

Park City Schools Handbook on COVID19 (updated 8.16.21)

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

Classrooms

Spacing students is still a good preventative measure for the spread of Covid or any other virus, but it is not a requirement as our school does not lend itself to that in all situations. However, you will be required to have seating assignments for the purposes of contact tracing. Try to spread desks 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, try for as spacing as you can. We have tri-fold dividers available for you to use. These are like study carols. You will need to continue with cleaning student areas throughout the day. Also make sure you are cleaning common touched areas throughout the day. Students need to continue to use 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. Due to the size of the room, the maximum setting is most beneficial, however it is recognized that the high setting makes it difficult for students and staff to hear.

Seating Chart

Please keep an electronic record of your seating chart that you can access easily. (It is preferred to keep in a Google document that is shared with your principal.) 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 high school, but should work ok in junior high (work with the other teachers). 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 then wipe with the rags that have been provided. When replacements are needed, ask the custodians or leave a quick note for them. We are currently using 3M Disinfectant Cleaner RCT Concentrate 40A-spray bottles are prepared by our custodial staff. To be completely effective, spray surfaces and let sit for 3 minutes before wiping. The 10 minute procedure is done during night cleaning and throughout the day as time permits.

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. We have masks and some face shields available.

Remote Learning with Google Classroom

We are not providing synchronous learning as a part of our regular educational delivery system. Extended medical absences may be accommodated with Google Classroom on a case by case basis, but otherwise students will be required to make up their work as per student handbook and teacher guidelines. If we do need to move to Google Classroom as our delivery system we will provide teachers with the wide angle lenses and microphones if remote learning becomes necessary. Teachers may need to make sure students are participating synchronously with the class. When teaching live with the student at the secondary level, teachers will require that the student have the camera on from their end to ensure they are participating. They will only be required to be online for 20 minutes per class unless testing. Even Mr. Rogers' show was less than 30 minutes.

Meals

We will return to eating lunch in the cafeteria. If health concerns make it necessary we will do the following:

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 continue to 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. If the teacher eats school lunch in the cafeteria with students, we will provide their lunch. The meals are free for students through the end of the school year. Grades 7 & 8 will continue to have advisory/study session during the first half of lunch and then can get their lunch after that. They do have closed campus where they need to stay on campus throughout lunch (either inside or outside). High school students continue to have open campus lunch.

Bus and Morning Drop Off

Riders are required to wear masks on the buses-regular routes and activities. This is a Federal law that we are required to adhere to. The bus will drop off all students at the north side of the school. Students K-6 will walk 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

We will start the year with our traditional PE and recess schedules. If we have COVID issues, the elementary recess will be determined by your building principal. 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 continue to be outside as much as possible. Again, if there are COVID issues, PE will likely be adjusted based on numbers.

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 as much as possible so that teachers/administration have the opportunity to provide a clean environment for the meeting. It is very important to develop and maintain 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 in scheduled meetings.

Visitors

Visitors will be allowed unless posted otherwise, but we continue to request scheduled visits for safety protocols. Visitors to our building will follow our usual protocol of signing in at the office as well as having their temperature checked. We do ask that if visitors are not feeling well that they do not visit until they are feeling better.

Remote Situations

- o 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 a consensus of next steps. 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.
- o If a decision has been made to shift to Remote Learning, the staff will be contacted ASAP to get ready for the shift.
- o 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 Emergency Action. A letter will then be sent out to parents to ensure that all have been communicated with.
- o If moving to remote, 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 the 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.