



The Center for Creativity, Innovation and Discovery

2020 - 2021 SCHOOL YEAR

Governing Board Approval July 23, 2020

REOPENING SCHOOL SAFELY



**FOLLOW PUBLIC
HEALTH GUIDELINES
TO SAFELY REOPEN**



**MAINTAIN A CARING,
DIVERSE, AND
SUPPORTIVE
LEARNING
ENVIRONMENT**



**MOVE STUDENT
LEARNING
FORWARD**



**SYSTEMATIC
PROTOCOLS TO
KEEP STUDENTS,
TEACHERS, AND
STAFF SAFE**



**MAINTAIN CLEAR
COMMUNICATION
& TRANSPARENCY**

CCID's Reopening School Safely Plan Updates

There are many state guidelines and directives received daily that may require updates to policies / procedures contained herein. CCID will continue to communicate updates to our plan to all stakeholders.

CCID updated plan information and dates:

- *August 14, 2020: Update procedures for potential short-term / long-term transition to remote learning and contact tracing should there be a COVID-19 positive case on campus.*
- *August 14, 2020: Update to include procedure for return to school/work when there is a negative COVID-19 test result and symptoms continuing.*
- *August 15, 2020: Update 8/14 State Public Order clarifying standards for face coverings in schools. Stipulating that every individual on a school campus must wear a face mask; Phased Guidelines 4.10.*
- *Sept. 4, 2020: Update to clarify self-quarantine language for students and staff.*
- *Nov. 12, 2020: Update to delete Utah color phases and incorporate state levels of transmission; update close contact definition per CDC; incorporate Utah Low Risk Test and Return to School policy; and school procedure options when COVID-19 positive individuals are on campus.*

Table of Contents

Priorities	Page 4
Community	Pages 5 - 6
Partnership / Notification Communication	
Employee Safety and Health	Page 7
Daily Check-in / Health and Symptoms/Survey Employee PPE and Training Adult Visitor Policy / Parent Meetings	
Student Health and Safety	Pages 8 - 11
Student Sanitation Student PPE / Procedures Student Daily Parent Health Screenings Prior to School Entry / Exit of campus, Early Check-Out of students and Valet pick-up Classroom Seating / Outside Instructional Spaces Attendance Restroom Use / Water Faucets Hallway / Passage Areas / Nooks, etc. Student Materials / ChromeBooks and Cases Classroom Instructional Supplies	
Health Office / Isolation / Return to School	Pages 12 - 15
Health Office Procedures / Hand Hygiene Isolation Area Return to School After exclusion / Siblings and Households Self-quarantine / Close Contact CCID Response to COVID-19 Positive Case on Campus	
Lunch / Recess	Pages 16 - 17
Schedules / Location / Access / Delivery Play Equipment Lunch Count Milk / Water	
Instructional Models / Guiding Principles	Pages 18 - 20
Family Child Care Support On Campus Blended Hybrid Format Full Distance Learning Format	
Procedures for Unique Activities	Page 21
Student and Staff Social Emotional / Physical Health	Page 22
Campus Sanitization Procedures	Page 23
Campus Daily Cafeteria / Classroom After Hours	
Applicable Guidelines and Resources	Page 24

PRIORITIES

INSTRUCTION



2020-21 Instructional model options.

Analyze current student participation in distance learning

Develop an outreach plan for students and families.

HEALTH & WELLNESS



COVID-19 related safety, health and hygiene guidelines.

Overall wellness including social emotional learning and mental health.

TECHNOLOGY



Instructional continuity

Device access and usage

Student and Teacher support protocols

Digital Citizenship, Safety, Data Security, and Privacy

SITE FACILITIES & OPERATIONS



General safety guidelines and visitors.

Cleaning, disinfection and other safety protocols.

COMMUNICATION



Communicate with transparency to staff, families, and community.

Community

Partnership

CCID will work in tandem with the Bear River Health Department (BRHD), Utah State Board of Education, (USBE), Utah State Charter Board, (SCBC) and all applicable government and state agencies to provide a safe and healthy campus for our students and staff. The partnership and trust between our staff, parents and children is paramount for CCID's success. It is only by working together that we can help to mitigate COVID-19 risks to the best of our collective ability.

