



## ***School District Reopening Plan***

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### **Park City School District**

2700 Kearns Blvd.

Park City, UT 84060

(435) 645-5600

[communication@pcschoools.us](mailto:communication@pcschoools.us)

**NOTE: Details of this DRAFT plan are subject to change as directives from governing authorities, health officials or environmental conditions may determine.**

## **Ready to Return 20/21:**

**Return** for in-person instruction with **remote learning** as an option

**Enhanced** hygiene protocols

**Anyone** with symptoms of illness stays home

**Distancing** measures in place to minimize exposure to contagious illness

**Yes!** Additional cleaning, sanitizing and disinfection measures are in place

## **Purpose**

Communicate our local plan to safely reopen schools for in-person learning this fall.

## **Document Intention**

This document is intended to:

- Communicate our local, comprehensive, and safe plan to reopen schools to in-person learning this fall
- Incorporate local taskforce input as well as assure alignment with USBE requirements and recommendations
- Assist local health agencies as we determine specific protocols that will work for our local community in keeping students, staff, and our families healthy and safe.

## **Plan Requirements**

Local Education Agencies (LEAs) are required to develop comprehensive reopening plans in alignment with requirements determined to be in the best interest of Utah's students and faculty to create a consistent, state-wide standard of expectation. The plan will be approved by the local school board and will be made available to the public at: [www.pcschools.us](http://www.pcschools.us)

The reopening plan will address the following elements:

- Repopulating Schools
- Implementation of Mitigation Actions in School Settings
- Monitoring for Incidences
- Containing Potential Outbreaks
- Temporarily Reclosing (if necessary)

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## **Priorities for a Safe Return:**

1. Health & Safety of Students and Staff
2. High Quality Educational Programming for All
3. Enhanced Focus on Social Emotional Wellness
4. Allow Flexibility and Adaptability
5. Support Educators and Equip them for success
6. Provide clear communication to the entire community as we work together to reopen our schools

The next sections of our plan will address key readiness components for a safe return to school as well as the requirements and implementation steps aligned to the Utah State Board of Education (USBE) guidelines.

### **Repopulating Schools**

- Communication and Training
- Accommodating Individual Circumstances
- Enhanced Environment Hygiene & Safety
- School Schedules/Operations

### **Monitoring for Incidences**

#### **Containing Potential Outbreaks**

- Preparation Phase
- Quarantine/Isolation Protocol

#### **Temporarily Reclosing (if Necessary)**

- Preparation Phase
- Transition Management Preparation

### **Mitigation Tactics for Specific School Settings**

## Repopulating Schools

### Communication and Training

#### State Requirement

Develop administrator/teacher /staff education and training on school's reopening protocol and action plans

- Educate and train students and caregivers on school's protocols and action plan; post and/or make accessible to school communities
- Make materials available to families in their respective preferred/primary language

#### Implementation Plan

Training Details:

1. Administrator/Teacher/Staff receive education and training on the school's reopening protocol and action plans online (8/1/2020 - 8/15/2020)
2. Educators and staff, including bus drivers, will provide training to students on protocols (driver instruction, video) (starting 8/20/2020)
3. Caregivers and students on school's protocol and action plan; post and/or make accessible to school community via Video and Print Communications (8/1/2020)
4. Parent communication will be provided in English and Spanish and through written, spoken, and video communication (8/1/2020) and continuing throughout the 20/21 school year via school newsletters and district online newsletter monthly (8/15/2020)
5. The following posters will be provided to each school in English and Spanish: Handwashing, Physical Distancing, Symptom Checker, Face Covering Requirement (8/20/2021)
6. PCSD Website will have information and resources posted (current)
7. Communication to staff, students and families on best practices for at-home preventative care (Monthly health poster/Wellness lesson for students on first days of school and weekly reminders of best practices in social distance and frequent handwashing)
8. Communication Outreach tools: video on return to school, email messages to parents (7/1,7/13, 7/20, 8/1, and 8/15), website, social media, and print mailing. (weekly school newsletter, website updates, staff site, social media infographic, and return to school district electronic newsletter - 8/15/2020.)
9. Communicate economic importance of supporting parents' return to a normal workday (Covid Preparedness Document, electronic newsletter - 8/15/2020)
10. Prepare pandemic response - locally driving crisis response

team and communications. (Crisis emergency response plan reviewed with administrators 8/5/2020)

11. In consultation with local health, write or pre-draft consistent statements for varying situations regarding outbreaks, positive cases, etc. (Look for statewide forms to be used re: notification of exposure, outbreak or notice to self-isolate.)
12. \*Include messages to counter stigma and discrimination and promote understanding (Comprehensive Plan, 7/21/2020)
13. We are willing to always evaluate, improve and re-evaluate as necessary our policies, procedures, practices and communication outreach related to contagious illness or COVID19 (7/21/2020 - BOE mtg)

Appoint a point of contact for each school available for questions or specific concerns.

Park City School District

Mike Tanner, Chief Operations Officer ([mtanner@pcschoools.us](mailto:mtanner@pcschoools.us))  
435-645-5600 ext 1429

Park City High School

Roger Arbabi, Principal ([rarbabi@pcschoools.us](mailto:rarbabi@pcschoools.us))  
435-645-5600

Treasure Mountain Junior High School

Caleb Fine, Principal ([cfine@pcschoools.us](mailto:cfine@pcschoools.us))  
435-645-5640

Ecker Hill Middle School

Amy Jenkins, Principal ([ajenkins@pcschoools.us](mailto:ajenkins@pcschoools.us))  
435-645-5610

Jeremy Ranch Elementary School

Shawn Kuennan, Principal ([skuennan@pcschoools.us](mailto:skuennan@pcschoools.us))  
435-645-5670

McPolin Elementary School

Bob Edmiston, Principal ([bedmiston@pcschoools.us](mailto:bedmiston@pcschoools.us))  
435-645-5630

