



# UINTAH PARENT COVID-19 PROCEDURES HANDBOOK

Uintah Elementary-Version 1.0

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# Uintah Elementary

## COVID-19 Precautions, Policies and Mitigation Procedures

### General Guidelines

The health of Uintah Elementary School students and staff members is our top priority. The following guidelines are intended to provide protection for our employees, students, and community and are a good-faith effort to communicate our plan for practices that will help ensure students and staff stay as safe as possible while at school during this pandemic.

Uintah Administration, faculty, and staff have accepted the challenge of planning for the reopening of school and have prepared for what teaching, learning and playing will be like in the year ahead for adults and students living under the COVID-19 health and safety protocols. We have reworked what arrival at drop-off, travel in hallways, learning in classrooms, play on the playgrounds, eating in the cafeteria, and departure at pick-up will look like along with much, much more all in an effort to maintain as safe and healthy a school environment as possible.

In order to meet COVID-19 health and safety guidelines and protocols designed to mitigate risk for our students and employees, Uintah has made significant changes and investments to our classrooms and physical environments. Shared understandings rooted in the development of the Uintah's mitigation strategies include:

- Focusing on the variables we can control.
- Using reliable, scientific sources to guide our understanding of the virus that causes COVID-19 and how to best effectively prevent our community's exposure to it.
- Remaining adaptable, knowing experts' understanding of the virus will evolve.
- Seeking ways to **reduce** risk of virus transmission.
- Identifying external and internal drivers that would lead us to modify our restrictions; and
- Ensuring new policies are flexible and can be implemented and maintained. (McGillis)

### The Five Key Mitigating Practices

#### ➤ The Five Keys: Face Coverings, Distance, Time, Hands, Disinfect

- **Face coverings** – Masks shall be worn at all times except when eating lunch or taking a drink from a water bottle. Masks will cover nose and mouth. Masks will be worn everywhere on school grounds.
- **Distance** – The 'Six Feet Rule' is the ideal in all situations, but not always feasible. We aim to get maximum distance whenever possible.
- **Time** – Always consider this factor when making decisions. The longer the time frame, the tighter the adherence to CDC guidelines regarding exposure.
- **Hands**- Wash them often or sanitize when washing is not possible. Always consider touch points and reduce them as much as reasonable.
- **Disinfect**- Our custodial staff is sanitizing the building often. At the classroom level we are supporting this as well. Sanitize any and all surfaces when it seems prudent to do so or there is a change in student presence in a given space.

- Data regarding COVID-19 is ever changing and evolving as we learn more about the virus and how it works. Expect updates and changes to be made regularly. Once we implement things, we often start to realize what we did not consider and will adjust our practices accordingly.

# General Expectations for ALL of US

## **1. Follow Federal, State, Local, and District Guidelines at Home and in the Community. We are all in this together.**

Community members are expected to follow directives from national, state, local, and district authorities to maintain their own health and safety during this pandemic, both in and outside of school. These include Utah Department of Health and the CDC Guide on Protecting Yourself and Others.

## **2. Stay at Home if SICK.**

Staff and students should stay at home if they are sick. Uintah parents are required to check their student's health every day before sending students to school. Common symptoms of COVID-19 include:

- Fever or temperature of 100.4° F (38° C) or higher. If you do not have a thermometer, check your child's skin to see if it feels warm or is red, or ask if they have chills or are sweaty.
- Cough – If your child normally has a cough because of allergies or asthma, is this cough different than normal?
- Shortness of breath
- Muscle aches or pains not explained by exercise or activity
- Decrease in sense of smell or taste
- New runny nose
- Sore throat
- Nausea or vomiting
- Diarrhea

Any community member showing signs or symptoms of COVID-19-19 must stay away from the school. Staff and parents/guardians must report any COVID-19 symptoms to the school Principal, Bruce Simpson ([Bruce.Simpson@slcschools.org](mailto:Bruce.Simpson@slcschools.org)). He will work with the appropriate district Nurse to determine the next steps moving forward. Provisions will be made to support any student who is out through remote learning.

## **3. Contact the Principal if a Community Member Tests Positive for COVID-19-19 or has pending COVID-19-19 Test Results.**

If a student, employee, or any member of their household tests positive for COVID-19-19, or is awaiting test results, the Principal ([Bruce.Simpson@slcschools.org](mailto:Bruce.Simpson@slcschools.org)) must be notified as soon as possible. This information will remain confidential, will be shared with the school nurse, and will allow the school to take necessary action to mitigate risk.

## **4. Stay at Home if EXPOSED/QARANTINED.**

Any member of a household who has been notified by the State Health Department that they were in contact with or exposed to an individual infected with COVID-19-19 must notify the school Principal ([Bruce.Simpson@slcschools.org](mailto:Bruce.Simpson@slcschools.org)) as soon as possible. Based on the circumstance, the community member may be asked to stay home for 10-14 days (This may be subject to change depending on current Health Department guidelines.). During this time, the student will be able to attend classes remotely.

## 5. Keep Family, Emergency, and Medical Information up to date at Uintah.

All family, emergency, and medical information must be updated especially family and emergency contacts and current medical information. Contact the office at 801-584-2940 or email ([Marianne.Plumridge@slcschools.org](mailto:Marianne.Plumridge@slcschools.org)) to update your information.

## 6. Limited Campus Access

Parent/guardian entry into the school building will be limited. Facial coverings will be required for essential visitors. All visitors will be greeted at the Main Entrance through the doorbell, and if they are permitted to enter, they will be directed to their destination. See [Adult Visitors](#) below.

## 7. Pick-Up / Drop-Off of Students

*Children must be picked up and dropped off in a timely manner, **outside the school building.** Drivers will remain in vehicles.* Students will not be allowed to use the playground equipment before or after school. Contact will be limited except when necessary for student safety. Students should arrive and depart the school grounds within 10 minutes of the school start and end times unless eating breakfast at school. See [Entering the School Building](#) and [Exiting the School Building or Dismissal](#) below.

## 8. Outdoors on Campus

Students and adults will all be required to wear a face mask and to maintain social distance while on campus whether inside or outside the building. Random gatherings of students and adults before and after school are not allowed.

