



# Foothills Elementary Reopening Plan 2020-21 Updated: 8/21/2020

We are so excited to welcome back the students to Foothills Elementary. We have worked hard to consider the needs of all students, teachers, and parents as we implement [Jordan School District's plan](#). Our priority in developing our school plan is the safety and well-being of our students and staff. Our theme for 2020-21 is **“One Team, One Dream!”** As we implement these safety protocols, we will also be working as a team (students and staff together!) to be as kind as possible in working with others. This is an unprecedented time and as we move forward we want our students’ emotional needs to be met, along with their need for safety. We appreciate your support as we navigate this uncharted territory.

<b>General Information</b>	<ul style="list-style-type: none"><li>• <b>Face masks</b> are required for all staff, students and visitors while in the building. This includes before school when lining up, as well as in line for the bus; and on the bus, if it applies. There are times throughout the day where students may choose to remove their face mask (when actively eating, as well as during PE and recess when held outside), but will need to practice social distancing.</li><li>• Every student will be provided with a break-away lanyard to hold their mask during lunch and recess. Students will wear their lanyard during the school day and it will be kept at school. Student lunch cards will also be held in this lanyard.</li><li>• Flow patterns and social distancing markers will be placed throughout the building in order to minimize hallway, cafeteria, playground, and classroom congestion.</li><li>• Parents or visitors entering the building will need to wear a face mask and will be subject to a temperature check.</li></ul>
<b>Before Coming to School</b>	<p>Before coming to school each day consider the following before bringing your child to school. It is expected that students will stay home if they feel sick.</p> <p>Each morning, parents will evaluate their child and ask the following: “Does my child have ... “</p> <ul style="list-style-type: none"><li>• A temperature of 100.4 or higher</li><li>• Persistent cough</li></ul>

- Shortness of breath
- Difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Congestion/Runny nose
- Sore throat
- Headache
- New loss of taste or smell
- Nausea or vomiting/diarrhea

(If thermometers are not available you can check your child’s skin to see if it feels warm or is red, or ask if they have chills.)

**If your student feels sick; keep them home.**

Staff and students that are returning to school after any illness, will need to please refer to the “Sample Symptom Self-Checklist”, which is an appendix on page 27 in the [2020-21 Plan for Reopening Schools](https://movingforward.jordandistrict.org/wp-content/uploads/sites/31/014_schoolreopening_approved.pdf), which is at [https://movingforward.jordandistrict.org/wp-content/uploads/sites/31/014\\_schoolreopening\\_approved.pdf](https://movingforward.jordandistrict.org/wp-content/uploads/sites/31/014_schoolreopening_approved.pdf)

If you answer “Yes” to any of the symptoms above, you must stay home.

According to USOE guidelines <https://www.schools.utah.gov/file/5997f53e-85ca-4186-83fe-932385ea760a> and Utah COVID-19 School manual [-https://coronavirus-download.utah.gov/School/COVID-19\\_School\\_Manual\\_FINAL.pdf](https://coronavirus-download.utah.gov/School/COVID-19_School_Manual_FINAL.pdf):

If tested positive for COVID **OR** showing any COVID symptoms, **students and staff should stay home until:**

- they have had no fever for at least 24 hours (without the use of medicine that reduces fevers), **AND**
- other symptoms have improved (for example, when your cough or shortness of breath have improved), **AND**
- at least 10 days have passed since symptoms first appeared.

When your child is absent, please call the office at 801-302-8599 and state the reason why they are absent so we can put the appropriate code into Skyward.

The school will identify and work with parents whose students are at higher risk for illness. \*If your child is at high risk, go to your Skyward Family Access account and complete the “ONLINE FORM”.

If a student or staff member was exposed to another student or staff member that has tested positive for COVID-19, we will follow the present guidelines.

