

Alta High School

August 2020 School Reopening - Roles and Responsibilities

Repopulating Schools					
	District Personnel	School Personnel	Classroom Teachers	Students	Parents/Guardians
Communication and Training	<ul style="list-style-type: none"> *Train all school administrators in early August. *Provide physical and digital communication materials for schools to distribute. 	<ul style="list-style-type: none"> *Administrators will train school staff. *Provide weekly updates to the school community. *Utilize signage, handouts and videos to promote proper COVID-19 safety protocols. 	<ul style="list-style-type: none"> *Provide training to students on the reopening action plan. *Attend a Tech Summit training to create blended learning spaces. 	<ul style="list-style-type: none"> *Attend reopening training and adhere to the outlined and advertised procedures and protocols. 	<ul style="list-style-type: none"> *Be aware of and express to your student the importance of following the COVID-19 protocols and procedures. *Direct questions regarding reopening to the Alta Administration.
Accommodating Individual Circumstances	<ul style="list-style-type: none"> *Create clear protocols for long- and short-term Home Hospital. *Provide students who chose not to return to in-person instruction with online learning, supported by a CSD teacher. *Issue a device to all students opting for online instruction. 	<ul style="list-style-type: none"> *Review all 504, IEP and Health Care plans and ensure appropriate accommodations are in place. *Identify and support staff with high-risk needs. *Wellness staff provides social emotional support to students and staff. *Issue Chromebooks and hot spots to students in need of them. 	<ul style="list-style-type: none"> *Communicate with school administrators regarding needed supports. *Engage in the ADA process if there is a need for accommodations. *Attend COVID-19 training prior to the start of school. *Schedule an August IEP meeting for students who choose online learning. 	<ul style="list-style-type: none"> *When ill or are quarantined, communicate with the Alta attendance office and engage in teachers' blended learning lessons on Canvas. 	<ul style="list-style-type: none"> *Communicate your student's intent to either return to school or enroll in CSD online learning via online registration. *Attend an August IEP meeting for students with disabilities who choose online learning.
Enhanced Environment Hygiene & Safety	<ul style="list-style-type: none"> *Provide schools with hand sanitizer, disinfecting wipes, face masks, and other protective items to aid in creating a safe environment throughout Alta High School. 	<ul style="list-style-type: none"> *All staff will wear face coverings when consistent physical distancing is not feasible. *Custodial staff will utilize new CSD protocols for an increased cleaning and hygiene regimen. 	<ul style="list-style-type: none"> *Wear face coverings when consistent physical distancing is not feasible. *Keep classroom doors open and aid in the frequent cleaning of high touch points in their classroom. 	<ul style="list-style-type: none"> *Wear face coverings when consistent physical distancing is not feasible. *Follow COVID-19 procedures and protocols in all areas of the school. 	<ul style="list-style-type: none"> *All visitors need to wear a face covering and check into the office for symptom screening.
School Schedules	<ul style="list-style-type: none"> *All CSD students will return to school on August 17, 2020 according to their school's regular schedule. 	<ul style="list-style-type: none"> *Administration will closely monitor all COVID-19 procedures and protocols. Any needed adjustments to these and/or the school schedule will be made and communicated. 	<ul style="list-style-type: none"> *Have classrooms open and be available to assist students at least 30 minutes prior to the start of school. 	<ul style="list-style-type: none"> *Stay in designated areas before school to avoid congregating in the hallways. *Unless participating in a specific staff-lead after school activity, vacate the school grounds at 2:30pm. 	<ul style="list-style-type: none"> *Arrange for transportation for students that allows them to avoid congregating in the hallways for long periods of time.