## 9. Classroom Cohorts

Student contact will be limited to those students in their assigned classroom. Seating charts will also be used for contact tracing purposes. Every effort will be made to keep classrooms intact throughout the day to minimize contact across the student population. Students may see and interact with students from other grade-level classes during recesses, but the wearing of masks and social distancing guidelines will be enforced.

## 10. Emotional Wellbeing

Regular formal and informal check-ins will be provided for students and staff.

- The school's counselor will assist in supporting students.
- Uintah uses the SLCS SEL framework and the 2<sup>nd</sup> Step curriculum to teach social emotional learning principles, practices, and behaviors to students.

## 11. COVID-19 Closures

Uintah/SLCS will follow Utah and Salt Lake County guidelines for classroom and school closures.

- A classroom will go into quarantine if there are three cases
- A school will go into remote learning and quarantine if there are fifteen cases.

# Alphabetical Listing of Policies and Procedures

## After-School Program

- The In-Person After-School program will be held at Uintah Mon., Tue., Thu., Fri., from 3 pm to 6 pm.
- As of right now, all spots have been filled, but in case of any vacancies, the After-School Coordinator will work through the waiting list first, and then, if needed, send an announcement to parents about any vacancies.
- Students will be grouped with their siblings, wear masks and follow social distancing from all others while in the program.
- Students will sanitize their hands regularly and whenever changing activities.
- Parents will come to the front doors and ring the bell to pick up their child/ren. After-School participants need to be picked up promptly by 6 pm.

## Air Flow Indoors

- The district did the following things to support air movement and quality in the building.
  - Increase the percentage of outdoor air introduced to the HVAC systems, and then subsequently conditioned for distribution throughout district facilities
  - All HVAC systems have been adjusted to ensure 100% of fresh air will be cycled according to industry and health guidelines.
  - Installed and maintain MERV 13 filters in all building HVAC systems and change them monthly.
  - Installed and maintain air ionizers in all building HVAC systems
  - Prioritizing 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
- Classroom doors will mostly remain open during the day. This will support both circulation and reduce touch points of opening and closing doors.
- Windows should remain closed to maintain the HVAC system integrity.

## Breakfast in the Cafeteria

- Breakfast for children will be available in the cafeteria starting at 8:00 am.
- Students will enter the northeast doors by the cafeteria and parking lot and then proceed into the cafeteria to get their meal.
- Students must wear masks when entering and exiting the room and when finished and/or waiting for a sibling.
- Students will sit with their siblings and socially distance from others while eating in the room.
- Students will exit the room through the same doors they exit during lunch, the north doors of the cafeteria.

## Cafeteria

- All students will eat lunch in the cafeteria.
- Only one grade level at a time will be allowed in the cafeteria.
- All meals provided by the school will be prepackaged in sacks.
- Cafeteria procedures:
  - Teachers will escort their classes to the cafeteria and wait until they are all seated.
  - Hand sanitizer will be available in the cafeteria.
  - Traffic flow paths are marked on walls.
  - Seats are numbered and distanced.
  - Students are assigned a numbered seat.
  - Students will remain seated the entire lunch period until they are dismissed.
  - Students will be dismissed row by row to throw away trash socially distanced.



- If necessary, personal lunch bags/boxes will be placed on tables located outside on the north playground to be picked up when students line up to go inside from recess.

### Classroom Layout

- We always aim for 6 feet spacing or as close as possible. Classroom seating is organized to maximize distancing. This is determined greatly based on the number of students attending in person.
- Classroom doors will mostly remain open while students are inside to reduce touch points on door handles.
- Teachers may place small pieces of tape (approved by custodian) on the ground to designate where desks go, students can stand etc.
- Students must have assigned seats for potential contact tracing. The same seating assignments must be kept throughout the day and must be kept at minimum for one week. Seating assignments should mirror any small groups when possible. This means that students in the same small group should be seated next to one another in the classroom for Tier I, small groups, and at lunch.
- **Please maintain a record (students, locations, and dates) of all seating assignments for contact tracing purposes; make duplicates as needed. Use the electronic files that are shared with the office, the School Nurse, and Mr. Simpson.**
- When having small groups or other activities that require movement, students must still use assigned seating patterns. Number the seats at small tables and assign students the same number to use each day.

### Classroom Sanitizing by Custodial Staff

- Custodial staff cannot come into the rooms during the school day to support desk cleaning.
- Custodial staff will clean touch points multiple times a day on the outside of rooms such as door handles, walls and lockers.
- Custodial staff will do deeper cleaning at night. When cleaning classrooms, they will also refill sanitizing sprayer bottles as needed.
- All student and teacher materials need to be put away at the end of each day so that tables and desks can be cleaned thoroughly. Do not leave important papers out that you are not okay with curling up from the use of sanitizer.

### Classroom Sanitizing by Teachers and Students

- Each student's desk will have a hook to hang a rag. Teachers will distribute a clean rag to each student in the morning. Each student should have a rag at their desk at all times.
- Teachers (not students) will spray down each student's desk **at least twice daily** and after transitions with classroom cleaning solution. Not a lot needs to be sprayed on. Each student will then use a rag to wipe their desk and will hang the rag back on their desk hook.
- Spray bottles should remain on the sink counter when not in use.
- Rags will be used for a day and then put in to be washed.
- In-between the sharing of a learning space (desks, tables), sanitizer needs to be sprayed and let dry for as long as possible before wiping the surface. This includes small group areas and any other areas where students work.
- Each classroom will have 2 "Rag Bags" in their classrooms. One is for clean rags; one is for soiled rags. Bags need to be kept apart in the room.
- Teachers are responsible for the amount of liquid in their sprayers and bottles. Please notify custodial staff when bottles need to be refilled.
- If a spray bottle is misplaced, contact the custodial staff or the front office for a replacement.
- Grade level teams (including paras and Mike) will gather the rags and wash them for their team. We will utilize a rotational schedule, so rags are consistently clean and available.

### Computer Lab

- If computer lab is used, assigned seating is required for contact tracing purposes.

- Seating should be every other computer at a minimum.
- Lab usage will require scheduling in Microsoft 365 under the proper lab location. Use the shared Computer Lab Sign Up document shared with each teacher through OneDrive.
- Students will wipe down their areas just like in the classroom when they are done.
- Solution should be sprayed on rags, not directly on devices.