<p style="text-align: center;"><b>Office</b></p>	<ul style="list-style-type: none"> <li>• When entering the building, parents and visitors will follow social distancing markers and posted signs.</li> <li>• Families are encouraged to call prior to checking out students and will still need to come into the building to check out their student.</li> <li>• <b>Check-In:</b> For students checking in after school has started, you may push the button for the buzz-in system to indicate to the office that you have arrived with your student. Office staff will come with a clipboard to sign your child in and we will allow your child into the office. You may also drop them off and they can push the button on the buzz-in system to be let in. Your student can then go to class.</li> <li>• <b>Check-Out:</b> Parents who are checking out a student will show their ID through the new camera system in the main foyer after entering the building. Directions on how to use the system will be posted near the camera. Office assistants will verify your ID, call students to the office and record check out information. Parents will wait for their child on the social distancing markers in the lobby closest to the outside doors. Remember to social distance while waiting.</li> <li>• A quarantine room will be available for students and staff exhibiting Covid-19 symptoms. The quarantine room is located in the office area and monitored by office staff.</li> <li>• If the student exhibits potential symptoms during the school day, parents will be contacted and students will be quarantined until parents pick them up.</li> <li>• Office staff will closely monitor and record staff and student symptoms as well as chronic student absenteeism. Students will not be penalized for non-attendance due to illness or on quarantine. Teachers will work with those students and allow late work- grades will not be penalized and late work will be accepted.</li> <li>• Office phones will only be used by office staff. Students may use the office phone as needed. Staff will also communicate student messages to parents as needed.</li> </ul>
<p style="text-align: center;"><b>Visitors and Volunteers</b></p>	<ul style="list-style-type: none"> <li>• In order to minimize congestion in classrooms and other areas throughout the building, volunteers and visitors will be approved by Administration to work in the building on a limited basis.</li> <li>• Messages and items for students will be delivered to their classroom by an office staff member. Please remember to give students all of their items: backpacks, lunches, etc., before coming to school to minimize visitors in the building.</li> <li>• When volunteers are approved to work in classrooms, they will follow district and health department guidelines.</li> <li>• In order to volunteer in the building, names and temperatures will be taken and recorded for contact tracing.</li> </ul>

<p style="text-align: center;"><b>Bus</b></p>	<ul style="list-style-type: none"> <li>• Bus drivers will create a seating chart in order to direct movement and reduce congestion while boarding the bus.</li> <li>• Students will be required to wear a face mask while on the bus.</li> <li>• Students who ride the bus will be dismissed when the bus arrives (but not before 3:30pm) in order to help alleviate student congestion on school grounds after school. Classroom aides will be outside to assist and supervise students.</li> <li>• Students will practice social distancing while waiting to board busses. Students will stand in line on social distancing spots to line up for the bus, according to the seating chart (back of the bus will be first in).</li> <li>• Students in the same household will sit together in the same seat.</li> </ul>
<p style="text-align: center;"><b>Before and After School- Arrival and Dismissal</b></p>	<ul style="list-style-type: none"> <li>• Teachers will teach and practice arrival and dismissal procedures.</li> <li>• Before school, students may remove their mask while playing on the playground and follow social distancing practices while waiting for the bell to ring. Parents will not be allowed on the playground before or after school, as is our usual procedure, and will need to say goodbyes in the car or on the sidewalk at the front of the school. Families that want to stay together until the bell rings are asked to social distance in the front of the school on the social distancing spots provided.</li> <li>• Breakfast is served from 8:25 to 8:55am. Social distancing will be followed while buying their meal and eating. Students will go outside after eating.</li> <li>• Outside supervision is provided from 8:45 to 8:55am year round. When an inside day is called, students will come inside at 8:45am and social distance in the cafeteria and gym on sit-spots, which are on cafeteria table benches, until it is time to go to classrooms.</li> <li>• During outside mornings (most days), once the bell rings, students will move to their designated class line-up area by forming a line. Social distancing spots will be on the playground to help students know where to line up. Students will practice social distancing in line and <u>wear face masks</u> while waiting for their class to walk inside together.</li> <li>• All teachers will come outside and then walk their class into the building, while staggering grade level lines- one class at a time.</li> <li>• Instruction will begin as usual at 9:00am. Late students will need to check in at the office and practice social distancing while they check in. Parents may walk them to the front door, but students can check themselves in.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students who walk home or ride bikes will leave the campus promptly while observing physical distancing.</li> <li>• Those students that ride the bus or walk home will be dismissed a few minutes early (no earlier than 3:30pm) to avoid congestion in the front of the school. City crossing guards will be out and classroom aides will be outside to supervise.</li> <li>• If you arrive early in the afternoon and are IN the pull through lane at the front of the building, you may message your teacher at 3:30pm using the “Remind” app, or by another means that works for them, and they will send your student outside to you. Aides will be on the playground to supervise students. This will help alleviate congestion at 3:35pm when the dismissal bell rings.</li> <li>• Teachers will instruct and practice these procedures with students before and after school.</li> <li>• Kindergarten families will work with teachers to create dismissal plans that follow safety and social distancing protocols.</li> <li>• Students <b>must be picked up by 3:45pm</b>. In order to help “slow the spread,” we request that parents drop their children off <b>no earlier than 8:45am</b> and pick up children no later than <b>3:45pm</b>.</li> <li>• Students will practice social distancing by standing on designated spots while waiting for their carpool.</li> </ul>
<p style="text-align: center;"><b>Friday Schedule</b></p>	<ul style="list-style-type: none"> <li>• On Fridays, scheduled instruction will take place between 11:00am and 1:55pm. During this time, teachers will meet with individual or small groups of students to provide instruction, by invitation only.</li> <li>• Teachers will let parents know by Wednesday if they will meet with their student for instruction that coming Friday.</li> <li>• Learning opportunities may be in the classroom in-person with the teacher, or online (Zoom, Google Meet, etc). The teacher will work with parents to schedule intervention activities.</li> <li>• Busses will be provided for those students who typically ride a bus to school. Students riding the bus on Friday will need to be at the bus stop by 10:30 (or the designated time as scheduled by the transportation department), and will be returned by 2:30.</li> <li>• Lunches will be served on Friday for in-person students between 12:00 and 1:00pm in the cafeteria and will be available to all students that attend school that day.</li> <li>• Grab-and-go breakfast and lunch is available in the Foothills west bus drop off/pick up area for all students that are not in school from 11:00am to 12:00pm. Parents will need to drive through with their car, and students can walk up to get their meal at the south cafeteria doors wearing a mask and socially distancing. Students will be charged a regular priced meal (except for free/reduced) for meals if you choose to use this service.</li> </ul>

