

## Butler Elementary Repopulating Plan

AREA/TOPIC	PROCEDURE FOR MITIGATING RISK
Arrival	<ul style="list-style-type: none"> <li>● Teachers will teach expectations and supervise arrival procedures.</li> <li>● Playground equipment will be off-limits before school</li> <li>● Students will immediately line up at grade-level doors upon arrival.</li> <li>● Lines will be marked out for appropriate physical distancing. (See attached diagram)</li> <li>● Signs describing expectations will be posted.</li> <li>● There will not be free-play time before school.</li> <li>● Students will be discouraged from arriving early.</li> <li>● Students will be taught to follow physical distancing guidelines /markings and be directed to wear face covering when less than six feet from others.</li> <li>● Teachers will escort their students directly into their classrooms one class at a time.</li> <li>● Students will put away personal items as directed and go directly to their assigned seats.</li> <li>● Instruction will begin as usual at 8:25 am. Late students will check in at the office and observe marked physical distancing guides. Parent sends a note for check-in and will not enter the school to check in late student</li> <li>● We will start the year with all available staff on supervision duty during arrival until we are satisfied that students understand and follow the procedures.</li> </ul>
Dismissal	<ul style="list-style-type: none"> <li>● Teachers will teach expectations and supervise dismissal procedures.</li> <li>● One teacher from each grade level will walk bus students from all four/five classes out the grade-level doors to the bus while observing physical distancing, in line by class. Face covering will be required.</li> <li>● Remaining students will be dismissed one class at a time. All students will leave the building through their grade-level exterior door.</li> <li>● Students will be taught to follow physical distancing guidelines and be directed to wear face covering when less than six feet from others.</li> <li>● Students will be discouraged from congregating or waiting near the doors.</li> <li>● Families are encouraged to predetermine an outside meeting spot out away from the doors and the building for older siblings to meet and assist younger siblings.</li> <li>● Students waiting for rides will stand at marked spots which promote physical distancing.</li> <li>● Students who walk home will be taught to leave campus promptly while observing physical distancing.</li> <li>● Playground will be off limits after school.</li> </ul>

	<ul style="list-style-type: none"> <li>● Kindergarten families will work with teachers to make dismissal plans that work for their families.</li> <li>● We will start the year with all available staff on supervision duty during dismissal until we are satisfied that students understand and follow the procedures.</li> </ul>
Breakfast	<ul style="list-style-type: none"> <li>● Students will enter as usual through the cafeteria doors on the east side of the building.</li> <li>● Physical distancing will be enforced in the cafeteria. (See Lunch for details)</li> <li>● Seated by class cohorts.</li> <li>● Signs describing expectations will be posted.</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>● Unnecessary furniture will be removed from classrooms, and desks will be facing forward and spaced as far apart as possible. Seats will be assigned.</li> <li>● Faculty and staff wear face covering (e.g., face covering or shields) when physical distancing is not feasible.</li> <li>● Students will be required to wear face covering as per directive from the governor when physical distancing is not possible or when engaged in contact longer than 15 minutes within 6 feet.</li> <li>● Students will be provided with Ziploc bags for storing their face covering when not in use.</li> <li>● School wide PBIS systems and positive contingencies will be created to praise students and encourage them to wear their mask as directed.</li> <li>● Teachers will explicitly teach routines to mitigate risk including hygiene and sanitation (hand washing, using hand sanitizer, proper mask usage, materials usage, etc.)</li> <li>● Students will not mix with other classes to aid possible contact tracing. Individual supplies will be provided to prevent sharing unless materials can be sanitized after each use.</li> <li>● Students will sanitize hands every time they come into the classroom with additional hand sanitizing/washing built into daily schedules including before lunch.</li> <li>● Drinking fountains will not be used. Students may fill water bottles at filling stations.</li> <li>● Reasonable accommodations such as face shields/face covering will be utilized for individualized instruction, assessment, or other areas where physical distancing is not possible and one-on-one is required,</li> <li>● Morning meeting routines revised to promote physical distancing.</li> <li>● All interior doors will be propped open to minimize high touch points. Doors will remain locked per safety incident protocols.</li> <li>● Custodian will schedule sanitation and cleaning of classrooms daily. Only CSD approved cleaning materials will be used by teachers and students for intermittent light cleaning.</li> <li>● Signs describing expectations will be posted.</li> </ul>

Halls	<ul style="list-style-type: none"> <li>● Follow direction signs and walk on the right.</li> <li>● Physically distance when in halls</li> <li>● Wear face covering while traveling through halls and common areas</li> <li>● Signs describing expectations will be posted.</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>● Students will be taught proper physical distancing and handwashing expectations</li> <li>● Signs describing expectations will be posted.</li> <li>● No more than three students will be allowed in the restroom at any given time.</li> <li>● Wear face covering while using the restroom</li> <li>● Grades will determine a method to help students know when the restroom is full.</li> <li>● We will look to create a plan that avoids cross-cohorting in the restroom.</li> <li>● Custodial services will clean restrooms throughout the day. Schedule sanitation and cleaning rotation schedule.</li> </ul>
Lunchroom	<ul style="list-style-type: none"> <li>● Both the gym and cafeteria will be used during lunch to provide additional space for physical distancing. Seating will be staggered. Students are required to wear a face covering while in line, entering and exiting the cafeteria.</li> <li>● Markings will assist students in maintaining physical distancing while entering the cafeteria, obtaining lunch, and disposing food. Multiple disposal garbage cans will be available to reduce congestion.</li> <li>● Release from the cafeteria will be staggered.</li> <li>● Lunch schedule may be altered slightly to eliminate overlap of grades. We do not intend to shorten lunch times.</li> <li>● Classes and individuals will have assigned seating. Classes will be seated together to slow the potential spread of the virus and support contact tracing.</li> <li>● Lunch box baskets routine will be maintained.</li> <li>● Signs describing expectations will be posted.</li> </ul>
Brain Boosters	<ul style="list-style-type: none"> <li>● BB teachers push into classrooms. Playworks will be held outdoors weather permitting. Playworks will be held in the classroom during inclement weather using fun quiet activities.</li> <li>● Students will not be intermixed with other classes and will attend BB as class cohorts.</li> <li>● As we have 5 classes in first grade, one class will participate from their classroom via Zoom on a rotating basis. We will push in an additional aide to supervise.</li> <li>● Booster lessons will be revised to mitigate higher-risk activities (singing, sharing materials, etc.)</li> </ul>