Implementation of Mitigation Tactics in Specific School Settings

	District Personnel	School Personnel	Classroom Teachers	Students	Parents/Guardians
Classrooms	<ul style="list-style-type: none"> *Provide teachers with protective and sanitation materials. *Provide schools with additional Chromebook and hot spot devices to ensure that all students have the capability to fully participate in their schooling both at school and at home. 	<ul style="list-style-type: none"> *Provide teacher training on COVID-19 procedures and protocols within their classrooms. *Communicate with teachers when students are ill or in quarantine. *Issue Chromebooks to students in need of them. *Issue students without home internet a hot spot. 	<ul style="list-style-type: none"> *Wear face coverings when consistent physical distancing is not feasible. *Maintain assigned student seating. *Remove extra furniture from the classroom, spread desks/tables as much as possible, and face all students forward. *Prop classroom doors. *Utilize digital copies rather than paper copies when reasonable possible. 	<ul style="list-style-type: none"> *Wear face coverings when consistent physical distancing is not feasible. *Stay in assigned seat throughout the class period. *Obtain a technology device to utilize both at school and home. 	<ul style="list-style-type: none"> *Be aware of and express to your student the importance of following the COVID-19 classroom protocols and procedures. *Support your student in utilizing, taking care of and charging their technology device at home.
Transitions	<ul style="list-style-type: none"> *Provide schools with signage and floor markings for hallways and other transition areas. 	<ul style="list-style-type: none"> *Post signage and floor markings to provide direction for students and visitors. *Administrators and other school personnel will be present and wearing masks over their nose and mouth in the hallways during all transitions. 	<ul style="list-style-type: none"> *Be present and wearing a mask over your nose and mouth in the hallways between class periods. *Prop classroom doors. 	<ul style="list-style-type: none"> *Wear masks over your nose & mouth in the. *Walk to the right of all hallways and stairwells. *Do not congregate during transitions. *Utilize backpacks, and only visit lockers before school, after school or during lunch. 	<ul style="list-style-type: none"> *Aid in expressing the importance of following transition procedures with students. *Avoid visiting the school during transition periods.
Entry/Exit Points	<ul style="list-style-type: none"> *Provide schools with signage to post at all entry/exit points. 	<ul style="list-style-type: none"> *Designate entry and exit points for all exterior doors, as well as into and out of all large areas of the school (gymnasium, cafeteria, offices, etc.). *The custodial staff will sanitize entry/exit points frequently throughout the school day. 	<ul style="list-style-type: none"> *Include information about navigating the entry/exit points as a part of the student training at the start of the school year. 	<ul style="list-style-type: none"> *Adhere to all entry/exit point directions and procedures. *Wear a mask over your nose and mouth when utilizing and entry/exit point. 	<ul style="list-style-type: none"> *Utilize virtual communication with school whenever possible. *To check out a student, call the office and meet them in the parking lot. *When it is necessary to enter the school, wear a mask, check in at the office and follow all protocols.
Transportation	<ul style="list-style-type: none"> *Train bus drivers to recognize when students are exhibiting symptoms. *Bus drivers wear masks. *Seats will be cleaned after each bus run. *Busses will be thoroughly disinfected and sanitized each night. 	<ul style="list-style-type: none"> *Alta Administration will address concerns bus drivers or families have with particular student behaviors. 	<ul style="list-style-type: none"> *Have classrooms open and be available to assist students at least 30 minutes prior to the start of school. 	<ul style="list-style-type: none"> *Remain on assigned bus and in assigned seat, facing forward. *Wear face masks over your nose and mouth. 	<ul style="list-style-type: none"> *Ensure that your student only rides their assigned bus each day.

Restrooms	<ul style="list-style-type: none"> *Provide signage for appropriate restroom hygiene protocols. *Train custodial staff on proper cleaning protocols. *Provide PPE equipment for custodial who are cleaning the restrooms. 	<ul style="list-style-type: none"> *Monitor restrooms as much as possible. *Assign specific restrooms to classroom blocks. *Custodians will check restrooms twice daily, sanitize daily and disinfect two times per week. 	<ul style="list-style-type: none"> *Maintain a record to students who use the restroom during class. 	<ul style="list-style-type: none"> *Record during class restroom use on teacher logs. *Wear face masks over your nose and mouth at all times in the restroom. 	<ul style="list-style-type: none"> *Be aware of and express to your student the importance of following the COVID-19 restroom protocols and procedures.
Cafeterias	<ul style="list-style-type: none"> *Provide floor markings to promote physical distancing in cafeteria lines. *Provide hand sanitizing stations for each line in the cafeteria. 	<ul style="list-style-type: none"> *Lunch choices will be limited, increasing the “grab and go” options. *Utilize all large areas for students to eat lunch. *Custodial staff will sanitize and disinfect cafeteria and tables daily. 	<ul style="list-style-type: none"> *Consider allowing small groups of students to each lunch in classrooms. 	<ul style="list-style-type: none"> *Follow all protocols and directions in the cafeteria. *Maintain at least six feet distance from others while eating lunch. 	<ul style="list-style-type: none"> *Be aware of and express to your student the importance of following the COVID-19 cafeteria protocols and procedures.
Large Group Gatherings	<ul style="list-style-type: none"> *Provide sanitation stations for all large gatherings. *Provide signage to encourage physical distancing. 	<ul style="list-style-type: none"> *Postpone as many large gatherings as possible. *Limit the number of spectators at all competitions and performances. *Limit congregating of spectators at concessions and other areas. 	<ul style="list-style-type: none"> *When working events, complete the symptom checklist and look for obvious symptoms in the spectators. 	<ul style="list-style-type: none"> *At this time, there will be no student sections allowed at school competitions. 	<ul style="list-style-type: none"> *All spectators will obtain passes to competitions and performances prior to the event. *Spectators will need to physically distance and wear masks when this cannot be consistently maintained.
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none"> *Provide additional sanitation materials or classroom tools when the sharing of materials cannot be avoided. *Provide guidance for teachers who teach specialty courses. 	<ul style="list-style-type: none"> *Alta Administration will closely monitor procedures for unique courses and provide guidance where needed. *Custodial staff will aid in sanitation and disinfection where necessary. 	<ul style="list-style-type: none"> *Provide class time to sanitize spaces and equipment, as needed. *Utilize outdoor or larger spaces when possible. *Assign students to consistent small groups. 	<ul style="list-style-type: none"> *Closely follow teacher direction in unique courses. 	<ul style="list-style-type: none"> *Be aware of and express to your student the importance of following the COVID-19 protocols and procedures for unique courses.
Special Education, Related Services, School Counseling	<ul style="list-style-type: none"> *Provide sanitation materials to staff who frequently work with students individually or in small groups. 	<ul style="list-style-type: none"> *Staff will keep a close record of student contact. *Alta Administration will obtain records of student contact to aid in contact tracing, if necessary. 	<ul style="list-style-type: none"> *Wear masks over your nose and mouth and/or face shields when working with students one-on-one or in small groups. 	<ul style="list-style-type: none"> *Wear a face mask over your nose and mouth when meeting with counselors, specialists or other staff. 	<ul style="list-style-type: none"> *If your student has individual needs, work with Special Education teachers, service providers and counselors to ensure your student is receiving proper services.

