

UPDATED AUGUST 19, 2020

Westland Family,

We are so excited to welcome students back to school! As you are aware, school will resume for grades 2-6 on Tuesday, August 25th. First grade will have an orientation day on August 25th and begin their regular classes on Wednesday, August 26th. Kindergarten testing will take place by appointment August 25th through September 1st, and kindergarten classes will begin on Wednesday, September 2nd.

In this letter, I would like to address the plans we have to keep our students healthy and safe as we return to school.

SCHOOL SCHEDULE

Monday – Thursday:

- 8:20 - 2:55 Grades 1-6 (first bell at 8:15)
- 8:20 - 11:00 AM Kindergarten (first bell at 8:15)
- 12:15 – 2:55 PM Kindergarten

Friday:

- Each student will have a meaningful learning activity every Friday.
- The focus will be providing extra support or extension of learning as needed.
- The Friday student work block will be from 9:30 to 12:00.
- Students may:
 - be assigned activities to complete at home.
 - have virtual meetings with their teacher.
 - be assigned to come to school to work with their teacher as part of a small group.
- Only students whose teachers have invited them to in-person learning sessions will be at school on Fridays.
- Lunch will be provided to in-person and online learners each Friday at 12:00. A grab and go breakfast will also be available for students to take with them. **All students not receiving free and reduced lunch will be charged for cafeteria meals.**

BEFORE COMING TO SCHOOL

Each morning before coming to school, parents are asked to conduct temperature and symptom checks. Parents should watch for the following with each child: feeling ill, a temperature of 100.4 or higher (if you do not have a thermometer, check to see if your child is red and feels hot to the touch), cough, shortness of breath/difficulty breathing, chills, fatigue, muscle or body aches, congestion/runny nose, sore throat, headache, loss of taste or smell, nausea or vomiting, diarrhea.

- Use the Health Self-Checklist provided in the [Jordan District Reopening Plan](#) (pg 27).
- If children feel sick or have any of these symptoms, please keep them home.

- Your children will be given the opportunity to make up missed work after they have recovered from being ill. This can be done in a variety of ways. Teachers may send work home, set up virtual conferences, record lessons, offer online modules that can be done at home, etc.
- Please notify the school at 801-565-7508 if your student receives or has been in contact with someone who receives a positive COVID-19 test result. This information will be kept confidential.
- **Face coverings are required at school. Students need to bring one to school each day.**
- **PER GOVERNOR HEARBERT'S UPDATED MANDATE, IF YOUR STUDENT WEARS A FACE SHIELD AT SCHOOL, A MASK MUST ALSO BE WORN.**
- Reasonable accommodations will be offered for students who are unable to wear face coverings in settings where it is required for other students. Exceptions are outlined in the appendix of the [Jordan District Reopening Plan](#).
- Staff will review all current Individual Healthcare Plans and Individualized Education Plans (IEP) for accommodating students with special healthcare needs and update their care plans as needed. Accommodations using PPE and social distancing measures will be made when working with students who are unable to wear face coverings.

PLANS FOR THE OFFICE

Masks:

- **Face coverings are required at school. *It is important that your student brings a face mask to school each day.***
- If a student does not have a mask, he/she will be asked to report to the office and will be given one. These supplies are limited. Please be sure your student brings a face mask to school.

Traffic Flow:

- All visitors to the school will now be required to ring a bell for entrance to the office.
- Those granted entrance will come through the office through the east door to sign in. They will then exit the office through the west door for access to classrooms, gymnasium, cafeteria, etc. as needed.
- Parent access to the building will be limited. If parents request to see their student, the student will come to the office for the meeting.

Checking In/Out:

- Parents are urged to call the office 10-15 minutes before checking a student out of school early. As always, you will need to show ID to check your student out. The office staff will check the student out in our student system.
- Students will NOT walk out of the school unattended. Parents can walk into the waiting area to pick them up.
- If parents request students walk out of the school to meet them, a staff member will accompany them to their parent's car.
- Students checking in late will come with a parent. Parents will ring the bell for entrance and the office staff will sign the student in. If you have a note to excuse your student's absence or tardy, please make sure the student has it with them when they check in.

- Shared late passes will not be allowed. Late tickets will be issued to the students with a time written on them. The tickets will be discarded by the teacher when the student enters the classroom.

Visitors/Volunteers:

- Visitors and volunteers will be very limited. If a volunteer is granted access to a classroom their temperature will be checked, they must wash their hands before entering and a mask must be worn.

Office Passes:

- Shared office passes will not be issued. If a teacher deems it necessary for a student to go to the office, an office ticket (yellow) with the time written on it and the teacher's initials will be given to the student.
- Students should use the classroom telephone to call parents regarding homework, library books, lunches, backpacks, etc. Telephones will be sanitized between uses.