CCID utilizes a variety of resources and information to formulate our Reopening School Safely plan. These tools include, but are not limited to: Utah's Levels of Transmission [Utah Levels of Transmission](#), USBE Planning Tool [Requirements and Recommendations for K-12 School Openings](#); USBE Templates and Tools [USBE Template and Tools - Leavitt Partners](#); USBE School Reopening and Planning Handbook [USBE Opening Planning Handbook](#) and CDC Guidelines for School [CDC Operating Guidelines](#). Please refer to page 24 for an additional list of resources.

Currently under Utah's Levels of Transmission, schools are not open regardless of county level. Our initial school plan was drafted under the Utah Phased Guidelines, 4.7 and Cache County was in the yellow phase.

Community Notification of COVID Case (Reference page 11 for further details)

All levels of transmission: School in session

All staff / parents and families will be notified within 24 hours of a confirmed COVID-19 positive case on the CCID campus. CCID will work with BRHD including, but not limited to, contact tracing efforts, campus sanitization and potential school closure.

All levels of transmission: School not in session (e.g. winter break, etc.)

All staff will be notified within 24 hours of a confirmed COVID-19 positive case on the CCID campus. CCID will work with BRHD including, but not limited to, contact tracing efforts, campus sanitization and potential school closure.

Communications

Effective and ongoing communication is a critical component before, during and after any school crisis. Implementing specific communication procedures and protocols will allow staff, students, families and the community to safely re-engage in the education process. CCID's communications procedures are:

- What: Determine central and supporting messages as it relates to health, safety, students and staff.
- Who: Laura Banda, Executive Director will be the central point of contact for key messages and consistency for all stakeholders.
- When: Information will be shared with stakeholders as soon as possible to provide transparency and consistent communication.
 - Prior to the schedule for releasing information to all stakeholders, all school employees will have been provided the information.

- How: Keep all information in a central place (website) with clear links. All communication regarding COVID-19 will be carefully designed to counter discrimination against or stigmatizing any person.
 - Determine primary means to release information
 - Email messaging through Blackboard Mass communication system
 - Phoenix Press
 - CCID Website
 - Phone and text messages when needed
 - Print copy mailings as appropriate
 - Maintain a regularly updated COVID-19 FAQ site on the school website
 - Ensure communication methods that reach families where English is not the language primarily spoken in the home and methods that accommodate persons with hearing and visual impairment.
- Create a method for parents/students and employees to contact CCID outside regular business hours when they have symptoms of or have been exposed to COVID-19.
Contact Laura Banda at:
Email Laura.Banda@ccidschool.org and / or cell phone: 661-433-9454

Prepare COVID-19 communications to students/staff:

- Post informational posters in areas of campus and restrooms regarding COVID-19
 - Provide other messaging on hand washing and covering coughs and sneezes.
 - Post a variety of age appropriate hands hygiene posters [CDC Washing Hands Poster](#)
 - Post reminders at all entryways not to enter the school campus if experiencing signs of illness. [CDC link](#)
 - Post reminders throughout campus reminders about 6 foot spacing.

Employee Health and Safety

Employee Daily Check-in / Health Survey

All stages during COVID-19 Pandemic:

- 1) All employees will have temperatures taken upon entry to the CCID campus. If an employee has a temperature at 100 or above, they will be asked to return home. Any employee exhibiting any signs of COVID-19 will be asked to return home. [Signs and Symptoms of COVID-19](#)
- 2) All employees will be required to disclose to the Administration if they have been in contact with someone and / or if they have a close family member or someone, living in the same household, who has been exposed to and or tested positive for COVID-19.
- 3) All employees will maintain a [daily health symptom tracker](#) that will be completed daily.

Employee PPE / Training

All stages during COVID-19 Pandemic:

Employees are expected to use caution when on campus and practice sanitizing and recommended COVID-19 hygiene. If employees do visit campus during off hours, they are to keep their visits to their classroom, and essential work areas.

All employees will wear face masks while they are on campus. All employees will sanitize their hands, either with hand sanitizer or washing hands for 20 seconds or more using soap and water upon entry to campus and a minimum of three times throughout the school day. Staff will be provided face masks and face shields. Each classroom will be provided a minimum of two portable plexiglass shields to use as needed, i.e. when working with small groups. All staff must maintain 6 foot distancing (social distancing) at all times and follow directional arrows and spacing markers. Employees are welcome to wear disposable gloves which will be provided.