### Contact Tracing

- Our program of contact tracing begins by limiting mingling and gatherings of random students.
  - Classroom cohorts will be maintained as much as possible throughout the day.
  - Students' movement throughout the building will be orderly, planned, purposeful, and limited.
  - Seating charts will be used throughout the building to help with organization and contact tracing.
  - As necessary, the administration and school nurse will determine who to contact for quarantining purposes.

### Custodial Cleaning and Sanitizing of School

- **Products:** The district's primary cleaning agent is created by On-site generators - Salt Water Biocides, which produces Hypochlorous acid. **Hypochlorous Acid or HOCl** provides a unique power to eradicate **dangerous** organisms while not causing harm to our cells. **HOCl** is one of the only agents that is both nontoxic to the delicate cells that can heal our wounds while being lethal to almost all known **dangerous** bacteria and viruses that threaten our health. Here is a link to an interesting article about the cleaner the district is using. <https://www.dailymail.co.uk/news/article-8558121/Spray-costs-pennies-kills-viruses-instantly-simple-solution-COVID-19-nightmare.html>
- **Methods:** Touch points and high-traffic areas will be routinely checked and sanitized, including restrooms. This will be done on a rotating schedule of **at least 4 times a day** and be specific to the school's needs throughout the days of operation.
- **Hand Sanitizer:**
  - General: Custodians will maintain the touchless hand sanitizer stations by the cafeteria and front entrance.
  - In the classrooms and other areas of instruction: School staff will be provided hand sanitizer for their room or area. Contact the office for more product.
- **End of day Cleaning:**
  - All student and teacher materials need to be put away at the end of each day so that tables and desks can be cleaned thoroughly.
  - At the conclusion of the day, the custodial team will empty trash and do *an end of day* cleaning of the building then sanitize all areas used during the day with our approved equipment and sanitizer.
    - Deep clean and disinfect restrooms
    - Garbage, vacuum, dust and clean sinks in classrooms
    - Sweep, spot mop (scrub once a week) halls, buff on a rotating schedule
    - Sanitize all touch points
    - Sanitize/disinfect desks, tables, chairs, counter tops etc. in all classrooms and offices

### Early Pick-Up of Students

- Please email [Marianne.Plumridge@slcschools.org](mailto:Marianne.Plumridge@slcschools.org) or call the front office at 801-584-2940 to inform her of the student's name, the date and time the student will be checked-out, the person who will be checking out the student, any other relevant information.
- On your arrival please pull up to the drop-off lane by the main entrance and come to the front entrance to ring the bell to be let inside to present ID to check out the student.



- If you are picking up your child from the Office for sickness or COVID-19 related symptoms, instructions will be provided upon arrival.

### Entering the School Building

- Each grade level will have their own doors to enter and exit the building.
  - K will enter through their playground doors except for Ms. Rad's class, which will enter in through the 2<sup>nd</sup> grade doors.
  - 1<sup>st</sup> grade will enter through the west doors of the Main Entrance.
  - 2<sup>nd</sup> grade will enter through the northwest doors by the playground.
  - 3<sup>rd</sup> grade will enter through the northern playground doors in the back of the school.
  - 4<sup>th</sup> will enter through the southwest doors by the playground.
  - 5<sup>th</sup> will enter through the east doors of the Main Entrance.
  - 6<sup>th</sup> will enter through the southeast doors by the parking lot.
  - See [Grade Level Entrance Map](#) in the appendix.
  - Markings in the building indicate the direction of travel in the hallways. Traffic flows on the right side of hallway. 'Ride to the Right!' is our motto.
- Students will line up socially distanced at their grade-level entry/exit door.
- Teachers will meet their students at their assigned grade-level door. Then, one class at a time and socially distanced, each teacher will lead their students to the classroom using the assigned stairs as needed.
- Students will not stop at lockers on their way into the classroom. Teachers will have student follow their classroom locker procedures. See [Lockers](#) for more information.

### Events or Field Trips

- Uintah will not hold large in-person events or field trips this year. Any group gatherings greater than a single classroom will be avoided. If a given situation arises where multiple classes need to come together, the meeting will be held virtually over Zoom.
- We will not hold school assemblies in person but will potentially consider continuing whole-school assemblies via Zoom.

### Exiting the School Building/Dismissal

- Students will line up socially distanced in their classrooms.
- One class at a time, teachers will lead their students to their grade level entry/exit door.
- Teachers will remain with the students until all students have exited the building.
- Students may not linger on campus and should not remain more than 10 minutes after school.
- Adequate social distancing is **required at all times**.

### Exposure to COVID-19 at School for Students and Staff

- Exposure is when a person has been less than 6 feet of distance for 15 minutes cumulative in a 24-hour period of someone who has tested positive for having the COVID-19 virus.
  - Mr. Simpson is the Point of Contact for Uintah and will coordinate any cases with our school nurse, Stacey McLean, and the Human Resources (HR) department.
  - Students or staff exposed will need to follow current quarantine guidelines from the Health Department and school nurse. See [Quarantining](#) for more information.
  - Because of privacy laws, personal information will be guarded. Only relevant parties will be informed of any incidences of exposure.

### Faculty Lounge

- Our Faculty Lounge will be closed for the eating of food, but food preparation and storage are still available.