Tier II Support	<ul style="list-style-type: none"> <li>● Tier II support will continue to push into classrooms. Their designated space will be cleaned prior to and after working with students.</li> <li>● Students will attend interventions only with members of their own class.</li> </ul>
Grade Level Recess	<ul style="list-style-type: none"> <li>● Playground will be divided into zones and assigned to individual classes on a rotating schedule to maintain group physical distancing.</li> <li>● Students will be required to wear face covering when not maintaining appropriate physical distancing.</li> <li>● Only one grade will utilize the playground at a time.</li> <li>● Individual and group physical distancing expectations will be taught.</li> <li>● Playworks coach will teach touch free games and activities</li> <li>● Students will sanitize hands upon reentering their classrooms.</li> </ul>
Lunch Recess	<ul style="list-style-type: none"> <li>● Same as Grade-Level Recess above.</li> </ul>
Electronic Devices	<ul style="list-style-type: none"> <li>● Each student will have a device assigned to them and will be the only user.</li> <li>● Each student will clean their device daily under the direction of their teacher</li> <li>● Where this may not be possible in K-1, grade will follow tech guidelines for sanitizing shared devices until 1:1 technology is available.</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>● There will be no assemblies scheduled at this time</li> <li>● If assembly presenters offer virtual options, we will consider presentations accessed in individual classrooms.</li> </ul>
Office	<ul style="list-style-type: none"> <li>● Face covering are required for all adults entering the building.</li> <li>● Students will be required to wear face covering while in the office.</li> <li>● Plexiglass barriers installed.</li> <li>● Office phones will only be used by office staff. Staff will communicate student messages to parents.</li> <li>● Families are encouraged to call ahead when a student needs to leave during the school day to prevent long wait times when parents arrive at the school to pick them up.</li> <li>● The sign-out sheet will be placed on a table in the entry vestibule. Parents will sign out their student and wait in the entry vestibule for their student to come down from class.</li> <li>● Office staff are responsible to place signage on all entry and exit doors identifying flow paths to minimize congestion.</li> </ul>
Visitors and Volunteers	<ul style="list-style-type: none"> <li>● We will start the year without volunteers and visitors. Messages and items for students will be delivered to students by staff members.</li> </ul>

	<ul style="list-style-type: none"> <li>Teachers will schedule volunteers when and if the need outweighs risk. When volunteers are approved for classes, they will follow district and health department guidelines before moving to the classroom.</li> </ul>
Special Programs: Choir, Chess Club, Goodies & Grown Ups, Book Fair, Family Involvement Activities, etc.	<ul style="list-style-type: none"> <li>All special programs will be put on hold at this time</li> <li>Back to School will be held virtually with an informational video and Zoom meeting with three sessions.</li> </ul>
Health Room	<ul style="list-style-type: none"> <li>The health room will serve as the quarantine room to temporarily isolate students until parents can pick them up.</li> <li>All medications will be stored in an alternate secure location to ensure they may be administered if the health room is in use to isolate a student.</li> <li>The east portion of the office will be used as an alternate location for other health/injury needs if the health room is in use for isolation.</li> </ul>
Sensory Breaks/CICO	<ul style="list-style-type: none"> <li>SEL staff will follow face covering and physical distancing when providing support for students.</li> </ul>
Accommodating Individual Circumstances: High Risk, Personal Decisions	<p><b>High Risk Identification Process:</b></p> <ul style="list-style-type: none"> <li>We will work closely with families and the school/district nurse, special education staff, and/or the school psychologist to review and revise health care/504/IEP plans with special consideration to mitigating risk.</li> <li>All staff interacting with these students will be notified of needs identified in individual plans.</li> </ul> <p><b>Alternative Learning Arrangements:</b></p> <ul style="list-style-type: none"> <li>We will coordinate with ISD and families to support those choosing online learning</li> </ul> <p><b>Minimizing and mitigating risk for employees who identify as high-risk:</b></p> <ul style="list-style-type: none"> <li>We will coordinate with Human Resources to support employees identifying as high-risk</li> </ul>

Transportation	<ul style="list-style-type: none"><li>● Staff will support transportation department safety protocols to mitigate risk including the use of face covering, seating charts, etc.</li></ul>
Preparation	<ul style="list-style-type: none"><li>● All employees will participate in Canyons School District training and safety expectations to mitigate risk.</li></ul>
Communication	<ul style="list-style-type: none"><li>● This plan will be communicated to stakeholders via email, website and Facebook.</li></ul>

- *All students, faculty and staff will wear a face covering in school per [Governor Herbert's Order on July 9, 2020](#). Teachers and parents will train students how to wear the masks properly; times for mask breaks will be safely built into the schedule when students can be spaced further than six feet apart*