



## MEMORANDUM

TO: All Licensed Staff  
 FROM: Human Resources  
 DATE: August 6, 2020  
 RE: Preparing for the Upcoming School Year

As we are planning for a full return to work for the 20/21 school year in an in-person educational teaching/learning environment there are additional details specific for licensed educators to help in our efforts to provide a safe and appropriate learning environment. In this memo you will find specific information regarding:

- COVID 19 Employee Guidelines (applies to all employee groups)
- Contract Start Date – August 14, 2020
- Two Additional paid professional development days
- Teaching and Remote Learning Assignments
- Other Considerations
- COVID -19 Exposure Mitigation

*Please note that as we continue to receive guidance and direction, the information in this memo may be updated to provide the more current information. Please work with your building administrator(s) for details specific to your school/workplace mitigation plans.*

### **COVID 19 Employee Guidelines**

If you have not already reviewed the [COVID-19 Employee Guidelines](#), please do so. The guidelines along with additional information regarding COVID-19 employee information can be found on the Human Resources website by following the COVID-19 link on the Human Resources home webpage.

The COVID-19 Employee Guidelines should also help answer many general questions you may have regarding our return to work. Again, we are particularly aware that there may be individuals identified as high-risk with heightened concerns. Veronica Claridge in Human Resources is the designated District COVID19 Employee Coordinator. Please contact her directly at [vclaridge@pcschoools.us](mailto:vclaridge@pcschoools.us) for any questions regarding these Guidelines. The guidelines will be updated as we receive new directives from the public health department, Utah State Board of Education, the Governor’s office and the PCSD Board of Education.

### **Contract Start Date**

As the expected start date for the school year is August 20, 2020, according to the BOE approved calendar. There have been many suggestions regarding a delayed start date for the school year. While this have been considered, at this point the district calendar will not be adjusted based on community feedback, calendaring priorities and statutory requirements for 180 instruction days.

- **Teachers**, by contract, are to return to work on August 14, 2020.

- **School counselors and Nurses**, by contract, are to return to work on August 14, 2020 unless additional contract days are included as part of your assignment. Work with your administrator to confirm your start date if unclear.
- We realize August 14, 2020 is a Friday, but in order to meet our required contract days and commitments to our students, August 14 was the preferred date.

### **Additional Paid Professional Development Days**

Two additional professional development days have been funded to help you in your preparation for the school year.

- These days are not tied to specific days but are intended to be used between Aug. 7 and Aug 13.
- While we realize this may conflict with your personal schedules prior to your contract start date, we want to provide as much flexibility for you to receive necessary compensated training and time to physically prepare your classrooms at a time that can work into your schedule.
- The first PD day is intended for you to complete the online Canvas course. This course contains the regular annual district training as well as COVID-19 specific training to help you prepare for the school year. We anticipate the Canvas course will be ready on Aug. 7 and we encourage you to take time to complete the course before preparing your physical learning space. Your completion of this course will record your “attendance” for this PD day for payroll purposes.
- The second PD day is intended for you to prepare your physical learning/work space based on the district safety guidelines presented in the training. Please report your completion of this PD day to your building secretary to record your “attendance.”

### **Teaching and Remote Learning Assignments**

While telecommuting and online learning was the instructional fit amid the emergence of the COVID-19 pandemic, it was a temporary “fix” not intended to be long-term. However, we learned much from the experience and licensed educators have expressed interest in remote teaching. Additionally, the District is in the final stages of enrollment and parents are currently in the process of selecting the best instructional fit for their student(s). The options parents may select from are face-to-face instruction, a hybrid model, or remote learning. As such we will need to make teaching assignments to accommodate our students. These assignments will be “fluid” in that they may last only a trimester/quarter or possibly the entire school year. A selection process for teaching assignments will be based on:

- Student Enrollment Numbers
- Specific Site Needs/District Needs
- Curriculum Requirements
- Teacher Qualifications and Endorsements
- Teacher Interest

***Please note: Teachers who have a qualifying medical condition in accordance with the Americans with Disabilities Act (ADA) will be eligible for a reasonable accommodation in alignment with their specific job duties. These accommodations, such as remote teaching, may take priority when assignments are made depending on the type of accommodation required.***

If eligible or selected to teach remotely, **educators will still report to their assigned school site and work remotely from their classroom setting or other workspaces assigned by your building administrator.** Remote working from the educator’s classroom setting allows for appropriate collaboration with colleagues, access to resources, internet access, and alignment

with instruction schedules. Telecommuting may only be available to employees who have engaged in the ADA interactive process with Human Resources and have a qualifying ADA medical condition.