Provide staff training and education on school's reopening protocol and action plan

- Full staff training August 10th, 2020 and August 11th, 2020
- 2020 Summer staff planning for COVID-19 protocols and trainings
 - June 15th, June 29th, July 13th, July 27th

Adult Visitor Policy / Parent Meetings

All stages during COVID-19 Pandemic:

If students are on campus adult visitors / volunteers will be limited to essential persons only and require Administration approval prior to coming onto campus. All visitors to campus must participate in a prior temperature check performed by CCID personnel, complete a travel and symptom survey and wear a face mask throughout their entire time on the CCID campus.

Parent and school meetings will be held via online format. For example, Personal Learning Plan (PLP) conferences, Classroom Back to School Nights, and student Individualized Education Plan (IEP) meetings, etc. will be held via Zoom online format.

Student Health and Safety

Student Sanitation

All stages during COVID-19 Pandemic:

All students will wash their hands a minimum of three times daily, no less than 20 seconds using soap and water prior to eating, following CDC guidelines [Hand Hygiene Information CDC](#). Students may in addition use hand sanitizer that meets CDC recommendations [CDC Hand Sanitizer recommendations](#).

Student PPE / Sanitation Procedures

All stages during COVID-19 Pandemic:

Teachers will teach and reinforce daily student proper hand hygiene, as well as proper procedures for sneezing and coughing. Teachers will ask daily in opening remarks to the whole class, "How is everyone feeling? Please let me know if you aren't feeling well."

All students will be required to wear a face mask per Governor Herbert's directive. Families will be asked to send students to school with a face covering (face mask) in accordance with the updated 8/14/2020 State [Public Health Order Requiring Face Covering in Schools](#). CCID will provide reusable / disposable face coverings for students as needed. Parents will be provided information regarding proper face coverings and care, [Use of face coverings and care](#). Additionally, CCID will be sensitive to students with disabilities and their needs in regards to face coverings, [CDC Considerations for Wearing Cloth Face Coverings](#). CCID will require an individual to provide a medical directive verifying a need for an exemption from wearing a face covering under State Public Order August 14th, Subsection (3)(d).

All students will participate in routinized hand washing and use of sanitizer on schedules designed by their teachers, but a minimum of three times daily, which includes before and after eating lunch. CCID will provide soap and or hand sanitizer for student use. Students may bring their own sanitizer for their own personal use if they chose, but they can not share it with others.

Teachers will instruct and reinforce 6 feet spacing between students by using the term "wings." Students will use their arms to space apart. Staff will use the terms "Wings apart / spread your wings," and / or "Return to your Nests" to remind students to space apart.

Student Health Screening Prior to Entry to Campus / Drop off and Valet pick-up

All stages during COVID-19 Pandemic:

Parents will be provided information regarding COVID-19 signs and symptoms, especially for children. Parents will be required to take their children's temperature daily and review the daily COVID-19 symptom checklist prior to arrival at school. Parents will sign affirmation that they are actively screening their child for COVID-19 signs and symptoms and taking daily temperature readings, prior to sending their child/children to school.

CCID school staff will visually observe all students for signs of illness. If a family has expressed help in taking students' daily temperature, office staff will do so using no-touch thermometers. If a student has a temperature of 100 or above, they will be asked to return home. Any student exhibiting signs / symptoms of COVID-19 will be asked to return home. [Signs and Symptoms of COVID-19](#).

Campus Entry Procedures / Campus and Classroom Doors

Students are to enter campus utilizing the entry point closest to their classrooms, directional arrows and spacing “nests” will be applied to the floors. Upon entry to campus, all students will utilize hand sanitizer or wash their hands with soap and water for 20 seconds or more in their classrooms. (Refer to hand hygiene page 12.) Entry doors to the campus and classrooms will be propped open. At 8:45am campus side and main entry doors will be closed and locked to maintain campus security. Classroom interior doors are to remain propped open all day long to increase air flow.

Student Pick-Up Early / Late arrival Policy

Pick-Up Early Policy

If a parent/guardian needs to pick up a student/s early, they will call ahead to the school office. Parents will walk up the exterior glass window and office staff will identify parent /guardian and then students will exit campus. Office staff will record students leaving onto log sheets.

Late Arrival Policy

If a student comes late to school (after 9:00am), parents are to call the office upon arrival so that students can be let into the school building. Office staff will record student tardy onto school records.