Parley's Park Elementary School

Daren Houck, Principal ([dhouck@pcschoools.us](mailto:dhouck@pcschoools.us))  
435-645-5620

Trailside Elementary School

Carolyn Synan, Principal ([csynan@pcshools.us](mailto:csynan@pcshools.us))  
435-645-5680

Preschool

Kathy Anderson, Director ([kanderson@pcschoools.us](mailto:kanderson@pcschoools.us))  
435-645-5609

**Communication and Training (Continued)**

**PCSD Specific**

**Implementation Plan**

Regularly communicate via myPCSD portal with staff on best practices for at-home preventive care

Human Resource Department sends staff Wellness Wednesday hints

Use a variety of communication tools to reach various stakeholder audiences including email, voice message, website and print mailings

Messaging to counter stigma & discrimination via Comprehensive Covid19 Guide - Understanding section

Pre-Written Statements for various situations

Parent Education/Training

Messaging Welcoming Students/Families Back

Monitoring of local COVID-19 numbers in Summit Co

PCSD will prepare messaging to counter stigma and discrimination when it comes to student, parent, and staff personal choice

PCSD will have the following pre-written statements for situations so that they may be sent to families immediately as needed

- Exposure letter (Utah Department Health template)
- Classroom/School Closure Letter
- District Reclosure Announcement
- Remote Home Learning Plan Expectations Letter

Parent Education/Training will be provided via a Staff/Parent Handbook  
-Daily symptom checking at home  
-Partnering together to ensure that the education community as a whole is as healthy as possible  
-Hygiene hand washing etiquette for students to reinforce at home  
-Affirmation form included so that parents/guardians will confirm proper protocol/steps have been taken prior to return to school

PCSD Return to Schools Video posted August 1, 2020  
PCSD Return plan posted August 1, 2020  
Updates to PCSD website (7/1, 7/15, 7/20, 7/23, 7/30, 8/1, 8/7, 8/15)  
District E-Newsletter (8/15)

Emergency Ops Call w/45 agencies every Monday, 11 AM  
Summit County Health Dept - Richard Bullough, Carolyn Rose  
Healthtattend - Symptom record - School Nurses; Daily notification to Superintendent and COO  
Superintendent Weekly Update to BOE

## Repopulating Schools

### Accommodating Individual Circumstances (High-Risk, Personal Decision)

#### State Requirement

Create a process for students/families and staff to identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements, remote learning or instruction, or work re-assignments

- Systematically 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

#### Implementation Plan

Describe Process:

Student enrollment in Remote Learning requires a commitment of at least one term/marking period in order to support staffing and facility needs. Online enrollment link will be live from 7/23/20-8/7/20 and then two weeks prior to the end of marking period.

Students/Families who identify as high risk for severe illness due to COVID19 and have a plan in place to address requests for remote or alternative learning arrangements with a 504 Coordinator per school site or via Director of Special Education - Jaclyn Knapp ([jknapp@pcschools.us](mailto:jknapp@pcschools.us))

Families have a single point of contact if their student or family is identified as high risk for severe illness - School nurse per site.

Staff who identify as high risk due to underlying medical conditions will need to notify the Human Resources Department ([vclaridge@pcschools.us](mailto:vclaridge@pcschools.us)) as a single point of contact.

-Staff at high risk for severe illness mitigation techniques:

- Minimize face to face close contact
- Maintain a distance of at least 6 feet
- Telecommute procedure is in place where possible

Describe plan:

Families who are not comfortable sending their student(s) back to in person learning at this time will have the option to participate in [Remote Learning](#). Remote learning will have assigned PCSD educators support students in parallel to in person classrooms. Families may elect to return to in-person learning at the end of each marking period.

Park City School District personnel will systematically 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 Covid19

Parents/guardians of students without health care plans who have medical concerns that would put your student at increased risk because of COVID (Example: asthma) should contact the school nurse and/or school principal regarding additional protective measures.

	<p><b>NOTICE OF PROFESSIONAL USE:</b> Review of personal information is provided for the student, parent/guardian, and the IEP team's use. All information included in the parent reporting tool is confidential. This report is not to be shared with any individual or agency not directly involved with the student's education or educational placement without the parent's/guardian's or of age student's permission. Qualified personnel administered all assessment instruments so as not to be discriminatory on a racial or cultural basis. In addition, the assessment instruments used have been validated for the specific purpose for which they were intended. Only persons trained and experienced in assessment techniques may interpret test scores. Interpretation by others is undesirable and not recommended.</p>
<p>Take reasonable steps to mitigate risk for employees who identify as high-risk as outlined in the Utah Leads Together Plan and by the ADA</p>	<p>Describe reasonable steps:</p> <p>Human Resources will work with individuals who identify as high-risk on a case-by-case basis.</p> <p>Employees identified as high risk will be provided with enhanced Personal Protective Equipment and guidelines to follow in the workplace (including wearing a face covering at all times, social distancing, limiting physical interactions with others, and washing hands frequently.)</p> <p>Most positions in the District cannot be worked remotely or reassigned when schools are operational and/or students/employees are present:</p> <ul style="list-style-type: none"> <li>- <b>District Office Personnel:</b> must be physically present to provide face to-face customer service and support to employees / parents/patrons addressing student learning/safety and other concerns</li> <li>- <b>Administrators:</b> must be physically present to address student learning as well as safety/emergency situations; e.g. social and emotional support for students/employees, medical incidents, student altercations, injured student/employee, upset parent, power and/or phone outage, etc.</li> <li>- <b>Teachers:</b> must be physically present to address student learning and supervision, provide social and emotional support, address safety/emergency situation</li> <li>- <b>Counselors:</b> must be physically present to provide social and emotional support as well as address safety/emergency situations</li> <li>- <b>School Psychologists/Social Workers:</b> must be physically present to provide social and emotional support, complete required testing, as well as address safety/emergency situations</li> <li>- <b>Administrative Assistants/Secretaries:</b> must be physically present to address student, patron, educator, and supervisor needs/concerns as well as address safety/emergency situations</li> <li>- <b>Para Educators/Behavior Techs:</b> must be physically present to address student learning and supervision as well as address safety/emergency situation</li> </ul>