Below are examples of what teaching assignments may look like:

*“In-Person” Classroom Teacher*

Who: All teachers  
 Where: Teachers and students in school classroom  
 Description: In-person instruction that includes hybrid learning support via grade level LMS for students who may be absent for short periods of time.

*Remote Learning Teacher*

Who: Teachers assigned using selection criteria  
 Where: Teachers in classrooms; Students at home  
 Description: Online instruction following a daily learning schedule with a combination of both synchronous and asynchronous learning activities.

*Blended Learning Assignment (8-12 grades)*

Who: Teachers assigned using selection criteria  
 Where: Teachers in classrooms; Students at home and at school  
 Description: A blended course is scheduled for a fixed period with a flexible approach to class time. This option blends online instruction via Canvas with in-person interactions between teacher and students.

**Other Considerations**

- Hybrid learning is a part of all in-person assignments. Licensed educators will maintain an up-to-date LMS page for students to access daily work in the event of symptoms and/or quarantine.

LMS	Grade Levels
SeeSaw	PreK – Grade 2
Canvas	Grade 3 – Grade 12

- The district is considering additional employee staffing strategies for in-person instruction in order to continue our commitment to the health and safety of our students and employees, such as teacher assistants for smaller student cohorts for in-person instruction, various PPE options based on teaching style and need, and learning spaces where available.

**COVID-19 Exposure Mitigation**

- Symptom Screening:** The most effective way to reduce the spread of COVID-19 is to avoid being exposed. An important partnership exists between families and schools to ensure that regular symptom checking occurs prior to entering a bus, school or district facility. It is the responsibility of families and staff members to conduct daily health checks prior to coming to school and ensure that individuals who exhibit one or more symptoms of COVID-19 or are ill should remain at home.



- Persistent Cough
- Extreme Fatigue
- Fever or chills
- Headache
- Close contact with a person who has COVID-19
- Measured temperature of 100.4 degrees or higher
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

- **Parents and Visitors to Schools:** To help limit exposure to COVID-19 the following expectations will be in place at all district facilities:
  - Visitors to school campuses will be essential only.
  - Essential visitors must self-certify they are free of COVID-10 symptoms, sign-in and indicate the school area for their visit, and use face coverings while in the school or facility. (Visitor Symptom Screening Form).
- **Absences Due to COVID-19**
  - *Student Absences:* Students who are experiencing symptoms of COVID-19 should not attend school. Parents should notify the school and seek appropriate medical attention and/or COVID-19 testing. Parents or guardians must notify the school immediately of any positive test results of COVID-19 or contagious illness.
  - *Staff Member Absences:* Staff members who are experiencing symptoms of COVID-19 should not report for work. Employees must notify the Human Resources department immediately of any positive test results related to COVID-19 or contagious illness. Additionally, a staff member will not report for work must follow the procedure outlined below:
    - Staff members will contact their direct supervisor by telephone. Email may not be viewed in a timely manner to ensure duty coverage.
    - Staff members will follow current protocols including using the substitute system, as needed, to arrange for a substitute.
    - Seek appropriate medical attention and/or COVID-19 testing.
    - Staff members should contact PCSD Human Resources with questions regarding medical leave and/or accommodations under ADA.
- **Visible Symptoms at School**
  - *Students:* It is the responsibility of schools to privately address individuals who exhibit visible symptoms. When a teacher or staff member notices a student with visible symptoms of illness, the teacher or staff member will follow [PCSD Symptomatic Students at School](#) described below. Administrators may need to make adjustments in these steps depending on individual school structures.
    - Step #1: The office staff or nurse is notified by teacher/staff member that student is being sent or needs to be escorted to visit the nurse.
    - Step #2: Nurses will use the [symptom checking protocol](#) to access student and determine next steps.
    - Step #3: Symptomatic students who need to be picked up will be isolated in a designated health room. Students will continue to wear a face covering while in the nurse's care or health room while waiting to be picked up. Schools should provide an opportunity for students whose caregivers are unable to pick up their student quickly to continue with schooling (computer work, reading, etc.) in isolation when they are well enough to do so.
    - Step #4: Nurses will document symptom checking visits using the Health Attend App so that contact tracing is possible, if needed.