Campus Exit at End of Day

All students will exit doors closest to their classrooms. Students will stay at the grade level valet signs of their own grade level. Students at the grade level rocks will spread “wings” out in safe distance from other students. Parents/guardians and carpools will drive through valet lane, stopping at grade levels for pick-up of their students.

Students who take the bus, walk or ride bikes home will be released first to leave the building via the closest exit to their grade level. Students will walk the outside valet sidewalk, toward 8th grade and meet any siblings/student walking group on the grass area next to 8th grade entry/exit. Students are not to congregate, they are to immediately begin walking off campus.

Classroom Seating / Outside Instructional Space

All students will have assigned spaces they can work at. The spaces will be defined by a vinyl circle dot, referred to as “nests.” Students will be able to move to different “nests” around the room, per teacher instructions. The “nests” are placed to be six feet apart from each other. It is important for teachers to have assigned seating at nests to help in potential contact tracing.

Classes are encouraged to utilize outside spaces for learning activities as much as possible, specifically existing semi-circle boulders in front and back school. Pop up tents will be available for shade.

Student Attendance

All stages during COVID-19 Pandemic:

During the 2020-2021 school year CCID students that are in attendance on campus will follow school attendance policy [Student Attendance Policy](#). Students that are participating in a full online learning program will follow our Continuity of Education Plan for online learning. [Continuity of Learning Policy](#). For all CCID learning models any student who has not actively participated in a class for longer than 10 days will be administratively withdrawn from the class and will receive a "W" on their transcript. It is mutually understood that students will experience more absences, as parents will err on the side of caution and keep their children home if they are showing signs of illness, however slight.

Student Restroom Use / Water Faucet

All stages during COVID-19 Pandemic:

Students wishing to use the restroom may do so individually. Students must wash their hands upon entering and exiting the restrooms for 20 seconds or more. If a student enters the restroom and there are more than two students at the sink area, and or no restroom stall is available, the student must exit the bathroom and wait outside the restroom at designated wall "nests" that are placed 6 feet apart. If the student needs a restroom urgently, they can check Tinker Space restroom for availability. There can be no more than 4 students in the primary or upper restrooms at a time, this is a combination of students in restroom stalls and students using the restroom sinks.

Every other restroom stall will be blocked off to increase spacing in restrooms. A plexiglass shield will be placed between the two sinks in primary and upper restrooms. The water faucets will not be available for students, but students are encouraged to bring personal water bottles to school. Personal water bottles can be refilled by students using the no contact refilling stations located by the primary and upper restrooms. Classrooms will have disposable cups for student use to access water from the no contact refilling stations.

Hallway / Passage Areas

All stages during COVID-19 Pandemic:

When classes need to move down the hallway they will walk on the right side, per the floor directional signs. Students will be spaced out 6 feet apart to walk single file, "nests" will be placed along the hallway walls to help students space apart. The hallway is wide enough for one student to walk on each side of the hallway in opposite directions, there will be a dividing blue tape down the hallway for a clear, visual path, as well as directional arrows.

Inside Pop-Out and Nook Areas

All stages during COVID-19 Pandemic:

Teachers will prepare a schedule for use of pop-out and nook areas closest to their classrooms. When classes use these areas students will sit at pre-placed "nests". Nests will be spaced out 6 feet apart to allow students appropriate space to work.

Student Materials Backpacks, Toys, Balls, etc.

All stages during COVID-19 Pandemic:

Students will not be allowed to bring backpacks, toys and / or balls to campus from home. Students are allowed to bring snacks, personal water bottles (clearly marked with their names) and lunches. Students who have medical authorization to self-carry medications may bring a fanny pack / purse to wear/carry throughout the day. Purses will be allowed for hygiene products. Administration will grant exception to the no-backpack rule for families that have special circumstances, e.g. students who ride city transportation, students who participate in custodial drop off / exchange after school, etc. Families are to contact Administration directly to discuss their need for students' backpacks.

Students will be issued individual Chromebooks and cases. Within the Chromebook case, students are to place the Chromebook charger and an additional personal face covering if they chose. No food, drinks or other personal items may be placed in the Chromebook cases.

