

Park City Schools Handbook on COVID19 (updated 3/19/21)

Please remember this is an ever changing document. If you have questions at any time, ask.

Classrooms

Classrooms will need to be set up in rows if you have desks. You will be required to have seating assignments for the purposes of contact tracing. Try to spread them apart as much as you can. If you have tables try to set up as much spacing between students as possible. If your numbers are too large for grouping to work with the 6 foot social distancing, get as much spacing as you can. We have tri-fold dividers available for you to use. These are like study carols. You will need to work with your students to make sure they clean their desk/chair after each period. Elementary would be before recess or lunch. Also make sure you are cleaning common touched areas throughout the day. Students need to be using their own school supplies without sharing. Students can still use bathroom facilities and as you have in the past, limit the number of students in the bathrooms at any given time. Make sure students and teachers are washing their hands throughout the day with either soap and water or hand sanitizer. It also helps to keep windows open during classes to allow the movement of fresh air. Some rooms have air purification systems. These can be noisy, so it is recommended to run them at the highest speed tolerable for noise.

Seating Chart

Please keep an electronic record of your seating chart that you can access easily. The contact tracing doesn't always happen during a school day-you may get a Sunday call for your seating chart. It would be helpful if students in the same grade had the same or very similar seating chart as they change rooms. It is more difficult to do this in the high school, but should work ok in junior high. Remember, straight rows are best. If you are using tables, try to keep as much spacing as possible between students. PLEASE DO NOT ALLOW YOUR STUDENTS TO LEAVE THEIR SEATS BEFORE THE BELL AND BUNCH UP IN THE ROOM.

Cleaning

We should be at normal force with night cleaners. We are asking teachers to periodically spray their desks/commonly touched surfaces and wipe them down throughout the day. Let the spray sit on the surfaces for a couple minutes. When

replacements are needed, ask the custodians or leave a quick note for them. We are currently using 3M HB Quat Disinfectant Cleaner Concentrate 25A-spray bottles are prepared by our custodial staff. To be completely effective, spray surfaces and let sit for 10 minutes before wiping. The 10 minute procedure is done during night cleaning and throughout the day as time permits. We will soon be switching to the 3M Disinfectant Cleaner RCT Concentrate 40A, which will drop effective time to 3 minutes. Staff will be notified about this change.

Computers

You can wipe computers down by spraying a cloth and wiping it off. We don't want to wet the chromebook down with heavy spray. If you can limit the students who work with a specific chromebook, that would be helpful. For instance, if you only have student a, b, and z work with computer 1, it narrows down the contact tracing. Chromebooks may be checked out to students who go remote or during a school wide shutdown. There are sign out procedures at the high school office.

Masks

Masks are optional as of 3/15.21. The district reserves the right to move back to requiring masks as necessary. As Safety is one of the key tenets of providing a good educational environment, masks will be required. Students or staff who have a doctor's note to not wear a mask will be provided a 504 and likely asked to take advantage of our Opt Out option. Teachers can take masks down when lecturing as well as students who may be in front of the class presenting as long as they can maintain the 3 feet distancing rule, otherwise masks must be worn. We have lots of masks and we do have some face shields available. We realize students need a break at different times of the day. If you can socially distance 3 feet and have the study carols, students can take quick mask breaks, but it helps if not all at once. Or you can do a quick walk around the school for a mask break, keeping socially distant.

Remote Learning with Google Classroom

We have provided the wide angle lenses and microphones for the distance learning. Teachers need to make sure students are participating synchronously with the class. When teaching live with the student at the secondary level, please require that the student have the camera on from their end to ensure they are participating. Don't try to have them live for the entire 50 minutes of the class. Even Mr. Rogers was less than 30 minutes.