### Hallway Procedures for Whole Class or Individual Movement

- Purposeful Movement is the goal of all movement on campus.
- Maintain maximum reasonable distance when traveling through the hallways. The six-foot rule will be encouraged but may not be feasible in all situations.
- “Frankenstein!” is the phrase to use to with students to have them hold out their arms in front of them to keep them at a distance from their peers.
- At a minimum, students should always have two tiles between them and the student in front of them regardless of size of line.
- Masks must be worn at all times covering the mouth and nose.
- ‘Ride to the Right’ is the expectation. Students and adults should walk on the right side of the hallway.
- Red arrows on the walls in the building indicate the direction of travel.
  - Beginning of Day
    - Students will line up socially distanced at their grade-level entry/exit door.
    - Teachers will meet their students at their assigned grade-level door. Then, one class at a time and socially distanced, each teacher will lead their students to the classroom using the assigned stairs as needed.
  - Going to Recess
    - Students will line up socially distanced in their classrooms.
    - One class at a time, teachers will lead their students to the appropriate door to the student playground.
    - Teachers will remain with students until all students have exited the building.
  - Coming in from Recess
    - Students will line up socially distanced by the appropriate playground door.
    - Teachers will meet their students at the appropriate playground door. Then, one class at a time and socially distanced, each teacher will lead their students to the classroom using the assigned stairs as needed.
  - Going to Lunch and P.E.
    - Students will line up socially distanced in their classrooms.
    - One class at a time, teachers will lead their students to the appropriate room.
    - Teachers will remain with the students until they are seated for lunch or are under the supervision of the P.E. teacher.
  - End of the Day
    - Students will line up socially distanced in their classrooms.
    - One class at a time, teachers will lead their students to their grade level entry/exit door.
    - Teachers will remain with the students until all students have exited the building.

### Hand Washing and Hand Sanitizing

- Students and teachers will wash hands or sanitize hands frequently.
- If students request washing instead of using hand sanitizer, we must honor that as sanitizer can cause cracking and bleeding of hands.
- If soap and water are not readily available, hand sanitizer that contains at least 80% alcohol will be used (for staff and older children who can safely use hand sanitizer).
- Students need to wash (20 seconds, the length of “Happy Birthday” sung twice) or sanitize their hands at the following times:
  - Upon arrival at school
  - Anytime a student enters/exits a new space
  - Major Transitions (to and from specials, etc.)
  - 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

- Uintah will increase instruction and monitoring of student handwashing. Proper hand-washing techniques include the following:
  - Lathering hands with soap
  - Scrubbing between fingers
  - Washing the backside of each hand
  - Scrubbing each wrist
  - Washing underneath fingernails
  - Rinsing with water
- Uintah's Nurse Stacey McLean has offered to come into every class and do a handwashing and safety presentation as needed.
- Every classroom will have bottled hand sanitizer and more will be provided by the office as needed.
- Every classroom will have bottled disinfectant and more will be provided by the office as needed.
- Teachers will determine how best to monitor students as to whether they are properly washing/sanitizing. Teachers will also need to develop a rotating schedule (i.e. during small group time) allowing students to wash and sanitize consistently throughout the day.
- Automatic hand sanitizing stations are found at the main entrance and by the cafeteria entrance.

### Laptops and Student Electronic Devices

- Students laptops should go home at night as much as possible.
  - This will allow them to complete assigned asynchronous work.
  - This will also provide a smooth transition to remote learning if needed.
- Students may bring in their own laptop or tablet for schoolwork if approved by the teacher and parents.
  - Students will connect to the BYOD network to have internet access.
  - Students also may download Microsoft Office products (5 licenses per student).
  - Some programs may not be accessible on student devices.
- We will have a limited number of laptops for students who may forget their device. It may be necessary to have the student contact their home to obtain the device.
- If a student forgets a cord, make use of the cords already in the room to charge computers or have the student contact their home to see if it can be brought to school.
- Teachers will need ensure that student computer items are labeled both from home and from the district.

### Lockers

- If lockers are used, students need to be released to access them in staggered time frames (Odds, evens, different shapes on lockers, etc.).
- Lockers would need to have some type of 'marking' indicating they are being used so custodial staff knows to sanitize them.
- Items are to be taken home each day to allow for sanitizing and transition to remote learning if the need should arise.
- Students should only bring necessary items to school. This may include:
  - Jackets
  - Lunchboxes
  - Backpacks (only containing necessary items used for school)
  - Computer and charging cord
  - Water bottle
- Excessive winter clothing or multiple changes of footwear should be left at home.
- Locker décor (magnets, mirrors, white boards, etc.) should be left at home.

### Masks and Face Coverings

- (CDC Guidance on face coverings) A face covering means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. The CDC recommends that people wear a cloth face covering to cover their nose and mouth

in the community setting. This is to protect people around you if you are infected but do not have symptoms.

- Students and adults are expected to bring their own mask to school.
- Masks will be worn at all times in all places while on campus.
  - Exceptions are only for eating in the cafeteria and taking a quick drink.
- Masks must cover the full mouth and nose.
- The school has a limited number of masks to give to adults or students who forget theirs.
- When a student fails to bring a mask to school, they will be provided one, but parents will be notified. After three parent contacts, a parent meeting or home visit will occur.
- If a student refuses to wear a mask, an adult will use a precision request to ask the student to put it on and leave it on. If a student continues non-compliance after a complete round of requests has occurred, the student will be sent to the office. A parent phone call will take place with the understanding that the student will be asked to attend remotely if behavior continues.
- Face shields are available for any employee that would like to use one. A mask must still be worn with the face shield.

### Plexiglass Barriers

- Plexiglas barriers will be used in the classroom at a teacher's discretion.
- Teachers will have one of the larger barriers to use during small-group time.

### Quarantining

- Uintah follows the most current quarantining guidelines from the State Health Department, local Health Department, and the school district.
- Adults should quarantine for up to 14 days if they were exposed to COVID-19. Exposure means that you were in close contact with someone who has COVID-19 while that person was infectious, which is up to 2 days before the person has symptoms.
- Close contact means:
  - You were closer than 6 feet from someone who has the virus for a cumulative total of 15 minutes or longer in a 24-hour period with or without a mask.
  - You cared for someone at home who is sick with COVID-19.
  - You had direct physical contact with the person who has COVID-19 (hugged or kissed them).
  - You shared eating or drinking utensils with the person who has COVID-19.
  - The person who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.
- Schools and students have special rules for quarantining from the State Health Department.
  - Students, teachers, or employees who were exposed to someone with COVID-19 at school do not have to quarantine from school if:
    - The school can verify that both people were wearing face masks (the person who was exposed and the person who tested positive) as defined by [state public health order](#), and
    - The person who was exposed does not have any symptoms of COVID-19.
  - Exposed students and staff should still quarantine from the community during this time for a minimum of 10 days but may continue to attend school as long as they have no symptoms.
  - If at any time during 14 days after their exposure a student, teacher, or employee develops symptoms of COVID-19, he or she should isolate and get tested right away.
  - If the person does not have symptoms, he or she should wait 7 days after they were exposed to get tested.
  - For a student or staff member to end all quarantine measures before the mandatory 10 days, they must have a negative COVID test administered at least 7 days after the initial exposure.
- Generally, a quarantine may end if:
  - On day 10 after the exposure the person still has no symptoms.
  - On day 7 after the exposure the person has no symptoms and gets a negative COVID-19 test result.