Classroom Instructional Supplies

All stages during COVID-19 Pandemic:

For the 2020-2021 school year all school supplies will be provided to students in individual containers. The student supply container will stay at school and be sanitized nightly by CCID staff. CCID will be asking families to donate individual headsets/earbuds and sketchbooks for their own student use. If a family is unable to donate items, CCID will gladly furnish students all needed supplies.

Campus and classroom shared materials and equipment, for example: classroom books, classroom libraries, etc. will be available for individual student use. After a student uses an item, it must be quarantined before another student may use it, for 4 consecutive days, untouched by others.

Classroom manipulatives that can be sanitized, e.g. linker cubes, geometry shapes, sorting beads, etc. will be placed into soaking trays containing classroom bleach cleaning solution to be sanitized nightly. For larger projects, VEX kits, etc. students will work with the same, specific box for a period of time, then the kit will be sanitized for the next student. Use of manipulatives will look a little different, as we can't be as flexible with choice in real time, but the access to them remains a priority.

Health Office Procedures / Isolation / Return to School

Health Office Procedures

All stages during COVID-19 Pandemic:

Any student exhibiting signs or symptoms of COVID-19, will be escorted to the health office and parents/guardians will be called and required to pick up their child immediately. [Signs and Symptoms of COVID-19](#) . The student will be provided a disposable face covering to wear if needed, and be escorted to an isolation area to wait for parent/guardian pick-up. CCID will also continue to utilize CCID policy [Guidelines for Keeping and Sending Students Home III](#)

Students with ANY of the following symptoms will moved to the quarantine room and be sent home:

- 100 temperature or above (Chills)
 - Coughing; congestion or runny nose
 - New or an increase in shortness of breath
 - Decreased sensation of smell or taste
 - Sore or scratchy throat
 - Muscle aches and pains; fatigue
 - Gastrointestinal concerns (Diarrhea, vomiting, nausea)
 - Loss of smell and / or taste
 - Health Care Plan interventions should be followed for students with asthma and allergies.
- Cough and shortness of breath are possible symptoms. These symptoms should be taken into consideration before sending the student home.

If parents are unavailable, the office will contact parent emergency contacts. Parents should check with their listed emergency contacts and make sure that they agree to come to the school and pick up their child who is unwell.

- Students will be provided a disposal face covering to wear while on campus waiting for pick-up, should they not have their own face mask available.
- Hand hygiene will be performed by students and staff.
- Employees must document in Aspire all information for students who become ill; including student's signs and symptoms, interventions, thermometer results, and disposition of the student after the visit is completed.
- All sick and/or isolation rooms should be disinfected when the student goes home.

Hand Hygiene

Hand hygiene is considered one of the most important infection control measures for reducing the spread of infection. Enhanced hygiene measures will be in place at school. Students and staff will be instructed in the proper hand hygiene process and asked to wash hands a/25/202 minimum of three times daily. The use of hand sanitizer will also be employed as an alternative to hand washing. Friendly reminder signs will be posted in restrooms to help students with visual cues for hand washing. [Hand Washing Protocol](#)

Isolation area

All stages during COVID-19 Pandemic:

Students who are exhibiting signs or symptoms of COVID-19 as outlined in the Health Office procedure above will be escorted to the Isolation area by CCID staff. CCID staff will monitor students until parent / guardian arrival. Student early dismissal procedure will be used for parent pick-up.

Return to School After Exclusion

All stages during COVID-19 Pandemic:

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

1. Untested or Tested Negative with symptoms: Persons who have not received a COVID-19 test proving or disproving the presence of COVID-19 but experience symptoms; or tested negative but experience symptoms, may return if the following three conditions are met:

- a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- c. At least ten (10) calendar days have passed since your symptoms first appeared.

2. Tested. Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:

- a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- c. At least ten (10) calendar days have passed since your symptoms first appeared.

3. Tested with no symptoms. Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days after the test date and remain asymptomatic, (without symptoms) and have been released by a healthcare provider or Bear River Health Department.

4. Students may also return to school, if they are approved to do so in writing by the student's health care provider.

5. Utah Low Risk Test and Return to School

A student, teacher, or staff member who was exposed at school to someone who tested positive for COVID-19 may return to work at a school or in-person learning if he or she meets ALL of the following:

1. The school verifies the student, teacher or staff member who was exposed and the person who tested positive were both wearing a face mask as defined by the [State Public Health Order](#) on masks in schools.
2. The quarantined student, teacher, or staff member has a negative COVID-19 test result (must be a PCR or antigen test, not an antibody test). The test result must be from at least 7 days after the last exposure to the person who tested positive.
3. The student, teacher, or staff member does not have symptoms of COVID-19.