	<ul style="list-style-type: none"> <li>• Breakfast will be given to students on Friday for those interested. If you do not want your students to take a breakfast pack, they do not have to. If your student attends in-person on Friday, they may pick up their grab-and-go breakfast during lunch time and store it in their backpack. Follow the instructions for proper refrigeration within 4 hours, and how to cook the meal the next day.</li> <li>• Students will still be charged the regular price for lunch (and breakfast if they choose it) on Friday's, unless they are on free or reduced lunch. Students may bring a home lunch.</li> <li>• If needed, a student may check out a chrome book for Friday learning or a short-/long-term illness. The students can check out their assigned chrome book to complete assignments, or video conference at home on Fridays with their teacher, if the teacher deems it necessary, and only if the students' parents have signed the "Chromebook Checkout Form." If you check out a chrome book for your student for the weekend, students will be expected to bring their chrome book back to school on Monday. Parents may check out chrome books for their students from the office on Thursdays. Parents are responsible for any damage or loss of assigned chrome books. <b><u>It is important that chrome books are returned on Monday, so that learning can continue at school.</u></b></li> </ul>
<p style="text-align: center;"><b>Hallways and Doorways</b></p>	<ul style="list-style-type: none"> <li>• Students and staff will follow social distancing and wear a face mask when walking in the hallways. Directional arrows will be placed in hallways marking the path for students and staff, staying on the right side of the hall.</li> <li>• School schedules have been adjusted to help control congestion in hallways.</li> <li>• Drinking fountains will be on, but students will not be able to drink from them. It is highly recommended that students bring water bottles to school daily and take them home at the end of each day in order to be cleaned and refilled. Students will be able to use the drinking fountains and the refillable water bottle station to fill up their water bottles.</li> <li>• Entryways and Exits will be identified at the main doors to the school. When entering and exiting the doorways in the morning, teachers will take their classes in or out one class at a time.</li> </ul>
<p style="text-align: center;"><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>• Students will be taught proper handwashing expectations- to sing the ABCs or Twinkle, Twinkle Little Star, when washing hands. Please reinforce this at home.</li> <li>• Signs will be placed in all restrooms to encourage proper hygiene.</li> <li>• Teachers will record and limit the number of students in restrooms at any given time. Students will be expected to stay on the right when entering and exiting the restroom. Students will be expected to socially distance themselves in the bathroom.</li> <li>• Our custodial staff will sanitize restrooms during the day.</li> </ul>