	<ul style="list-style-type: none"> <li>- <b>Nurses:</b> must be physically present to address ongoing student medical issues as well as safety/emergency situations</li> <li>- <b>Custodians:</b> must be physically present to clean, sanitize, and maintain the facility</li> <li>- <b>Maintenance:</b> must be physically present to perform maintenance duties; e.g. electrical, HVAC, mowing/plowing, painting, plumbing</li> <li>- <b>Information Technology:</b> must be physically present to perform maintenance duties; e.g. computer and network repair, onsite customer service</li> <li>- <b>Nutrition Services:</b> must be physically present to prepare and serve meals to students as well as clean and sanitize food preparation and serving areas</li> <li>- <b>Transportation:</b> must be physically present to transport students to and from school as well as clean and sanitize busses Employees identified as high risk will be provided with enhanced Personal Protective Equipment and guidelines to follow in the workplace (including wearing a face covering at all times, social distancing, limiting physical interactions with others, and washing hands frequently).</li> </ul> <p>All employees and students are all essential to the school setting.</p>
<p><b>PCSD Specific</b></p> <p>Accommodate personal decisions of families and students who would prefer to continue remote learning, to the extent of resources available</p>	<p><b>Implementation Plan</b></p> <p>Families who are not comfortable sending their student(s) back to school will have the option to participate in Remote Learning.</p> <p>Remote Learning will provide self-directed learning, overseen by a teacher, which is solely online. Students will follow a daily schedule. Families may opt-in or out of Remote Learning two weeks prior to the start of each term.</p> <p>Hybrid Online Learning is reserved for a heavy concentration/ resurgence of cases (Orange Utah Leads Together Plan status) or for students who are absent for a relatively short periods of time to continue learning.</p> <p>Counselors or the school principal will contact families directly who have a more personal or customized return to school need whether related to student health or scheduling.</p>

	<p>Meal Service is available for those student(s) participating in remote learning; a process will be developed for picking up these meals at school sites in a “grab and go” style.</p> <p>Meal service for students is only for enrolled students, will be subject to our meal service payments, and is pick up only (not eaten at school)</p>
Supporting social/emotional needs of students including physical breaks and peer engagement	School administrators will be asked to work with the school faculty to support the social/emotional needs of students. The Teaching and Learning Team will provide guidance on physical breaks that allow for proper social distancing and/or mitigation of risk factors.
Supporting social/emotional needs of educators including additional stresses related to workload, adult interactions, and breaks	<p>PCSD provided Employee Assistance Program</p> <p>Work with EAP to provide specific support as needed</p>

**Enhanced Environment Hygiene & Safety**

<b>State Requirement</b>	<b>Implementation Plan</b>
Develop protocols for implementing an increased cleaning and hygiene regimen	<p>Protocols for implementing an increased cleaning and hygiene regime are in place (7/15/2020)</p> <p>Hand Sanitizer, Wipes, Soap &amp; Water are readily available to staff/students/visitors at entry, in hallways, in classrooms, near cafeteria/gymnasium (7/15/2020)</p> <p>Bus Cleaning Protocols include wipe down or electrostatic clean between runs, between AM/PM and nightly</p> <p>Building Cleaning Protocols (including high touch points): additional custodian on site per building 6 hours per day</p> <p>Cafeteria Cleaning Protocols Custodian will use electrostatic sprayers on all cafeteria tables after each school day; cleaning of each table will take place by lunch staff after each group of students using protocols already in place</p> <p>Implement hygiene standards as part of regular instruction (handwashing posters CDC; health education curriculum, return to school &amp; routines instruction - PBS) (8/1/2020)</p> <p>Maintain an adequate Hygiene and Prevention Inventory - PPE Supplies, Sanitizer, Soap - Hansen/Tanner (completed)</p>

PCSD Reopening Plan

	<p>Maximize physical distancing in classrooms (completed) by having tables/desks and seats facing in one direction and removing any non-essential furniture from the rooms.</p> <p>Collaborate with local health department to deploy proper sanitation process (verify)</p>
<p>Faculty and staff wear face coverings per the active Public Health Order (through 9/1/2020 or beyond) (PPE available at each school site; barriers for high traffic areas are installed.)</p>	<p>Provide two “gaiter-style” face coverings for faculty/students for use during bus transportation, when passing in hallways, and during close work or while under direction of Public Health Order guidelines. (State Order 7/17/2020 through 12/31/2020) Provide a shield for each faculty/staff member - Provide information on efficacy of cloth mask vs. shield.</p> <p>Maximize physical distancing in classrooms (completed) by having tables/desks and seats facing in one direction and removing any non-essential furniture from the rooms.</p>
<p>Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use</p>	<p>Purell based sanitizer will be available in all classrooms as well as the library, cafeteria, gym, and main office.</p> <p>Protocol for teaching handwashing and covering coughs/sneezes to students will be developed and implemented by teachers</p> <p>Student personal space will be cleaned on regular basis</p>
<p>Employees will be trained in how COVID-19 is spread and how to protect themselves</p>	<p>Online training provided on or before August 7, 2020</p> <ul style="list-style-type: none"> <li>- Practice physical distancing (ideally 6’ or more)</li> <li>- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash or sanitize your hands</li> <li>- When physical distancing is not feasible, wear a face covering over your nose and mouth</li> <li>- Do not touch your eyes, nose, and mouth</li> </ul>