The Low Risk Test and Return protocol does not apply to students, teachers, staff, or settings that are exempt from the [State Public Health Order](#) on masks in schools.

If the student, teacher, or staff member who was exposed meets ALL three criteria he or she may return to work, school or related activities, if the employee or the parents of the student choose. If the person does not meet ALL three criteria or chooses not to get tested, he or she should quarantine at home for 14 days from the last day of exposure. Anyone who has been exposed to COVID-19 and comes back to school must continue to watch for symptoms. If employees or students get symptoms, they should isolate at home and call their healthcare provider. The low risk and return guidelines only apply to exposures that occur at school.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms, is under quarantine or has had a positive COVID-19 test, his or her siblings or other students living in the same household will also be excluded from school, even if they do not exhibit symptoms. Students will have the opportunity to participate in on-line distance learning format during this time, if appropriate.

Sanitizing Area When a Child / Adult Has a Fever / Signs Symptoms of a COVID-19

The classroom and work area that a student/employee was in when they exhibited signs or symptoms of COVID-19 will be immediately sanitized. Teachers will move the class to Bistro and / or outside classroom work areas to continue the school day until the classroom and all affected areas are fully sanitized.

Self-Quarantine

If a student or employee has recently had close contact exposure with: a person confirmed with COVID-19; a person with COVID-19 symptoms; or someone living in their household is quarantined due to COVID-19 close contact exposure, the student or staff member will be off campus participating online during the applicable quarantine time period. If a student / staff member recently traveled from somewhere considered to be a “hot spot” by the CDC, CCID may exclude the student / family or employee from the school building and recommend that they self-quarantine for 14 calendar days. Self-Quarantine will be coordinated with the Bear River Health Department. During this time students will participate in an online distance learning platform. See link for up-to-date high risk locations CDC website: [CDC High Risk Locations](#)

Definition of Close Contact per CDC:

- 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.
- 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.

CCID Response to Exclusion from School or Self-Quarantine

As soon as CCID becomes aware of a student or employee that may have COVID-19 or that has been excluded from school or recommended to self-quarantine, the custodial staff will be informed so that all rooms and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

Confirmed Case of COVID-19 In the School Building

1) When there is confirmation that a person infected with COVID-19 was in a school building the CCID Administrator will contact the Bear River health department immediately. CCID may move the affected grade level cohort / personnel cohort to online learning/work for a minimum of 2-5 days and individuals who were in close contact with the positive person to quarantine for 14 days. CCID will work with the BRHD department to assess factors such as the likelihood of exposure to other employees and students in the building, the number of cases in the community and other factors that will determine whether additional cohorts / personnel / full campus should be moved to remote learning / quarantine.

2) Should two people who are connected by the same setting, exposure, and 2-week time period test positive, the entire grade level / personnel cohort can not go to school for 14 days from the last date of exposure. Students will participate in online learning during this time. CCID will work with the BRHD department to assess factors such as the likelihood of exposure to other employees and students in the building, the number of cases in the community and other factors that will determine whether additional cohorts / personnel / full campus should be moved to remote learning / quarantine.

3) In the event of additional positive COVID-19 cases, CCID will continue to work with the BRHD department to assess factors such as the likelihood of exposure to other employees and students in the building, the number of cases in the community and other factors that will determine, at a minimum, which additional cohorts / personnel cohorts, and/or whether the full campus should be moved to remote learning / quarantine.

CCID administration will contact parents/students and employees within 24 hours and notify them that a person who tested positive for COVID-19 or a “presumed positive” was on campus and encourage cooperation with CCID and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing by the health department. CCID will work cooperatively with the health department and provide potentially, personal identifiable information as requested to help contain the spread of COVID-19. While the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location, including extracurricular activities and field work. All employees will be working from home until more information is provided by CCID or the health department.