## Classrooms

- Face masks will be worn in classrooms at all times, for all parts of instruction that takes place- whole group, small group, and one-on-one instruction. A mask break will be provided for students outside while social distancing, if needed.
- Teachers will teach hygiene and sanitation routines in order to mitigate risk, which include: hand washing, using hand sanitizer, proper mask usage and removal, materials usage, etc. Routines will be practiced throughout the day.
- Classrooms are equipped with plexiglass to allow teachers to work with students one-on-one or in small groups, or while teaching the class.
- Teachers will establish routines to limit congestion within their classrooms when needed.
- Teachers will create and update classroom seating charts to adhere to contact tracing protocols. Classroom seating charts will be given to our POC, Odette Desmarais, Assistant Principal.
- Desks will be arranged in single rows and columns according to state requirements, and teachers will move desks as far apart from each other as possible. Student backpacks will stay on the chair of each student.
- Classrooms will be sanitized and ready to go in the morning before school, and will be sanitized mid-day and after school. During the mid-day cleaning, teachers may have students help clean the top of their desks. Custodial staff will be sanitizing classrooms after school. School staff will sanitize pre-K and Kindergarten classrooms in between AM and PM sessions.
- Student materials will be limited to personal use.
- For technology use in the classroom, teachers will assign and track student chrome books for the year, including student name and asset tag number. Students will not use each other's chrome books.
- Students will be provided with a break-away lanyard to hold their masks, which will be worn throughout the school day. Lanyards will remain at school and placed in a designated space in their classroom. They will not go home with the students each day. If you see one come home, please make sure it is returned to school.
- Unnecessary furniture will be removed from classrooms, and desks will face forward and spaced as far apart as possible to promote physical distancing.
- Students will remain with their classes throughout the day, other than recess, to aid with possible contact tracing.
- All interior classroom doors will remain open to minimize high touch point areas. Door handles will remain locked per safety incident protocols, just in case they need to be closed during emergencies.

	<ul style="list-style-type: none"> <li>• Our custodial staff will regularly sanitize and clean classrooms and high-touch areas. Only JSD approved cleaning materials will be used. Students will not be allowed to drink from the drinking fountain.</li> <li>• Teachers will work with parents to support students who need to stay home because they are ill or in short-term isolation (i.e., work being sent home, virtual conferences, phone calls, online modules, etc.). Students will not be penalized for staying home when ill or isolating.</li> <li>• Teachers will be given a first aid kit, which is kept in the classroom, to help address basic student injuries.</li> <li>• If a student becomes ill during the day, the teacher will call the office and a staff member will come and escort the student to the office. All conversations the teacher makes with the office staff will be kept private. Once a student is at the office, staff members will evaluate symptoms and follow safety protocols, such as quarantine and contacting parents to come and pick up their student.</li> <li>• Students will be taught to respect others' masks- no touching allowed.</li> <li>• Birthday treats are optional, but at this time, if you would like to send a birthday treat for your child, they must be store-bought and individually wrapped.</li> </ul>
<p><b>Breakfast and Lunch (Cafeteria) Procedures</b></p>	<p>Breakfast will be served at Foothills from 8:25am-8:50am Monday to Thursday. Online students are welcome to come and grab a breakfast and take it to go at that time. They will go through the south cafeteria doors to grab a breakfast and scan their lunch number (our lunch clerk will have those). In-person students will take a grab-and-go breakfast and sit at their assigned spot in the cafeteria. Breakfast will <u>not</u> be served Friday mornings at 8:25am for online or in-person students. Instead, there will be an afternoon grab-and-go for breakfast to be taken home by the students to be eaten Saturday morning, or another time if they choose. This is optional and if students choose it, they will be charged the breakfast price.</p> <p>Lunch will be served from 11:15-1:35 for in-person students Monday through Thursday, one grade at a time. Online students are welcome to come to the south cafeteria doors between 11:20 and 1:20 to get a grab-and-go lunch (lunch accounts will be charged). On Fridays, online students may come between 11am-noon to pick up their grab-and-go breakfast and lunch.</p> <p><b>Online students:</b> All students that are planning on taking a grab-and-go LUNCH will need to email our lunch manager <b>EACH DAY by 9:30am</b>. Her email address is: Sininaah Hunt at <a href="mailto:sininaad.hunt@jordandistrict.org">sininaad.hunt@jordandistrict.org</a></p> <p><b>In-Person Students:</b> Email our lunch manager at the email address above on <b>FRIDAYS ONLY by 9:30am</b> if they will be eating lunch at school that day.</p> <ul style="list-style-type: none"> <li>• The cafeteria and gym will be used during lunch to provide additional space for physical distancing. There will be assigned seating for contact tracing purposes. Students will sit with classes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prior to entering the lunchroom students will wash or sanitize their hands in the classroom. Sanitizer stations are also on the wall as students enter the cafeteria and will be used by students to sanitize hands again.</li> <li>• Markers will be placed on the floor of the cafeteria indicating physical distancing spacing as they enter and move through the cafeteria.</li> <li>• Students will wear masks while waiting in line to take a grab-and-go lunch. Only one choice will be offered. Student lunch cards will be in their lanyard to be scanned by the lunch clerk.</li> <li>• We encourage parents to pay their lunch balances online, however cash and checks are accepted.</li> <li>• <b>There will be no lunch workers at this time.</b></li> <li>• Once they are seated they can take off their mask to eat. The student lanyards will have a pocket for them to put their mask in. They may also attach it to their lanyard string. Students will be taught how to do this. Once they are done eating, they need to put their mask on.</li> <li>• Lunch schedules have been modified to eliminate overlap of multiple grades in the cafeteria at one time. Lunch times will be posted on the school website.</li> <li>• Students will have 15 minutes to eat lunch in order to provide adequate time to disinfect tables and touch points before the next grade arrives for lunch. After eating, they will line up to throw away their garbage, sanitize with hand sanitizer at the exit door, and then head outside to the playground for lunch recess. If they have a lunch box from home, they will put their lunch box by the outside doors where their class lines up.</li> <li>• For those students that have allergies- they may sit in their assigned seat if they are surrounded by peers with school lunch, or they may sit at the allergy table. The cafeteria staff will keep track of the allergy table seating chart each day for contact tracing purposes.</li> </ul>
<p style="text-align: center;"><b>Recess</b></p>	<ul style="list-style-type: none"> <li>• Students may remove face masks during recess, but will wear their lanyard at recess, with their mask attached, to use, if they prefer.</li> <li>• Staff members will monitor students on the playground encouraging activities that reflect social distancing practices.</li> <li>• Upon returning from lunch recess students will sanitize their hands.</li> <li>• Playground equipment will be sanitized regularly.</li> <li>• One grade level at a time will be outside on the playground for recess. Supervision will be provided for safety and to remind students to practice social distancing rules. For most recess times, students will be</li> </ul>