**PCSD Specific**

**Implementation Plan**

<p>Transport/School bus</p>	<p>All bus drivers will wear face coverings and/or face shields</p> <p>Students riding bus must wear a face covering</p> <ul style="list-style-type: none"> <li>● This includes day to day transportation and activity transportation</li> <li>● If a student enters the bus without a face covering, one will be given to them</li> </ul> <p>Students will be assigned a permanent seat on the bus in order to minimize the mixing of students from different households and to help with contact tracing.</p>
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	<p>Students of the same family will be assigned seats together.</p> <p>Student bus camera systems will also assist in contact tracing efforts if needed.</p> <p>Training for students and parents will be provided on the face covering requirement when riding on the bus</p>
Cafeteria	<p>School administration will stagger lunch hours to the best of their ability to reduce the number of students in the lunchroom at one time</p> <p>School administration will work with their teachers and staff to have students eat in the classroom if needed (duty-free lunch will still be provided to teachers)</p> <p>Schools will mark spaced lines and designate serving line flow paths to allow for greatest social distancing possible</p> <p>Students will come to the lunch room as a class and be lined up alphabetically by last name in order to facilitate contactless entering of lunch numbers (elementary only)</p> <p>Contactless entering of lunch numbers:</p> <ul style="list-style-type: none"> <li>- Elementary: student gives name to lunch worker who will scan barcode in lunch account book</li> <li>- Secondary: bar codes will be printed on card/lanyard for students to use</li> </ul> <p>Students will be strongly encouraged to wear face coverings while waiting in the serving line</p> <ul style="list-style-type: none"> <li>-Every student will be expected to have a face covering and wear it when distancing is not possible</li> </ul> <p>School administration will consider to what extent, if any, outside space can be used during lunch times</p>
Classroom Environment	<p>Desks/tables separated as far apart as possible (remove extra furniture/clutter to support this)</p> <p>Arrows for how students should 'flow' through the classroom</p> <p>Seating charts to support contact tracing</p> <p>Desks/tables face the same direction Students sit on only one side of tables</p> <p>Classroom doors opened 10 minutes prior to start of school and remain open throughout the day to reduce door/handle</p>

PCSD Reopening Plan

	high touch points and help to ensure good air flow
Computer Lab	<p>Student devices will be utilized to the greatest extent possible</p> <p>Students using classroom computer labs or open computer labs will be asked to wipe down the keyboard, mouse and monitor after each use</p>
Face Coverings	Every individual within the PK-12 school setting will be expected to have a face covering and wear it when distancing is not possible (mask exemption for ages 3 and under)
Faculty Meetings/PLCs	<p>Meetings should be scheduled in an area to allow for 6' social distancing between all participants or be held virtually whenever possible</p> <p>Face coverings are required for all adults in spaces where 6' social distancing cannot be maintained</p>
HVAC	<p>Filters will be changed on a quarterly basis</p> <p>- Date will be marked on each filter when installed</p>
Hygiene Standards Instruction	Educators will be provided a protocol for teaching hygiene standards as part of regular instruction.
IEP/504 Meetings	<p>Meetings may be held electronically or in person</p> <p>In person meetings will require 6' social distancing or all in attendance wear face coverings</p>
Open Areas with High Traffic	Plexiglass barriers will be installed and/or provided in high contact areas (e.g. front offices, lunch lines, library)
Student Personal Space	<p>Students will be asked to wipe down their personal space (desk, chair, etc.) before leaving at the end of the class</p> <p>All classrooms will be provided with cleaner to do this</p>
Water Fountains	<p>Contactless water bottle fillers will be installed in each school</p> <p>Each student will be provided with a reusable water bottle that does not go home</p> <p>Students may bring their own refillable water bottle from home</p> <p>Students are expected to use re-usable water bottles and not the drinking fountain itself</p>

**School Schedules/Operations**

PCSD Specific	Implementation Plan
<p>Instructional Models</p>	<p>PCSD will provide the following learning options which have been designed to facilitate learning while balancing the health and safety needs of our students and families</p> <ul style="list-style-type: none"> <li>- In-Person Classroom Instruction</li> <li>- Hybrid Learning Resource</li> <li>- Remote Learning</li> </ul> <p><a href="#">Learning Model Infographic</a></p> <p>“Equity is at the heart of the work that we do. We plan to offer more support for our vulnerable and at-risk students.”</p>
<p>School Beginning &amp; Ending Times (regular bell schedule) M- secondary early release F- elementary early release</p>	<p>Elementary Grades 8:15 a.m. - 3:05 p.m. Middle Grades 8:50 a.m. - 3:40 p.m. Junior High School 7:35 a.m. - 2:25 p.m. High School 7:35 a.m. - 2:25 p.m.</p>
<p>Alternative Schedule</p>	<p>In the event that the Board of Education, Summit County Health Department, and/or the Governor directs a reduction in the number of students in the building, an alternate schedule will be implemented which may include a full return to remote home learning</p> <p>Several alternate schedule options are at the ready if needed - 4 day week, A/B attendance rotation, Hybrid Remote, Week on/Week off, etc.</p>
<p>Employees will be trained in how COVID-19 is spread and how to protect themselves</p>	<p>Online training provided on or before August 7, 2020</p> <ul style="list-style-type: none"> <li>● Practice physical distancing (ideally 6’ or more)</li> <li>● Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash or sanitize your hands</li> <li>● When physical distancing is not feasible, wear a face covering over your nose and mouth</li> <li>● Do not touch your eyes, nose, and mouth</li> </ul> <p>Suggestions for higher risk individuals:</p> <ul style="list-style-type: none"> <li>● Label 5 n95 masks M-F and let them sit for a week between wearing</li> <li>● Also wear a face shield</li> <li>● Wear mask in a high bun and cover hair because droplets can rest in hair and spread</li> <li>● When arriving home, clothes go straight to washer</li> <li>● Keep work materials at school site other than laptop/technology in the event of shift to remote</li> </ul>
<p>Assemblies</p>	<p>Assemblies will be reassessed each term and guidance provided to school administrators</p>