### Recess and Playground Usage

- Outdoor Recess
  - Recesses will be staggered so that only one grade level is on the playground at a time.

- When going to recess, students will line up socially distanced in their classrooms.
  - One class at a time, teachers will lead their students to the appropriate door to the student playground.
  - Teachers will remain with students until all students have exited the building.
- Physical distancing and mask wearing are required in all outdoor spaces.
- Students will wash their hands before and after recess.
- The adult on recess duty will use the large sprayer to sanitize the large playground equipment at the end of each recess.
- Playground equipment will be centralized so that classrooms do not need their own equipment.
- Each set of playground equipment such as balls, jump ropes, hoops, etc. will be cleaned and disinfected after use.
- Running or walking the playground with social distance is always an option.
- When recess is over, students will line up socially distanced by the appropriate playground door.
  - Teachers will meet their students at the appropriate playground door.
  - Then, one class at a time and socially distanced, each teacher will lead their students to the classroom using the assigned stairs as needed.
- Indoor Recess
  - Students will remain at their desks during indoor recess.
  - Masks will remain on.
  - Students may take a break, play a quiet game individually or engage individually in some other activity hosted or assigned by the teacher.

### Restrooms

- Up to three students may be in the restroom at a time.
- Only one boy and one girl at a time from each class will be allowed to use the restroom.
- No physical hall passes will be used this year.
- Urgent restroom needs will always be cheerfully accommodated; this may include inopportune times such as instruction times to reduce mass usage of restrooms during traditionally high-traffic times.
- Students will check to see how many other students are currently in the restroom and wait outside as needed.
- Signs on the wall outside the restroom will indicate appropriate socially distanced places to wait until a student can enter the restroom.
- Students should socially distance inside the restroom by using every other stall and every other sink.
- Masks are to stay on in the restroom.
- All students and adults must wash hands after bathroom use.
- Teachers may choose to give younger students a squirt of sanitizer when they come back.
- When restrooms are being cleaned, students will be unable to use them. This will occur at times dictated by custodial schedule that is shared with staff.

### School Nurse Contact Information

- Stacey Jo McLean, BSN, RN, NCSN, Salt Lake City School District Nurse
  - Contact Information: Office: (801) 481-7302, Fax: (801) 481-4884 [stacey.mclean@slcschools.org](mailto:stacey.mclean@slcschools.org)

### Shared Belongings or Items

- All students should have their own individual set of items needed for each activity during the school day.
- Students may not share any belongings including classroom supplies.
- Students may not share food of any kind.
- Students may not bring treats for birthdays to share.

### Social Distancing

- Our ever-pervasive goal is to achieve and maintain six feet whenever possible.

- Classroom seating will be organized to maximize social distancing.
- Students will face the same direction.
- Students will have assigned seats in all locations for potential contact tracing.
- Students will be expected to physically distance when on campus.
- Hallways will be clearly marked for distancing and directional travel.
- Restroom usage will be staggered to maintain small numbers in the restroom.
- Outdoor spaces for instruction or activities, when feasible, may be utilized. Social distancing will be maintained, and masks will continue to be worn.
- Locker usage will be staggered to maintain social distancing.

### Specials (Art, Drama, Library, etc.)

- Library – The librarian will work with classes either in-person, synchronously, or asynchronously depending on what the grade level has discussed with her.
  - If grade levels wish to make use of the library computers, they will need to arrange this with the librarian.
- P.E. – P.E. will take place outside whenever possible; otherwise, it will be taught in the gym. Students will continue to wear masks and maintain social distancing wherever they are in the gym.
- Art – The Art teacher will either provide art in the classroom or in her classroom depending on the grade level.
- Some of the Specials classes may continue to occur asynchronously via remote delivery. Drama and Music will be offered asynchronously and remotely. Sixth grade will still receive one 45 min. period of synchronous learning, but it will be remotely to start.

### Students or Adults Manifesting Symptoms at School

- **Students or staff who are symptomatic should not come to school.**
- Uintah has a dedicated COVID-19 Isolation Room where students who feel ill with COVID-19 symptoms will stay until they are able to go home.
- Uintah also has a separate Health Room for students who have other health issues not related to COVID-19.
- Uintah has a COVID-19 team made of staff who have been trained to safely work with symptomatic students.
- Student Procedures:
  - Staff will safely and respectfully monitor for any observable symptoms of any kind of sickness in students such as a fever, a cough, or shortness of breath, etc.
  - Staff will observe all applicable privacy laws and regulations in doing so.
  - Schools will continually remind students to self-monitor for COVID-19 symptoms.
  - If a student complains of being sick or begins exhibiting any COVID-19 symptoms after arriving at school:
    - School personnel will follow the checklist on the Uintah Health Form to document symptoms and determine if the student needs to go to the office.
    - If a student has any COVID-19 symptoms, he/she is automatically sent to the office.
    - Office staff use the COVID-19 Symptoms If/Then Flow Chart and the student's symptoms to determine if the student is to go to the Health Room or COVID-19 Isolation Room. See the [COVID-19 Symptoms If/Then Flow Chart](#) in the Appendix.
    - If a student is to go to the COVID-19 Isolation Room, a member of the COVID-19 team takes over working with the student until he/she is picked up from the building.
    - The School Nurse will be utilized as needed to support the decision-making process.
- Staff Procedures:
  - A staff member who becomes symptomatic at school will immediately inform Mr. Simpson.
  - The two will work together with any other needed school personnel to arrange for the staff member's duties to be covered so that the staff member may leave the building as soon as possible.



### Substitute Teacher Procedures

- SLCSd has a substitute notification system that teachers will use in the event of a teacher absence. An in-house substitute rotation list will also be established to provide substitute coverage in the event that a SLCSd substitute is not available. Paraprofessionals will also help with in-person students.