	able to utilize the entire playground (both equipment areas) and field for recesses, except for areas that are taped off.
<b>Rotations</b>	<ul style="list-style-type: none"> <li>• K-6 will have rotation classes Monday through Thursday for 30 minutes. The classes include Library, Drama, Second Step (Social-Emotional Learning), Art, STEM, and PE. Rotation teachers will push into classrooms, with the exception of PE. PE will be held outside as much as possible. If that is not possible, it will be held and modified in the students' classroom. Drama will be modified and may be held outside as well.</li> <li>• Students will be required to wear masks at all times while inside the school. When they are participating in an outdoor activity, such as PE, Drama, or outside recess, masks may be removed.</li> <li>• Rotation lessons will be revised to minimize respiratory output, touch and proximity.</li> <li>• Students will sanitize hands before and after rotations.</li> <li>• Items used during rotations will be sanitized or quarantined for 72 hours before being handled by another student.</li> </ul>
<b>Special Meetings &amp; Programs</b>	<ul style="list-style-type: none"> <li>• All special programs such as Math Olympiad are put on hold until further notice.</li> <li>• We will hold a virtual Back to School event on Monday, August 24th this year. Mrs. Wilson will send a Skylert with links to videos and live calls by each classroom teacher.</li> </ul>
<b>Social Emotional Learning (SEL)</b>	<ul style="list-style-type: none"> <li>• Social Emotional support for students will be provided by our school psychologist and Social Emotional Learning (SEL) teacher. Please call the school, or email our school psychologist, Rex Prescott, if you see that your student is in need. His email is <a href="mailto:rex.prescott@jordandistrict.org">rex.prescott@jordandistrict.org</a>.</li> <li>• We will continue our social emotional curriculum (Second Step) during rotations.</li> <li>• The Wellness Center is available for students and staff. For more information on mental health and resources for families, go to <a href="http://wellness.jordandistrict.org">wellness.jordandistrict.org</a>.</li> </ul>

Again, we are so excited for your student to return to school! We have missed them so much! We know this will be a wonderful year of learning and growing together!

-Cherie Wilson, Principal

-Odette Desmarais, Assistant Principal