## PCSD Reopening Plan

Athletics	PCSD will follow guidance given by <a href="#">UHSAA</a>
Attendance	Attendance will be taken daily and entered into PowerSchool for both in-person and remote learning students
Attendance Policy	ANYONE who feels ill should remain at home.
Attendance Incentives	Schools will not incentivize or recognize perfect attendance.
Back To School Night Events	It is not advisable at this time to have large groups come together for our traditional Back to School Night events  School administrators will look at alternative ways to introduce parents and families to the school; alternatives may include digital meetings, digital messages, or in-person meetings in small groups
Family Nights	It is not advisable at this time to have large groups come together for family nights at the school School administrators will look at alternative ways to introduce parents and families to the school; alternatives may include digital meetings, digital messages, or in-person meetings in small groups
Field Trips	Field trips are suspended for the first term of the school year  Field trips will be re-evaluated on a term-by-term basis without expectation for an earlier review or consideration  Field trips are not guaranteed to occur at any point in the school year
Grading	Normal grading procedures will apply  In the event the school/district moves to remote learning, a modified grading schedule will be distributed to parents/students (based on the length of remote learning)
Parades & Parties	No large scale activities at this time; this will be reevaluated on October 1 and a decision made and communicated to parents and students
PreK/Kindergarten	Kindergarten will begin on August 20, 2020 for in person or remote online learning.  PreKindergarten is scheduled for in person.
Learning Management System	PCSD will use standardized Learning Management System (LMS) as part of our in person, hybrid remote, and remote learning -Seesaw (PK-2) - Early Elementary -Canvas (3-12) - Elementary, Middle, Junior High, High School

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<p>Meal Service (Breakfast/Lunch)</p>	<p>Regular meal service prices/protocols apply</p> <p>Grab and go meals will be provided for all students to limit the amount of time waiting in lines</p> <p>Staggered lunch service as determined by the school</p> <p>Markings on floor to socially distance students waiting in line</p> <p>Contactless entering of lunch numbers: Elementary - student give name to lunch worker who will scan barcode in book.</p> <p>Secondary – bar codes will be printed on card/lanyard for students to use</p>
<p>Parent Teacher Conferences</p>	<p>Format of parent/teacher conferences (online vs. in person) will be determined on September 8, 2020 and communicated to parents through their school administration</p>
<p>Performances</p>	<p>It is not advisable at this time to have large groups come together for performances (e.g. choir concerts, band concerts, theater performances, dance concerts)</p> <p>School administrators and teachers will look at alternative ways to show performances</p>
<p>Recess (Breaks)</p>	<p>Protocols will be provided to elementary administrators on the structure of recess and use of playground equipment in order to minimize and mitigate risk</p>
<p>Registration</p>	<p>All registration and enrollment materials are available online.</p> <p>For those who are unable to complete online enrollment, please schedule an appointment with Jossi Hurtado (<a href="mailto:jhurtado@pcschoools.us">jhurtado@pcschoools.us</a>) at the District Office.</p> <p>All PCSD families who have registered online for the 20/21 school year, will be enrolled as in-person learning, unless parents elect to opt-in to the remote learning option from July 23 - August 7, 2020.</p> <p>Families will receive an informational email with a link to click if you wish to opt-in for remote learning or to hear from an administrator or counselor.</p> <p>Elections can shift with each marking period. Email reminders will be sent two weeks prior to the end of the marking period.</p>
<p>Parent Teacher Organizations</p>	<p>In the event that schools are open, meetings may be held electronically or in person</p>



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	<p>In-person meetings will require 6' social distancing or all in attendance wearing face coverings which must be provided by the participants</p> <p>In the event that schools are closed or must reduce capacity, meetings will be held electronically</p>
Local School Community Councils (SCC)	<p>In the event that schools are open, meetings may be held electronically or in person</p> <p>In person meetings will require 6' social distancing or all in attendance wearing face coverings which must be provided by the participants</p> <p>In the event that schools are closed or must reduce capacity, meetings will be held electronically</p>
Little Miners Daycare	<p>Will follow all Health Regulations and Guidelines for Preschools</p> <p>Teachers will teach and reinforce handwashing and covering sneezes/coughs</p>
Student Activities/Meetings	<p>Student activities/meetings may be held</p> <p>All participants must wear face coverings</p> <p>An attendance log of all students participating must be kept to support contact tracing if necessary</p>
Travel	<p>All travel (student and employee) is suspended until August 17, 2020</p> <p>The PCSD Board of Education will consider travel requests after this date</p> <p>Travel will be evaluated on a case-by-case basis</p> <p>Travel is not guaranteed to occur at any point in the school year</p>
Volunteers and Visitors (Including Guest Presenters)	<p>Volunteers and Visitors will be limited</p> <p>Exterior doors to all schools will be locked</p> <p>A buzz in system will be used for volunteers and visitors to gain access to the school</p> <p>Visitors must comply with symptom check screening and assurance of health</p>

**MONITORING FOR INCIDENCES**

State Requirement	Implementation Plan
<p>Develop administrator/teacher/staff education and training on your LEA's protocol for symptom monitoring</p>	<p>The following <a href="#">information/materials will be used to train</a> administrators/teachers/staff on or before August 19, 2020</p> <p>Everyday Disease Prevention Strategies</p> <ul style="list-style-type: none"> <li>• If you are sick, stay home from school.</li> <li>• Avoid close contact with those who are already sick.</li> <li>• Cover your nose and mouth when coughing or sneezing with a tissue or the crook of your arm.</li> <li>• Wash your hands often with soap and water.</li> <li>• Avoid touching eyes, nose, or mouth</li> <li>• COVID-19 and Self-Protection</li> <li>• Symptoms of COVID-19 in Adults and Children</li> <li>• Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19</li> </ul> <p>Employee Screening</p> <ul style="list-style-type: none"> <li>• Daily self-check for symptoms</li> <li>• Employees with symptom(s) and/or fever should not come to work</li> </ul> <p>Student Screening</p> <ul style="list-style-type: none"> <li>• Daily parental and/or self-check for symptoms prior to arriving on campus</li> <li>• Students with symptom(s) and/or fever should not come to school</li> <li>• Students who indicate any symptoms at school will be assessed by a designated office employee or the school nurse. If symptom(s) and/or fever is present the parent/guardian will be contacted to pick up their student</li> </ul>
<p>Establish a plan to assist families in conducting symptom checking at home</p>	<p>Symptoms of Coronavirus (COVID-19) Poster will be provided to parents in both English and Spanish, as well as other available languages.</p> <p>Parents will be given a protocol to check and/or have their student self-check for symptoms daily prior to arriving on campus.</p> <p>Contact information for the Summit County Health Department or People's Health will be provided</p>
<p>Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements</p>	<p>Describe your plan to implement this requirement: Temperature Strips will be acquired and distributed to schools.</p> <p>Parents will be notified of the availability of temp strips at the</p>