Meals

We will have our elementary students eat lunch in their classrooms. If you are eating in the classroom and can't socially distance students 6 feet, try to use the study carol cardboard or clear plastic dividers when they come in. Grades 6-12 lunch will depend on what time they eat. We can use the cafeteria for smaller numbers. Other students will eat in the hall, classrooms, or outside. Breakfast will all be served in classrooms. Teachers will email the kitchen the previous afternoon with breakfast counts and first thing in the morning with accurate lunch counts. Teachers who eat with students in their classroom and want a school lunch, will have lunch provided. On the same note, if the teacher eats school lunch in the cafeteria with students, we will provide their lunch. The meals are free for students for the remainder of the school year. Grades 7 & 8 will have advisory/study session during the first half of lunch and then can get their lunch to eat in their advisory classrooms after that. High school students continue to have study session and then Advisory on Wednesdays. Otherwise lunch is open campus. High School students who do eat school lunch may eat in the cafeteria during the first half of lunch, otherwise they will eat in classrooms or the hall.

Morning Drop Off

The bus will drop off all students at the north side of the school. Students K-6 will go to the gate on the west side of the school to enter the playground. Grades K-3 will then go to the south door of the school. Grades 4-6 will go to their respective Modular classrooms. Grades 7-12 will enter the north door. The doors open at 7:45 AM. Students will have their temperatures taken in the morning. If they have a fever or are showing other symptoms, we ask that they stay home and the parents contact the school. If they are at school and are showing symptoms, the school nurse will contact parents to come pick the student(s) up.

Recesses/PE

Elementary recess will be determined by your building principal-Mrs. Beil. This could very well be on a variable schedule. The ability of the students to get their exercise will be very important during this whole situation.

PE will need to be outside as much as possible. When exercising, the students will not be required to wear their masks. When there is bad weather, it will be easier for elementary to be in the gym than it will for the older grades. We don't have the ability to break those groups up. Social distancing those grades will be very difficult in the gym. Options include half spreading out in bleachers to do something while half is on the floor, and then rotating during the period. When students are not participating/exercising, they need to be wearing their masks or social distanced six feet apart.

MOA

The union, administration, and Board may revisit the Memorandum of Agreement as mutually agreed upon if there are state or federal changes to the normal operations of schools.

Parent Meetings/IEP's

Any parent meeting will need to be scheduled. It is best if you can hold the meeting over the phone, but that is not always the best scenario. So it is very important to have a good line of communication with parents of students who are struggling, as well as your other parents. IEP's will be held in person. We will work out specifics on how and where we will hold those meetings.

Remote Situations

- If there is a breakout of COVID the Superintendent will have discussions with the Principal(s), school nurse, teacher COVID committee and county health to get on the same page. Once a recommendation is ready, the Board will be provided the information and an Emergency Meeting will be called for a decision to be made.
- Once a decision has been made, the staff will be contacted ASAP to get ready for the shift to Remote Learning.
- An emergency phone call will then go out to the parents that explains in detail the situation and how they will be able to access lunch/breakfast during the Remote Closure. A letter will then be sent out to parents to ensure all have been communicated with.
- Staff will be asked to set up contact for their students and be ready to roll out their Remote Learning Platform by 8:00 AM so student attendance can be accounted for. Staff will need to communicate with students what to expect with their classes. Some classes/grade levels may take longer than others to roll out, but all staff should be ready to communicate their plans. Those will be shared with administration.

Administration Chain of Command in Emergency

If there are times that call for absences of admin due to COVID or other illness/situations, the following is how that will be handled:

When the elementary principal is out of school, the Superintendent/high school principal will take care of things. If the Superintendent/high school principal is out of school for a day or two, the elementary principal takes care of things. If it is a long term leave for the elementary principal, for the most part the Superintendent/high school principal would take care of things with the help from a teacher pre-determined to help with discipline if necessary. If the Superintendent/high school principal is out for a long term leave and unable to work from home, there are a couple options. For a shorter term leave, the county superintendent can be utilized to help with Superintendent decisions and can run board meetings. If it is longer term, the district can look at hiring a part time superintendent (usually a retired supt like Al Sipes). If there were a situation where both administrators are out short term, we would find a sub for a predetermined teacher who would handle general daily decisions and discipline.

The attached documents are the different pieces of guidance that schools throughout the state are utilizing in their decision making.