CCID Student Lunch / Recess Schedule during COVID-19 Pandemic

Lunch

Grade Level	Recess Time	Lunch Time	Lunch Area
1	11:45 - 12:05	11:25 - 11:45	Cafeteria
2	11:25 - 11:45	11:45 - 12:05	Tinker Space
3	12:10 - 12:30	11:50 - 12:10	Cafeteria
4	11:50 - 12:10	12:10 - 12:30	Tinker Space
5	12:35 - 12:55	12:15 - 12:35	Cafeteria
6	12:55 - 1:15	12:35 - 12:55	Tinker Space
7	12:20 - 12:40	12:40 - 1:00	Cafeteria
8	12:40 - 1:00	1:00 - 1:20	Tinker Space

Lunch / Lunch recess schedules

All stages during COVID-19 Pandemic:

All students will wash and sanitize hands per CDC [Hand washing protocol](#) prior to eating and after lunch. School lunch schedule will be modified as above. The youngest grade level will eat first, in the cafeteria, then play. The older grade level will play first, then eat in the Tinker space. Student lunches will be “Grab and Go” and taken as students walk in. Students will choose a space at a designated “nest” which will be spaced 6 feet apart.

Lunch Delivery

All stages during COVID-19 Pandemic:

Student lunches will be “Grab and Go” and students will take them as they walk in. Students will choose a space at a designated “nest”. There will be no line up for lunches. Students who brought lunch from home, will pick up their lunch in the classroom after they have washed their hands and bring it with them to their lunch area. All condiments, utensils, etc. will be individual packets and disposable. Lunch pick-up will be at the “A” lunch table and “B” lunch table.

Accessing Lunch Room Locations

All stages during COVID-19 Pandemic:

Students will enter through the back entrance doors to the cafeteria and tinker space for lunch until weather impedes this process. Doors will be propped open so that there is a “no-touch” entry. Students will not eat in the atrium area, this space will be used for pass through and line up at the end of lunch time.

Play area / Play equipment / Play structure

All stages during COVID-19 Pandemic:

The blacktop behind Kindergarten through 5th grade will have two play areas designated by blacktop painted double lines. Grade levels shall not mix groups when playing in their assigned play space. Play equipment and play structure/s will be used by cohorts on a rotational schedule and be sanitized between uses. Students will participate in blacktop games and other instructional aide led activities that allow students to remain 6 feet apart. It is our goal to have students outside as much as possible and provide safe social distancing in doing so. Grades 6th through 8th grade will communicate daily as to which part of the yard their student groups will play in for that day. The yard has two spaces - blacktop and field, one grade level will participate in each area and grade levels will not mix groups.

Lunch Count

All stages during COVID-19 Pandemic:

Daily lunch count will be taken by aides / teachers in the classrooms and reported to the office. Students will wear colored, disposable bands for their lunch choice. A lunch = Yellow band and B lunch = Blue band. Students who are buying lunch will not input lunch codes, nor stand in line. If a student forgot to order a lunch and wishes to do so, provided there are enough lunches available, they will inform their classroom aide of the need and the aide will notify the office so that the student will be charged.

Milk / Water

All stages during COVID-19 Pandemic:

Pre-poured water cups will be available for students in the cafeteria and Tinker Space. Student milk will be provided by aides with grab and go lunches on a cart. Classrooms will also have disposable cups for students to use to access the no-contact water dispensers throughout the day.

2020-21 INSTRUCTIONAL OPTIONS



FULL
DISTANCE
LEARNING
FORMAT



BLENDED
HYBRID FORMAT

GUIDING PRINCIPLES

HIGH QUALITY INSTRUCTION

Ensure high quality instruction & rigorous learning experiences for all students based on CCID instructional learning model.



SOCIAL EMOTIONAL SUPPORT (SEL)



Prioritize SEL to provide mental health support for students.

Identify students in need of additional support; build and maintain a safe and inclusive classroom community.

DIFFERENTIATION OF INSTRUCTION

Learning will be individualized through multiple platforms to meet students unique needs (i.e. Personal Learning Plans).

Continue to provide critical thinking opportunities.



STUDENT ENGAGEMENT

Structure academic instruction to support access, engagement, and achievement

Instructional Models / Schedules During COVID-19 Pandemic

Instructional Models	Regular on-campus schedule, full student body	Blended, hybrid on-campus Format	Full Distance Learning Format
	Status of COVID-19 transmission rates reviewed monthly for student return to regular schedule	Cohort A and Cohort B students on campus two days a week and online three days a week.	Cohort O, 100% online learning format supported by classroom teachers.