## PCSD Reopening Plan

	<p>same time symptom checking information is sent home.</p> <p>Parents will contact the school to have a temperature strip sent home with their student.</p>
Employees will be trained in how COVID-19 is spread and how to protect themselves	<p>Online training provided on or before August 7, 2020</p> <ul style="list-style-type: none"> <li>- Practice physical distancing (ideally 6' or more)</li> <li>- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash or sanitize your hands</li> <li>- When physical distancing is not feasible, wear a face covering over your nose and mouth</li> <li>- Do not touch your eyes, nose, and mouth</li> </ul>
Monitor staff/student symptoms and absenteeism carefully	PCSD will partner with HealthAttend to record symptoms through the School Nurse or attendance line.
Educate and promote staff/students, "If you feel sick, stay home."	One-page READY poster, symptoms posters, and materials will be available to support health messaging.
Do not allow symptomatic people to physically return to school until they meet state or local health department criteria to do so or are cleared to return.	Return To School Protocol linked <a href="#">here</a>

### PCSD Specific

### Implementation Plan

Develop a plan for monitoring students and staff for COVID-19 symptoms	Partnership with HealthAttend provides state of the art symptom logging and visual display of health or symptom trends across classrooms, grade levels, schools, and the district
Implement more lenient absentee policies during periods of mild to moderate and sustained local COVID19 transmission	Proposed policies encourage families to keep students home from school if there has been risk of exposure or symptoms.
Have parents or caregivers complete an affirmation that they will not send their children to school with symptoms	Developing parent education and contract on partnering with schools to provide healthiest environment possible for students and staff
Provide options for those with barriers (e.g. if parents or caregivers are unable to check symptoms)	Parents/Caregivers can requires the school to check a student's symptoms daily if the request is provided in writing to the school principal
Consider leniency of punitive attendance and late work policies due to student illness	School administrators will be asked to work with their building faculty to address this School administrators will be asked to look at alternatives to 'participation points'

### Containing Potential Outbreaks

**Preparation Phase**

State Required	Implementation Plan
<p>Develop administrator/teacher/staff education and training on school's protocol for containing potential outbreaks</p>	<p>Protocol for responding to potential/confirmed case: being work on in consultation with the Summit County Health Department Training will be provided to all employees on or before August 17, 2020</p>
<p>Consult with local health department regarding procedures for tracing a positive COVID-19 case by an employee, student, visitor, or those who have come into contact with an individual testing positive</p>	<p>If the County Health Department is notified of a positive case, the Health Department will contact the school directly who will then notify Veronica Claridge, <a href="mailto:vclaridge@pcschools.us">vclaridge@pcschools.us</a> at the district office</p> <p>If the school is notified of a positive case, the school will notify Veronica Claridge at the district office who will then report the positive case to the Summit County Health Department</p> <p>School will provide a list of high-risk students/employees in the classroom where the positive case is confirmed to the Summit County Health Department who will contact these families directly</p> <p>School will send electronic notification to all students/employees in the classroom where the positive case is confirmed to all families</p> <p>Students/Employees who test positive will be excluded from school for 10 days or 3 days after the symptoms stop (whichever is the longest)</p> <p>Siblings/Children of students/employees testing positive will be excluded for 14 days (will update as guidance updates)</p>

**Quarantine/Isolation Protocol**

State Required	Implementation Plan
<p>Designate well and ill areas at each school to temporarily house students who are waiting to be picked up. (Students will need to be picked up within 30 minutes of notification by the school.)</p>	<p>Protocol for Return To School Work are <a href="#">here</a>.</p>
<p>Communicate health and safety issues transparently while protecting the privacy of students and families</p>	<p>Summit Co Health Dept has provided contact tracing <a href="#">protocol</a></p>

**Temporarily Reclosing (if Necessary)**

**Preparation Phase**

State Required	Implementation Plan
Develop administrator/teacher/staff education and training on school's protocol for temporarily reclosing schools if necessary	Administrative Handbook outlines procedures which would be in consultation with the District and Summit County Health Department.
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	Protocols are being developed with Summit County Health Department and Utah Department of Health.
In the event of an outbreak, contact the local health department in order to trigger the pre-established plan which may include: class dismissal, school dismissal, longevity of dismissal based on community spread, cleaning/sanitization, communications, contact tracing, etc.	Communication protocols are established - voice, text, and email notification would notify parents

**PCSD Specific**

**Implementation**

Facility Rentals	<p>No indoor facility rentals will be allowed through the end of the 2020 calendar year</p> <p>Facility rentals for 2021 will be evaluated by December 1, 2020</p>
Outside use of playgrounds, fields	<p>Playgrounds and fields will remain open and accessible for outside unless ordered by the Governor or Summit Co Health Department to close them.</p> <p>Patrons using these facilities must adhere to required social distancing and/or face covering requirements in place at the time.</p>