- School nurses will be trained on contact tracing protocols and provided USBE contact tracing forms.
    - Administrators will communicate the need for families to make sure their emergency contact list is up to date.
    - See also: [See the Utah School Nurses Guide for School Re-Entry](#)
  - *Staff:* Staff members who develop COVID-19-like symptoms during the day at school should immediately contact their direct supervisor. The following protocols should be followed:
    - Face covering is required for symptomatic staff members regardless of physical distancing.
    - Staff members with COVID-19-like symptoms should be sent home immediately.
    - If a symptomatic staff member was assigned to a classroom, consider moving students to an alternative classroom or area.
    - Disinfect the workspace/classroom used by the staff member.
    - A staff member who is sent home will adhere to the protocol described in post-symptomatic return to school prior to returning to school.
    - Supervisors will work with school nurses to document instances using the Health Attend App and engage contact tracing protocol, if needed.
- **Post-Symptomatic Return to School/Work**
  - When a student or staff is absent from school or sent home with symptoms, guidelines from the Utah Department of Health and Summit County Health Department will be used to determine when it is appropriate for them to return. Generally, individuals should remain home until they have had improvement of symptoms and 24 hours fever free (with no medication). Refer to the [UDOH COVID-19 School Manual](#) for more specific information.
  - Students, teachers or staff who test positive for COVID-19 will not be allowed to attend school.
  - In the event of a confirmed case in a school setting:
    - Students, teachers, and staff who were wearing a mask and were able to physically distance are not considered exposed.
    - Students, teachers, and staff who were not able to physically distance will be considered exposed and will be required to be quarantined.
- **See also:** [See the UDOH COVID-19 School Manual for additional details](#)
- **COVID-19 Outbreaks in Schools**
  - An outbreak is when a disease happens in higher numbers than expected. An outbreak can happen in one area (like a classroom) or extend more widely (like a school or even a school district).
  - The Utah Department of Health and Utah's 13 local health departments do not consider a single case of COVID-19 (meaning only one person tested positive for COVID-19) in a school or classroom to be an outbreak. However, it is important to know what the public health recommendations are for this situation and how these recommendations change as more people test positive for COVID-19 in the school.
  - At this time, these guidelines only apply to the classroom or school setting. This is at the discretion of the school district and the health department when this may happen. The decision of when to consider an outbreak in extracurricular activities, like a sports team, will be made by the local health department in collaboration with the school on a case-by-case basis.
- **Cleaning and Disinfection**
  - Reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important part of reopening schools for in-person learning. The CDC indicates,

“The virus that causes COVID-19 can be killed if you use the right products. The EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.” Park City School District is taking the following steps to ensure a clean environment for students and staff:

- Procurement of EPA approved disinfectant products for cleaning and disinfecting.
  - Custodial staff trained on [CDC recommended cleaning and disinfecting considerations](#).
  - Daily disinfection of touch surfaces in classrooms and common areas.
  - Restroom touchpoint areas disinfected twice daily.
  - Protocols implemented to teach students effective hand washing procedures with increased hand washing and use of hand sanitizer.
  - For secondary classes, classroom touch surfaces will be wiped down at the end of each class.
  - Pre-service training will provide additional information and resources for teachers to include cleaning and disinfection in their classrooms.
  - Administrators should work with PCSD operations and custodial staff to ensure that cleaning and disinfecting is occurring as described.
- **Hand Washing**
    - One of the most effective ways to reduce infection with COVID-19 is to wash hands frequently and effectively. Hand washing with soap and water for at least 20 seconds removes germs from hands which helps prevent infections because people frequently touch their eyes, nose, and mouth without even realizing it. Germs can get into the body through the eyes, nose and mouth and make us sick. Research from other countries indicates that hourly handwashing/sanitizing is a highly successful mitigation tactic.
    - Educators will add hand washing procedures to daily schedules/activities. Adequate hand washing is with soap and water for at least 20 seconds or the use of a hand sanitizer\* (60% alcohol). Hand washing should occur minimally at the following times:
      - Upon arrival at school.
      - Any time a student enters/exits a new space.
      - After being outside for physical activity.
      - Before and after meals.
      - After restroom use.
      - After sneezing, coughing, or blowing nose.
      - Prior to leaving school for home.
      - Pre-service training will provide additional information and resources for teachers to support with teaching and reinforcing healthy hygiene practices with students.
      - Administrators will place [handwashing signs](#) in prominent areas, near sinks, and in restrooms.
- **Face Coverings**
    - Use of simple cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. When a physical separation of 6 feet or more is not possible, face coverings are required. Expectations regarding face coverings are listed below:
      - All individuals will be expected to wear face coverings in buses/district vehicles and in district facilities.

- Face coverings are not surgical masks, respirators or other medical personal protective equipment (PPE). Face coverings may include cloth or disposable face masks and face shields.
    - When a face shield is worn, it is recommended that a face mask be used as well.
    - Face coverings must be worn properly to be effective. Face coverings should fully cover the nose and the mouth.
    - Disposable face coverings are for limited use only. Cloth face coverings should be laundered after each use.
    - Face covering may be challenging for students to wear for extended periods of time. This may be even more difficult for younger students.
    - Students, staff, and other passengers will be required to wear face coverings when utilizing district transportation services.
  - PCSD will provide face coverings, shields and masks, for all staff. Students will be provided two face coverings similar to a ski mask or “Gator” so that one may be worn while the other is being laundered.
  - Staff will be provided with personal protective equipment (PPE) including face masks, face shield, and eye shields. Additionally, PCSD will provide training/materials for staff to teach and reinforce the importance of using face coverings as well as dealing with potential stigma and/or non-compliance that might occur.
  - COVID-19 Related Exemptions: Site-level 504 Coordinators should proactively review and create addendums to current 504 plans for students for whom a face covering exemption would be necessary. Families may request exemption from wearing face coverings as a result of a medical condition and will need to provide medical documentation of the condition. When requested, 504 Coordinators should review and follow the district procedures to address these types of issues.
- **When a student is not compliant with the face covering mandate:**
  - Each school should have a procedure in place to support teachers to ensure students wear face coverings. When a student is not in compliance the following steps should be followed:
    - Step 1: Schools will provide a face covering for any individual student who is not wearing a mask.
    - Step 2: Students who require an exemption will be provided information about how to obtain one, but will be expected to wear a face covering until the exemption has been granted.
    - Step 3: If student refuses continues to refuse to wear a face covering they will be detained in the office while they wait for a parent to pick them up.
    - Step 4: Students who repeatedly refuse to wear face coverings may be assigned to remote learning. Administrators should work with Dr. Belnap in these circumstances.
  - Administrators will work with all staff to ensure they wear face coverings.
  - Administrators will need to develop a procedure for teachers to request and be supplied the PPE purchased by the district. Typically, this will be through the school nurse who will work with PCSD Operations Department to secure the needed PPE.
  - Administrators will share and use district-produced communications regarding face coverings with families and staff.
  - Administrators will establish a procedure for face covering non-compliance including in consultation with Human Resources.
- **Physical Distancing**