Illness:

- Students who feel ill or exhibit any COVID-19 symptoms should not be sent to school.
- If a student is feeling ill during class, the teacher will issue an office ticket for the student to come to the sick room.
- The minor injury room will be in the main office behind the counter where a sink, restroom and cots are accessible.
- The COVID-19 symptom room will be across the hall where the office staff will evaluate (using a COVID-19 symptom checklist). If the student exhibits any symptom of the virus the office staff will contact the parent to pick up the child. If the student does not exhibit symptoms the child will be sent to the minor injury sick room in the office. ALL HIPPA PROTOCOLS WILL BE USED TO PROTECT THE PRIVACY OF STUDENTS AND FAMILIES.
- The office staff will then call the parent to pick up the student. Students will NOT be allowed to use a shared phone in the office to call parents. The office staff will use their own extensions to call parents when necessary.

PLANS FOR THE CLASSROOM

- Personal protection equipment has been purchased for each classroom. This includes face shields for teachers, plexiglass shields, and masks for students.
- In the classroom, desks will be placed as far apart as possible and will all be facing the same direction.
- Each teacher will keep a seating chart to assist with contact tracing.
- Routines for handwashing and sanitizing will be established.
- Routines for minimizing congestion, especially when entering and leaving the classroom, will be established.

- Students who are symptomatic for COVID 19 will be removed from the classroom and wait in a quarantine room until a parent/guardian can pick them up.

PLANS FOR ROTATIONS

Students will still have the opportunity to participate weekly in PE, computer, and library activities. Music classes will be held every other week.

- In the media center, students will be able to check out books. When books are checked in, they will go into a 72-hour “quarantine” before being put back on the shelves. Masks will be worn.
- For computer rotation, students will remain in their classrooms and work on their individual, school-assigned devices. Masks will be worn.
- In PE, minimal-contact activities will be planned. Any equipment used will be sanitized between classes. Masks will not be worn during PE. Students will wash hands after PE.
- For music, students will stay in their classroom and our music specialist will conduct her activities there. Students may remove their masks as needed for these activities, but they will be worn as often as possible.

PLANS FOR SPECIAL EDUCATION CLASSROOMS

- Plexiglass shields and sanitizing protocols will be used for small group instruction with school psychologist and speech pathologist.
- Students will receive academic support from a special education teacher or paraprofessional in their regular classrooms to the extent possible.
- The resource room has been designed to maximize social distancing.
- Masks will be worn and other PPE used as students work with special education personnel individually or in small groups.

PLANS FOR HALLWAYS

- Protocols to support social distancing will be established for students lining up outside and entering/exiting the building.
- Rotations will continue in the gym for PE, students will use the same route to the gym that they use for lunch walking in a single line, facing the same direction escorted by teacher or aide. The same method will apply to the library/media center. Computer rotations will be push-ins to classrooms, so no travel through the hallways will be necessary.
- Teachers will release students from class at time intervals for lunch, rotations, etc. to ensure no more than one or two classes are in the hallway at a time.
- Custodian and night sweepers will sanitize high touch areas daily, such as doorknobs, handrails, light switches, water fountains etc.

PLANS FOR CAFETERIA

- The lunch schedule has been modified to maximize social distancing.
- Only two grade levels will be in the cafeteria at any given time.
- Classes will be assigned tables and tables will be sanitized between uses.
- Traffic flow areas to reduce students being bunched together will be clearly marked.

- Lunches will be packaged to minimize contact.
- Lunch cards will be scanned with a touchless system.
- Handwashing routines will be established before and after lunch.

PLANS FOR RESTROOMS

- Signs will be placed in all restrooms by each sink and stall with proper hand washing protocols.
- Students must wear face coverings when using the restroom.
- Restrooms will be cleaned and disinfected mid-morning, after lunch, and deep cleaned at the end of each day including mopping and disinfecting floors.
- Teachers will teach proper hand washing protocols, remind students to wash hands, and allow students to wash their hands frequently.

PLANS FOR RECESS/PLAYGROUND

Recess:

- Recess will have no more than two grades on the playground, grass area or asphalt area at a time to minimize the number of students outside.
- Students will be encouraged to social distance while at recess.
- Playground equipment will be sanitized daily using a disinfectant fogger.
- Students will be allowed to wash their hands before returning to class after recess.
- Students will line up at the grade doors outside in a single file line facing forward starting six feet back from the building.
- Students will be encouraged to distance themselves while waiting for entrance to the building.

Handwashing:

- Students will wash their hands before going to lunch, before and after each recess, after rotation activities, after class group activities, and anytime a teacher or student deems it necessary.

I hope this information is useful to you. Please call the office at 801-565-7508 if you have any questions or concerns not addressed here. Westland teachers and staff are so happy to welcome everyone back. We are looking forward to the 2020-2021 school year!

Sincerely,

Laurie Goodsell
Principal
Westland Elementary School