjustment and change in this turbulent world. Please know that we will be prepared for any hurdle that is placed before us and that we will do our best to safeguard our students and staff, while giving them the best education we can. We appreciate your support and your input as we prepare to return to school!