### Symptoms of COVID-19

- Fever
- Cough
- Difficulty Breathing
- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Sore throat
- Congestion
- Nausea/vomiting
- Diarrhea

### Tardy or Late Student Arrival Procedures

- If parents know that a child will be arriving late, they need to email [Marianne.Plumridge@slcschools.org](mailto:Marianne.Plumridge@slcschools.org) the student's name and the date and time the student will potentially be checked-in.
- When arriving, please pull up to the drop-off lane by the main entrance to drop off your child.
- Have your student ring the bell to gain access to the building. Please watch your student until they have entered the building. You will not be allowed to enter the building with the child.
- Students will then proceed to the Computer Check-in Station located in the foyer by the front office to sign in before heading to class.

### Teacher Work Rooms

- Teacher work rooms can only have two people in them at a time. We highly encourage you to use remote printing and pick up your job when it's finished.
- If you use a general piece of equipment, spray a paper towel or rag and wipe down the area before leaving. These items will be available in the room.
- If possible, bring your own pen, pencil, pair of scissors, etc. to use while in the room.

### Temperature Checks

- We **are not** doing temperature checks when students or staff enter the building.
- We will encourage families to conduct regular morning symptom checks of their students, so that these kids stay at home.
- If a student manifests or complains of COVID-19 symptoms and is sent to the office, we will check their temperature.

### Visitors

- Most adult meetings with teachers and staff will be conducted on Zoom to minimize the need to visit the school and classrooms.
- Volunteers will only be allowed on a high-needs basis agreed upon by a classroom teacher and the administration.
- All adult movement in the building will be documented for contact tracing purposes.
- Only essential visitors (defined as any person who is directly involved in the educational process of the school or has official school duties/business) will be allowed into the school building. All essential visitors must:
  - Wear a face mask
  - Provide a photo ID
  - Sign in at the school office

- Wear a badge/ID lanyard for all employees to see
- Meet/work only in spaces identified upon check-in
- Sign out at the office when the business is concluded
- Leave the building and grounds quickly after completing their business.

#### Water Bottles

- Students should bring a water bottle, or one will be provided for them - one time only. Otherwise, a cup will be given to a student by the teacher to get a drink.
- Water bottles:
  - Should be clearly labeled with a student's name and kept at the student's desk.
  - Should be filled once a day at home and brought full.
  - Can be filled in the classroom sink.
- Drinking fountains have been disabled throughout the building in the hallways and the classrooms.
- Sink faucets are still usable for handwashing and filling of water bottles.
- The main water bottle filling station on the first floor by the 1<sup>st</sup> grade classrooms is still functioning and accessible to all.

## Appendix

### Uintah Slogans and Reminders

# Uintah Slogans/Reminders

\*Mask-Wearing - "Mask Up"

\*Social Distancing

Hallways/Lining Up - "Frankenstein"

"Ride to the Right"

Playground - "Space Out"

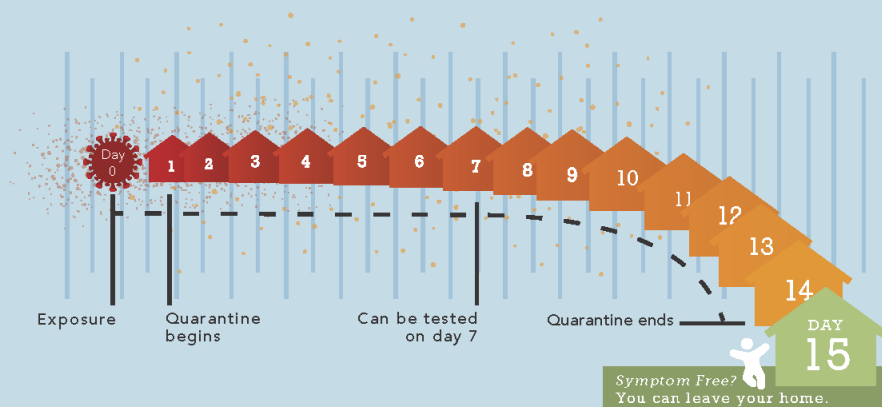
\*Hand Washing/Sanitizing - "Wash 'Em"

## Checklist for COVID-19 Exposures

Checklist for COVID-19 Exposures at Salt Lake City School or District Locations	
Point of Contact (POC) Responsibilities:	
When there has been a reported case of Symptoms OR COVID-19 at school or district locations, the POC will CONFIDENTIALLY email the school nurse and/or HRS the following information:	
<ol style="list-style-type: none"> <li>1. School or location name/ Address</li> <li>2. Grade or work group exposed</li> <li>3. Name of the individual experiencing the Covid-19 incident</li> <li>4. Last date attended school or work</li> <li>5. Names of any employees having worked in the vicinity of the individual 48 hours up to onset of symptoms or self-report of test result</li> </ol>	
<b>For Students:</b> <ul style="list-style-type: none"> <li>• List the following information from PowerSchool for all students that <b>were closer than 6 ft. for 15 minutes or longer (continuous or intermittently during the course of 1 day):</b> <ul style="list-style-type: none"> <li>○ Student name/DOB</li> <li>○ Address</li> <li>○ Parent name/phone numbers</li> <li>○ Language spoken at home (found in PowerSchool)</li> <li>○ Put a * next to any student's name that has any of the medical conditions listed below (found in PowerSchool). <b>Do not identify the health condition in email</b></li> </ul> </li> </ul>	
<b>For Employees:</b> <ul style="list-style-type: none"> <li>• Please entitle all email communications as "<b>Urgent confidential communication</b>"</li> <li>• Email <a href="mailto:michelle.hathaway@slcschools.org">michelle.hathaway@slcschools.org</a> AND <a href="mailto:kari.gardner@slcschools.org">kari.gardner@slcschools.org</a></li> <li>• Please include the phone number if available</li> </ul>	
<b>People with the following conditions are at increased risk for severe illness from COVID-19:</b> <ul style="list-style-type: none"> <li>• Cancer, Chronic kidney disease</li> <li>• Organ transplant</li> <li>• Obesity (body mass index [BMI] of 30 or higher)</li> <li>• Heart conditions, such as heart failure, coronary artery disease</li> <li>• Sickle cell disease</li> <li>• Type 2 diabetes</li> </ul>	<ul style="list-style-type: none"> <li>• Asthma (moderate to severe)</li> <li>• Cerebrovascular disease</li> <li>• Cystic fibrosis</li> <li>• Immunocompromised medical conditions, such as: HIV/ AIDS</li> <li>• Use of corticosteroids/ immune suppressants</li> <li>• High blood pressure</li> <li>• Liver disease</li> <li>• Neurologic conditions such as history of seizures</li> <li>• Pregnancy</li> <li>• Pulmonary fibrosis</li> <li>• Thalassemia</li> <li>• Type 1 diabetes</li> </ul>
The School Nurse and HRS contact will coordinate with the Salt Lake County Health department on appropriate actions and return to school or work.	