**Transition Management Preparation**

**State Required**

**Implementation Plan**

Develop a communication procedure for students and faculty in the case	Temporary re-closure will be notified in the following manner: -PCSD Website
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## PCSD Reopening Plan

there is a temporary re-closure	-School Website -K12 Swift Text, Voice, Email Notification
Review original Continuity of Education Plans that were implemented during the spring 2020 soft closure and analyze lessons learned. Consider making changes accordingly and incorporating into transition management plans	Instructional Continuity Plan, developed by District Task Force Team addresses lessons from Spring 2020 and how to move forward. -Designation of K-2 use of Seesaw and 3-12 designation of Canvas as the Learning Management System -Learning Lesson Template will be available to support easier navigation for students and parents -Professional Development for teachers in use of Canvas -Self-directed professional learning provided to educators on use of digital tools in teaching.
Analyze Remote Learning Capabilities	While our district bandwidth does not support Livestream of every classroom all day long, this is an area we are researching for upload of mini lessons, that is a key step.  Each student has a district issued device, charger and internet access.  Grades 3-12 will be provided equipment to transport daily.  Grades K-2 are still finalizing effective transport of iPads.
Explore extra-curricular/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	Review with Athletic/Activities Dept

## Transition Management Preparation

Location	State Required	Implementation Plan
<b>Classroom</b>	Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting	Training available from Aug 1 until the start of school through EduWebAdvisors, Canvas course, and from District Department Directors and Principals. (PPT from Teaching/Learning 7/17/2020)
	<b>PCSD Specific</b>	<b>Implementation Plan</b>
	Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting	-District maintenance and school custodians continue to monitor proper airflow and ventilation through building  - Move nonessential furniture and equipment, teaching materials and supplies out of classrooms to increase distancing footprints. If not actively using materials in the forthcoming month, it needs to be removed

PCSD Reopening Plan

		<ul style="list-style-type: none"> <li>- Desks/Tables placed 3-6 feet apart when feasible</li> <li>- Seat students facing forward in desks or on the same side of tables</li> <li>- Assigned seats to support contact tracing</li> <li>- Teachers encouraged to use digital tools to reduce paper copies</li> <li>- Teachers encouraged to have student collaboration done digitally (Flipgrid, Padlet, Google Meet, etc.)</li> <li>- Students are strongly encouraged to wear face coverings when engaged in contact longer than 15 minutes within 6 feet (small groups should not be longer than 15 minutes) – or</li> <li>- Every student will be expected to have a face covering</li> <li>- Choir classes held in auditorium or outside</li> <li>- PE classes held outside to the extent possible; when indoors maintain 6 foot distance</li> <li>- PE classes and recess have a cool down period to minimize respiratory output before going in building and/or into locker rooms</li> </ul>
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**Location    State Required    Implementation Plan**

<b>Transitions</b>	Identify high traffic areas and apply floor markings or signage to direct traffic	Each school/building administrator will identify high traffic areas and apply floor markings or signage to direct traffic and limit congestion as much as possible
	<b>PCSD Specific</b>	<b>Implementation Plan</b>
		<ul style="list-style-type: none"> <li>Stagger or limit transitions to support contact tracing and minimize interactions with multiple groups</li> <li>- Assigned seats in elementary cafeterias, one grade level at a time</li> <li>- Minimize and monitor congregation of students</li> <li>- Provide refillable water bottles and water bottle filler fountains to minimize use of water fountains</li> <li>- Prop inside doors open to reduce touch</li> <li>- To the extent that staff is able to monitor exterior doors during arrival and dismissal, prop exterior doors open to reduce touch</li> <li>- Clean high-touch surfaces after transition periods</li> <li>- Students are strongly encouraged to wear face coverings during transitions</li> <li>-or</li> <li>-Every student will be expected to have a face covering and wear it</li> </ul>

PCSD Reopening Plan

		<p>when distancing is not possible</p> <ul style="list-style-type: none"> <li>- One-way hallways as much as possible</li> <li>- Place physical guides, such as tape, on floors to create one-way routes</li> <li>- To start the year, reduce or eliminate use of lockers</li> </ul>
<b>Entry/Exit Points</b>	<b>State Required</b>	<b>Implementation Plan</b>
	Establish protocols for dropoff/pick-up and communicate updates and expectations to families	School administrators will develop protocols and communicate this with their school population
	Limit nonessential visitors and volunteers to campuses and programs; each school is to determine essential versus nonessential	School administrators will work with district administration to determine essential vs. non-essential employees
	Establish protocols for any visitors and non-regular staff, including at a minimum temperature checking and the wearing of face coverings	<p>Align entry protocol to guidance from Utah School Nurses Association</p> <ul style="list-style-type: none"> <li>- Protocols for visitors, including sign-in and sign-out, locations being visited, screening, calling front office before entering, use of face coverings, etc. are being developed</li> <li>- Post visible signage to encourage physical distancing</li> <li>- Hand sanitizer available in front office</li> </ul>
	Designate entry/exit flow paths to minimize congestion	
<b>Transportation</b>	<b>State Required</b>	<b>Implementation Plan</b>
	Develop protocols for minimizing mixing of students from different households and regularly cleaning and disinfecting seats and other high-touch surfaces	Protocol calls for cleaning high touch surfaces between each run, between AM/PM routes, and each night. Electrostatic cleaner may be used. Encourage students to sanitize hands before entry. Face masks must be worn. If a student does not have a mask, the bus driver may offer one upon entry.
	Face coverings for students, staff, other passengers; LEAs may make exceptions for unique student circumstances	Students riding bus must wear a face covering - This includes day to day transportation and activity transportation - If a student enters the bus without a face covering, one will be given to them - Training for students and parents on face covering requirement on bus