- Regulations and guidelines from USBE, as well as the CDC, highly “encourage” but do not mandate social/physical distancing. PCSD will use the following strategies to mitigate exposure in places or instances where social/physical distancing is not possible:
  - Organization of classroom seating to maximize distancing. Students should face the same direction and have assigned seats for potential contact tracing.
  - Secondary classes with larger numbers of students may utilize other spaces or areas within the school for instruction.
  - Special considerations should be made for [music classes](#).
  - Use of outdoor spaces, when feasible, may be utilized.
  - Students groupings are discouraged without additional mitigation measures such as the use of face coverings.
  - Social distancing protocols will be used outside of the classroom along with limited use of common areas, whenever feasible.
  - Large group gatherings for events and assemblies are discouraged and limited to groups where individuals can be reasonably physically separated.
  - Signage and markings are used to indicate directional flow and physical spacing where lines are necessary. PCSD will provide materials and signage for this purpose.
  - Staff will engage in social distancing protocols when outside the classroom and in common areas. Meetings with other teachers should employ distancing strategies and/or utilize virtual conferencing.
  - Seating at tables will need to be reduced. Schools will work with the PCSD Operations Department to utilize physical dividers on tables.
- Administrators will work with a template provided by the district and their school teams to consider school spaces and student interactions to create and communicate school-level guidelines for social/physical distancing for: classrooms, transitions, entry/exit points, restrooms, cafeterias, playgrounds, common areas, intervention services, and Special Education Services- speech language pathology, occupational therapy, visits to office/counseling center, etc.
- Administrators will work with the PCSD Operations Department regarding any furniture requests.
- Administrators will share and use district-produced communications regarding distancing practices with families and staff.
- **Transitions**
  - As students and staff enter, exit, and move through our facilities, it is important to identify high traffic areas where there is increased risk of exposure. PCSD will use the following strategies to reduce risk during transition times:
    - Limit, stagger, and increase time for transitions to minimize interactions between students and student groups.
    - Apply floor markings and signage to direct traffic.
    - Prop interior doors open throughout facilities to reduce touch and increase ventilation.
    - Clean high-touch surface areas after transition periods.
    - Increase monitoring to minimize congregation of students
    - Encourage the use of personal water bottles to minimize use of water fountains.
    - Lockers in secondary schools will not be assigned at the beginning of the year.

- Administrators will include information regarding transition times in the school's mitigation strategy. The following will be included in the plan:
  - 2020-2021 bell schedules.
  - Information about student cohort groups.
  - Supervision schedule.
- Administrators are also responsible to determine traffic flow and place signs & arrows where students will see and follow them.
- **Transportation**
  - Transportation in district-owned buses and vehicles requires additional mitigation as some situational characteristics are difficult to address. PCSD will use the following strategies to reduce potential exposure during transportation or use of district vehicles:
    - Whenever possible, families are encouraged to provide personal transportation to schools to help reduce the number of passengers in school buses.
    - Students, staff, and other passengers will be required to wear face coverings when utilizing district transportation services or using district vehicles.
    - All bus drivers and other staff assisting on buses will wear face coverings and other provided personal protective equipment.
    - Passengers in buses will be assigned seats with siblings seated together.
    - No more than two passengers per seat.
    - Buses will be loaded from back to front and unloaded front to back.
    - All buses will display signage emphasizing the need for symptom screening and keeping students with symptoms home.
    - Windows opened to increase air circulation during appropriate weather conditions.
    - Hand sanitizer available for use by staff and students.
    - All transportation vehicles will be cleaned and disinfected a minimum of once per day.
    - Families and students utilizing bus transportation will receive communication to emphasize expectations for 6' physical distancing while gathering at bus stops.
    - Some exceptions may be made for student with specific needs.
- **School Entrance/Exit**
  - Entry and exit points in district facilities present additional challenges to ensure congestion is managed and traffic in and out of buildings is smooth. PCSD will use the following strategies:
    - Each district facility will identify entry/exit flow paths to minimize congestion.
    - Signage will be used to designate flow patterns.
    - Additional entry/exits may be used to reduce the number of individuals moving through doorway spaces.
    - Weather permitting, doors will be propped open during entry/exit times to reduce touch surface and increase air circulation.
    - At entry, students report directly to classrooms.
    - At exit, student release will be staggered.
    - Visitors to school campuses will be essential only.
    - Essential visitors must check-in, [complete symptom screening](#), and use face coverings while in the school or facility.
- **Meal Service**