Monitoring for Incidents

	District Personnel	School Personnel	Classroom Teachers	Students	Parents/Guardians
Preparation Phase	<ul style="list-style-type: none"> *Train administrators on the action plan for mitigating risk in classrooms and throughout the school. 	<ul style="list-style-type: none"> *Administrators will train all staff on the action plan. 	<ul style="list-style-type: none"> *Attend COVID-19 training prior to the start of school. 	<ul style="list-style-type: none"> *Attend reopening training and adhere to the outlined and advertised procedures and protocols. 	<ul style="list-style-type: none"> *Communicate possible needs for training and materials to properly conduct symptom checks at home.

Symptom Monitoring	*Train school personnel in identifying symptomatic individuals.	*All staff will complete and record a daily symptom screener. *Administrators and Attendance Office will communicate with teachers regarding when a student may return to school.	*Monitor student symptoms and attendance and communicate with administrators and families, as needed. *Develop a blended learning model so that students can keep up with schoolwork when absent due to illness or quarantine.	*If it is necessary to stay home due to illness or quarantine, continue to engage in your Alta classes via Canvas.	*Monitor your student's health and keep them home if they are ill. *Communicate reason for absence to the Alta Attendance Office.
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Containing Potential Outbreaks

	District Personnel	School Personnel	Classroom Teachers	Students	Parents/Guardians
Preparation Phase	*Develop clear protocols for containing potential outbreaks and train school administrators.	*Maintain documented daily symptom screening of all school staff. *Designate quarantine rooms and closely document the use of these rooms.	*Take daily attendance. *Maintain assigned student seating. *Coaches and advisors take attendance and conduct symptom screening for each extracurricular practice or competition.	*Attend reopening training and adhere to the outlined and advertised procedures and protocols.	*Symptom monitor and report any positive COVID-19 cases within your family to the principal.
Quarantine/ Isolation Protocol	*The lead nurse and district administration will aid in contact tracing and communication with the health department.	*Communicate positive cases to district personnel. *Administration will aid in conducting contact tracing. *Contact families of students who have been in direct contact with a positive COVID-19 case.	*Maintain confidentiality regarding students who are sick or in quarantine.	*Follow the health department guidelines in staying home after a positive case or direct contact until it is safe for them to return to school.	*Follow the health department guidelines in keeping your student home after a positive case or direct contact until it is safe for them to return to school.

Temporary Reclosing (If Necessary)

	District Personnel	School Personnel	Classroom Teachers	Students	Parents/Guardians
Preparation Phase	*Develop protocols for potential temporary reclosing of schools.	*Administration will provide training for teachers regarding potential reclosing.	*Attend a Tech Summit training to create blended learning spaces. *Train students in procedures for utilizing Canvas for their learning.	*Engage in both in-person and Canvas instruction.	*Ensure that you have opted to receive email and phone communications from Canyons District and Alta High School.
Transition Management Preparation	*Assist schools in communicating potential temporary reclosing to school communities.	*Provide all students with needed materials to successfully engage in remote learning.	*Maintain a blended learning model via Canvas that can smoothly transition to remote learning, if necessary.	*Work to learn and understand each teachers' expectations for Canvas usage.	*Communicate needs for remote learning to the school administration.