PCSD Reopening Plan

	Implement strategies to ensure driver safety	KN95 mask provided for each driver - Assigned seating on bus to support contact tracing - Students of the same household sit together - Maximize physical distancing, acknowledging that physical distancing of 6 feet or greater is not feasible in many instances
<b>Restrooms</b>	<b>State Required</b>	<b>Implementation Plan</b>
	Provide education and display signage on proper hand hygiene	Consistent signage for entry, doors, and within classrooms (CDC poster)
	Create schedule for cleaning high-touch areas (e.g., faucets, paper towel dispensers, door handles)	Additional custodial 6 hours per day per school site, restrooms 2x per day, installation of touchless flusher and faucets
	Ensure PPE (gloves, mask) is available for staff providing support in restrooms, including custodians	PPE available for custodial staff including n95 mask, gloves, cleaners
	Provide training for proper cleaning protocols for COVID19	Eduwebadvisors OSHA compliant training protocol is available, MSDS materials sheets available, training conducted Spring 2020.
<b>Facility</b>	<b>PCSD Specific</b>	<b>Implementation Plan</b>
		-Ensure proper airflow and ventilation through building - If students are grouped by the same hallway/floor/grade level, designate restroom for each cohort - Minimize number of individuals in a restroom - Place markings on floor or signage to encourage physical distancing when waiting to use facilities - Increase barriers between stalls/urinals - Face covering use while in restroom - Establish a rotating monitor to frequently ensure soap is available
<b>Cafeteria</b>	<b>State Required</b>	<b>Implementation Plan</b>
	Mark spaced lines and designate serving line flow paths	
	Remove self-service salad bars and buffet	
	Student hand hygiene routines (i.e., hand washing or sanitizer) before and after meal services	
	Food service workers	

PCSD Reopening Plan

	wear face coverings	
	Increase cleaning and disinfecting of high-touch areas	
	<b>PCSD Specific</b>	<b>Implementation Plan</b>
		<ul style="list-style-type: none"> <li>- Schools will stagger lunch hours to reduce number of students at one time to the extent possible (one grade level at a time for elementary)</li> <li>- Secondary schools will use outdoor eating areas for increased circulation</li> <li>- Elementary schools will have a seating chart in the cafeteria to support contact tracing</li> <li>- Use disposable plates, utensils, etc. when possible</li> <li>- Prepare and distribute grab-and-go lunches to reduce amount of time waiting in lines</li> <li>- Students strongly encouraged to wear face coverings when waiting in lines -or - Every student will be expected to have a face covering and wear it when distancing is not possible.</li> <li>- Use personal refillable water bottles instead of water fountains</li> <li>- Elementary students will tell lunch worker their name; lunch worker will scan bar code in book with Plexiglas for lunch worker</li> <li>- Secondary students will have bar code printed and must present at the scanner to the lunch worker</li> </ul>
<b>Large Group</b>	<b>State Required</b>	<b>Implementation Plan</b>
	LEAs ensure group gatherings are organized with health and safety principles and requirements in place and, as needed, in consultation with local health departments	Large group gatherings currently discouraged Additional guidance and protocols will be provided to school administrators
	<b>PCSD Specific</b>	<b>Implementation Plan</b>
		<ul style="list-style-type: none"> <li>- Explore limiting and/or canceling nonessential assemblies, recitals, dances, etc. or reschedule as virtual gatherings</li> <li>- Broadcast to home rooms or hold multiple sessions of the same assembly with smaller groups</li> </ul>

PCSD Reopening Plan

		<ul style="list-style-type: none"> <li>- Record attendance and seating location of large gatherings to support contact tracing</li> <li>- Create alternate plans for whole staff gatherings such as virtual meetings</li> <li>- Staff and students wear face coverings when participating in large group gatherings indoors</li> <li>- At special events, consider screening/non-contact temperature testing of adults who will be direct participants and have close contact with students</li> <li>- Large gatherings (team dinner or recognition) cannot happen at private homes; must be scheduled at the school, staggered arrival times, include contact tracing and provide a seating chart).</li> <li>Large gatherings cannot be served from a buffet and/or potluck.</li> <li>- Include mitigation strategies for safety drills (i.e., fire, lockdown, earthquake)</li> </ul>
<b>Unique Courses w/ Higher Risk of Spread</b>	<b>State Required</b>	<b>Implementation Plan</b>
	<p>LEAs must identify courses that would be more at risk and make plans with support from local health departments (as needed) to mitigate the risks</p>	<ul style="list-style-type: none"> <li>- Face coverings when distance is limited and the activity does not allow for physical distancing</li> <li>- Choir is an inherently high-risk activity due to the increased level of respiratory output; school administrators will look at ways to mitigate risk, including conducting in outdoor spaces, space at least 6 feet apart, reduce duration spent face-to-face, use of large spaces for classes</li> <li>- Build in time for sanitation between sessions/use</li> </ul>
<b>Special Education, Related Services, or School Counseling</b>	<p><b>State Required</b></p> <p>LEA will continue to ensure that all students with disabilities have equal access to the same opportunities as their non-disabled peers, including the provision of FAPE. (34 CFR §§ 104.4, 104.33 (Section 504) and 28 CFR § 35.130 (Title II of the ADA)).</p> <p>PCSD’s Special Education and 504 Departments will work closely with IEP teams</p>	<p><b>Implementation Plan</b></p> <p>On a case-by-case basis, IEP and 504 teams will consult with the school nurse and make appropriate modifications to a student’s 504 or IEP plan as necessary.</p>

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	and school nurses to ensure that each student is receiving special education services and 504 accommodations to the greatest extent possible.	
	Provide plexiglass, face shields, and/or auxiliary protection for one-to-one close contact to ensure students with disabilities have equal access to educational services.	PPE will be provided
	Offer reasonable accommodations for students who are unable to wear face coverings in settings where it is required for other students	<p>Make accommodations for circumstances that encounter close contact (i.e., counseling, school psychologist, speech services, occupational therapy, physical therapy, vision and hearing services, etc.,)</p> <p>On a case-by-case basis, IEP and 504 teams will consult with the school nurse and make appropriate modifications to a student's 504 or IEP plan as necessary.</p>