- Meal service for students for breakfast and lunch will continue to be provided. Students may also continue to bring food from home. PCSD will use the following strategies at meal service times:
  - PCSD Nutrition Services Department will work with school leaders to ensure appropriate decisions are made regarding where students will be served and where they will eat.
  - School leaders may stagger meal service times to reduce numbers of students eating at any one time.
  - Students will eat in classrooms, cafeterias, patios, or other school areas with appropriate physical distancing measures in place.
  - Secondary students will be assigned to a cohort and/or to a designated eating area to reduce exposure and make contact tracing, if needed, easier.
  - Students with food allergies will be accommodated according to their individual needs.
  - Student use of microwaves to heat meals from home will not be permitted.
  - “No Sharing” guidelines from the CDC will be in place for all food and drinks.
  - Cafeterias or common areas designated for eating will include markings for physical distancing in lines and directional flow.
  - Self-service fruit/vegetable bars will be removed from service.
  - Student hand-washing routines will be in place before and after meal service.
  - Increased cleaning and disinfecting will be implemented of high-touch areas before, during, and after meal service.
- Students and staff should not bring or share food with others. This includes celebration treats and potlucks unless the food is store bought and packaged.
- **Recess/Playground Equipment**
  - Students will continue to be able to engage in recess and utilize playground equipment. Schools will need to consider new alternatives or revise traditional recess activities to ensure situational factors that increase risk of exposure to the virus are mitigated.
    - Physical distancing is required in outdoor spaces.
    - Playground equipment may be closed for students when cleaning and sanitizing is not feasible after each use. If playground equipment is closed, areas will be marked off and inaccessible for students.
    - A gradual release of responsibility based on student age may be employed with open/close playground equipment use.
    - Preschool students have their own equipment which will be frequently sanitized.
    - Students will wash their hands before and after recess.
    - Non-stationary playground equipment such as balls, jump ropes, hoops, etc. will be cleaned and disinfected after each use.
- **Shared Belongings**
  - To prevent the spread of the virus through touch, PCSD will use the following strategies:
    - Sharing of items is discouraged, especially items that are difficult to clean or disinfect.
    - Ensure there are adequate student materials, supplies and equipment to minimize sharing.
    - Limit use of shared materials, supplies and equipment by one group of students at a time and clean and disinfect between each use.

- Individual student belongings should be separated from others' and kept in individually labeled containers, cubbies, or designated areas.
- **Events/Field Trips**
  - Until further notice, field trips, events, and large gatherings will be cancelled or must be conducted in a virtual format or with physical distancing in place. In addition:
    - School-wide assemblies will not be held with students assembled in the same physical location. As an alternative, schools may have virtual assemblies, with student groups remaining in their classrooms.
    - Educators should consider virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences in lieu of traditional field trips.
    - Large-scale school events such as "Back to School Night" will be held virtually or reconfigured in order to maintain physical distancing.
    - Small-scale school activities such as parent-teacher conferences may take place over the phone or other electronic means.
    - Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with social distancing protocols.
    - Athletic activities will continue under the [direction of the Utah High School Athletic Association](#) and Summit County Health guidelines.
  - Administrators will create a plan for any group events that will not be held virtually that includes a description of measures taken to mitigate risk. Plans should include:
    - Recording attendance and seating locations of group gatherings to support contact tracing.
    - Use of face coverings for group gatherings, especially indoors.
    - Use of [symptom screening](#) protocol for families and visitors at group events.
- **Indoor Air Quality**
  - With the goal of optimizing indoor air quality, the PCSD Operations Division will use the following strategies:
    - Encourage opening windows and doors, weather permitting, when doing so does not pose a safety or other risk to students utilizing the facilities.
    - Increase the percentage of outdoor air introduced to the HVAC systems, and then subsequently conditioned for distribution throughout district facilities.
    - Install and maintain HEPA filters in all building HVAC systems.
    - Install and maintain air ionizers in all building HVAC systems.
    - Prioritize indoor air quality over operational efficiency in heating and cooling schedules.
    - Exchange all building air overnight when environmental conditions permit.
    - Accelerate maintenance schedules on HVAC equipment to ensure optimal function.