# Guidelines for Quarantine

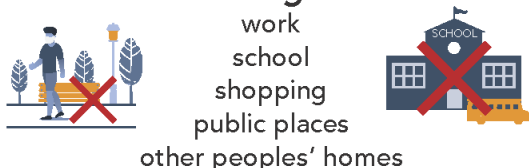
If you've been exposed to COVID, you should quarantine at home for 14 days since the exposure



**Receiving a negative test result** does not mean you can leave quarantine before 14 days—you may have been tested early in the incubation period and could still become symptomatic within the 14 days.

Stay home. Quarantine at home means that you do not leave home for any reason except essential medical care.

## Do not go to:



other peoples' homes

**Do not have visitors to your home**



**You can return to school early, if you choose, if ALL of the following apply:**

1. The school verifies that you AND the person who exposed you were both wearing a face covering at all times.
2. You do not have symptoms of COVID-19.
3. You have a negative COVID-19 test result from a test taken **at least 7 days after the exposure**. It must be a PCR or antigen test, not an antibody test.

## Household Exposure

If your exposure to the person with COVID is ongoing, such as if the person with COVID is a member of your household, your 14-day quarantine period begins after your household member is no longer considered contagious.

This is usually 10 days after the infected person first had symptoms (or received a positive test if they had no symptoms)

-AND-

At least 24 hours after they no longer have a fever without the aid of fever-reducing medication.

### Separate exposed household members



If you can limit your exposure to the infected person, such as by isolating them to a separate bathroom and part of the home, your quarantine period can begin the day after you last had contact with them.



You may be tested because of this exposure even if you don't have symptoms, but it is best to be tested 3–5 days after the exposure occurred.

## Get tested if you have:

### One or more of these symptoms:

cough  
shortness of breath  
difficulty breathing  
fever of 100.4° F or higher  
new loss of taste or smell  
chills

-OR-

### Two or more of these symptoms:

headache  
muscle pain  
sore throat  
congestion or runny nose  
nausea or vomiting  
diarrhea

If you develop any of these symptoms, find a COVID-19 testing site near you by visiting [coronavirus.utah.gov](https://coronavirus.utah.gov). Remain isolated while waiting for your test results. If you have symptoms and choose to not be tested, you must isolate for 10 days from when symptoms began or 24 hours after fever ends, whichever is longer.




## State and County COVID-19 Resources

## ➤ State Resources

- [https://coronavirus-download.utah.gov/School/COVID-19-19\\_School\\_Manual\\_FINAL.pdf](https://coronavirus-download.utah.gov/School/COVID-19-19_School_Manual_FINAL.pdf)

## ➤ County Health Department Resources

- <https://slco.org/health/COVID-19-19/>
- <https://coronavirus.utah.gov/utah-COVID-19-19-testing-locations/>




**SALT LAKE CITY**  
SCHOOL DISTRICT  
*Your Best Choice*


Call (801) 578-8599  
for an appointment.

## COVID-19 Guidelines


Please follow these guidelines to prevent potential spread of COVID-19




Check in with the front desk, and use hand sanitizer when you come in.




Wear a face mask at all times. (If you do not have one, we can provide one.)




Practice social distancing; keep at least 6 feet of space between yourself and others. No handshakes.



Follow proper cough etiquette (cough into your elbow, cover your mouth with a tissue when coughing).




Wash your hands with soap & water or use hand sanitizer often + after touching things other people touch.



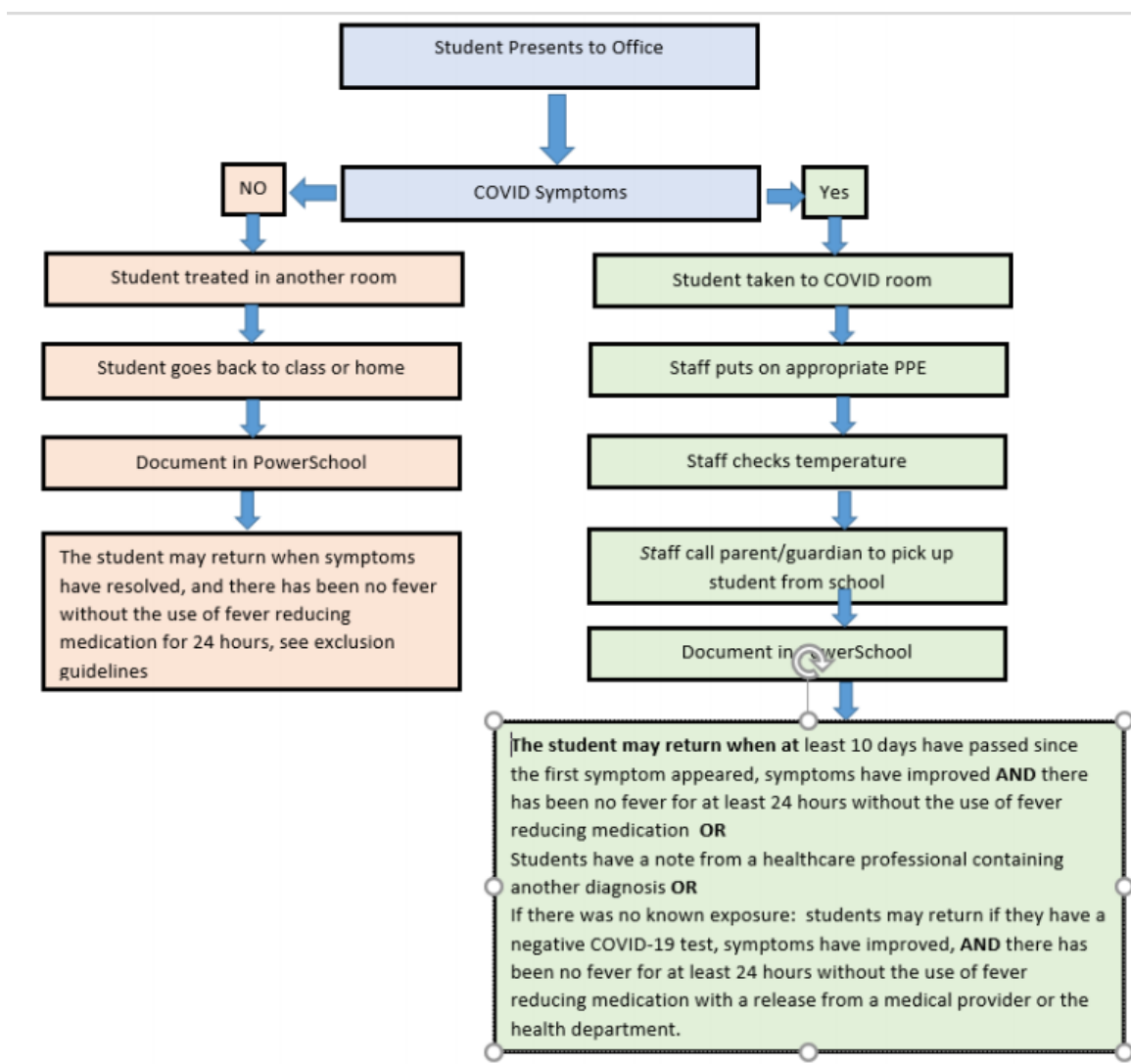
Avoid touching your eyes, nose, and mouth.

### DO NOT visit if:

- You have symptoms consistent with COVID-19.
- You, or someone in your household, are waiting for results from a COVID-19 test.
- You, or someone in your household, have tested positive for COVID-19 and have not yet been cleared by a doctor.



## COVID-19 Symptoms IF/THEN Flow Chart



## COVID-19 Parent Symptom Guide

- **Should your student come to school today?**
  - Children who are sick should not go to school.
- **Parents are being asked to check their students for symptoms of COVID-19 every day before sending their student to school.** This quick assessment can help parents determine if their student should attend school or stay home and follow up with a healthcare professional.

Symptoms	
Does your child have any of these symptoms?	
<ul style="list-style-type: none"> <li>• Fever or temperature of 100.4° F (38° C) or higher. If you do not have a thermometer, check your child's skin to see if it feels warm or is red, or ask if they have chills or are sweaty.</li> <li>• Cough – If your child normally has a cough because of allergies or asthma, is this cough different than normal?</li> <li>• Shortness of breath</li> <li>• Muscle aches or pains not explained by exercise or activity</li> <li>• Decrease in sense of smell or taste</li> <li>• New runny nose</li> <li>• Sore throat</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	
Yes, my child has at least one of those symptoms	No, my child is sick, but does not have any of the symptoms listed above.
<p>Your child should isolate at home, and not go to school until they have seen a healthcare provider.</p> <p>Your child may need to get tested for COVID-19.</p> <p><b>Students may return to school when:</b></p> <ul style="list-style-type: none"> <li>• At least 10 days has passed since the first symptom appeared, symptoms have improved, and there has been no fever for at least 24 hours without the use of fever reducing medication. OR</li> <li>• Students have a note from a healthcare professional containing another diagnosis. OR</li> <li>• Students have a negative COVID-19 test.</li> </ul>	<p>Keep children home until they have been symptom free for 24 hours.</p> <p>See a doctor right away, if your child does not seem to be getting better or is getting worse.</p> <p><b>Salt Lake County Health Department COVID-19 information.</b>  <a href="https://slco.org/health/COVID-19-19/">https://slco.org/health/COVID-19-19/</a>  <a href="https://coronavirus.utah.gov/utah-COVID-19-19-testing-locations/">https://coronavirus.utah.gov/utah-COVID-19-19-testing-locations/</a></p> <p><b>Community Learning Centers with IHC Clinics</b>  <a href="https://www.slcschools.org/schools/community-learning-centers/">https://www.slcschools.org/schools/community-learning-centers/</a></p>

**HEALTH SERVICES**

440 East 100 South  
Salt Lake City, Utah 84111  
801.578.8684

Date: \_\_\_\_\_

Dear Parent/Guardian of: \_\_\_\_\_

Your student was seen in the office today with the following symptom(s):

- ☐ Cough (unrelated to known asthma, or different than normal)
- ☐ Shortness of breath
- ☐ Fever of 100.4F or higher: \_\_\_\_\_
- ☐ Chills, shivering
- ☐ Sore Throat
- ☐ New loss of smell or taste
- ☐ Gastrointestinal symptoms
  - ☐ Nausea
  - ☐ Vomiting
  - ☐ Diarrhea
- ☐ Fatigue
- ☐ Muscle or Body aches not related to exercise
- ☐ New congestion or runny nose (not related to known allergies)
- ☐ Other (specify): \_\_\_\_\_

Your student may return to school when:

At least 10 days has passed since the first symptom appeared, symptoms have improved, and there has been no fever for at least 24 hours without the use of fever reducing medication **OR**

- Students have a note from a healthcare professional containing another diagnosis **OR**
- **If there was no known exposure to an individual confirmed positive for COVID-19**, students may return if they have a negative COVID-19 test, symptoms have improved, AND there has been no fever for at least 24 hours without the use of fever reducing medication with a release from a medical provider or the health department.

Contact your school nurse if you have questions.

Nurse Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Salt Lake County Health Department COVID-19 information.**
<https://slco.org/health/COVID-19/>
<https://coronavirus.utah.gov/utah-covid-19-testing-locations/>
**Community Learning Centers with IHC Clinics**
<https://www.slcschools.org/schools/community-learning-centers/>

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Grade Level Entrances Map