Instructional Models

Family Childcare Support

CCID realizes the increased burden placed upon families when school schedules are modified. CCID will continuously review risk and mitigation plans throughout the school year. It is CCID's sincere hope that in the future students and staff can return to a regular, pre-COVID-19 school schedule. CCID counselors will work with families to help locate child care through the [Care About Childcare](#) resources, as well as financial support through the Department of Workforce Services [DWS Resources](#).

Instructional schedule participation is flexible for family choice. Families can move from a Blended Hybrid format to Full Distance Learning format and vice versa at six school week intervals throughout the year. Students may move from on campus Cohort A or Cohort B at anytime during the year. Students must stay in Cohort O for at least six weeks and may return to campus provided the classroom is not at maximum seating for social distancing. Cohort moves will be coordinated by administration. Each student 1st through 8th grade will be loaned an individual chromebook, providing equity and access to all students for all instructional formats.

On Campus Blended, Hybrid Format schedule

CCID implemented an A/B Schedule for 1st through 8th grades.

School start and end times: 8:30am to 3:05pm (Monday, Tuesday, Wednesday and Thursday)
 Half the grade level attend class in person on campus Monday and Wednesdays and participate in online distance learning Tuesday, Thursdays and Fridays. The other half of the grade level would attend class on campus Tuesday and Thursdays and participate in online distance learning Monday, Wednesdays, and Fridays.

CCID families are guaranteed that all students in the same family will attend the same blended schedule. Additionally, a priority will be given to family carpools / day care to also participate in the same blended schedule. CCID issued a survey prior to August 1st for families to indicate their schedule day preference and indicate if they have carpools / daycare, etc. to coordinate

schedules with. We hope to provide families with their on-campus preference choice, but realize we must balance class on-campus grade level size as best we can.

CCID teachers will support blended, block model instruction with a variety of teaching schedules. High risk teachers, at their discretion, may provide the distance learning model from a remote location and their teacher partners will be on campus. It is our goal to keep teachers with one cohort of students on campus, hence one teacher may be working primarily with one cohort of students and the other grade level teacher with the other cohort of students. Our priorities on staff assignments is staff health and safety and keeping same cohorts of teachers and students together. All grade level teachers will continue to work, plan and teach academic lessons as instructional teams.

Kindergarten AM / PM Monday through Thursday; Friday at home learning activities.

K AM Schedule: 8:30am - 10:30am / K PM Schedule: 1:05pm - 3:05pm

***During all learning options students will be participating in on-line learning on Fridays, so that adequate time is provided for campus to be deep cleaned and sanitized.**

Full Distance Learning Format K - 8th Grades

CCID will offer a full time distance learning format for our students for the 2020-2021 school year for those families who choose this model. This model will be offered throughout the various Utah/Cache County transmission levels . Students will attend via online platform and receive assignments through the Google Classroom distance learning format. There will be a combination of synchronous (live stream) and asynchronous (video) instruction. For all online learning there will be established classroom times for live learning. Live stream lessons will also be taped and uploaded.

Students who are online full time learners will stay in small cohorts assigned to a grade level teacher. Depending on the amount of families who chose this model, the online learners will be divided equally among the grade level teachers.

Kindergarten full time distance learning format will be uploaded taped lessons from the Kindergarten room with our Kindergarten teacher and instructional aides. Live view video will also be uploaded daily to the Google Classroom. K Friday lessons will be at home activities.

Procedure to implement 100% Remote learning for all CCID students:

If there is a recommendation from the State of Utah, USBE, the Bear River Health Department and / or the CCID Governing Board, that all students transition to participate in online distance learning to protect students, families, and staff from COVID-19 CCID will do so. CCID will notice all families within 24 hours of plan implementation dates. CCID teachers and staff will continue to support full online distance learning platforms.

CCID Administration and Governing Board will continue to consistently monitor COVID-19 and all associated data. Should additional plans and procedures need to be implemented for student and staff safety they will be done so in a timely manner. Conversely, if there are areas of the policies and procedures that can be alleviated, while maintaining student and staff safety, that will also happen in a timely manner.

Procedures for Unique Activities

Emergency Preparedness Drills

All stages during COVID-19 Pandemic:

Emergency drills require students to either shelter in place, in close proximity to each other, or to exit quickly and line up in specific areas, where 6 feet spacing is not feasible. It is especially important that during all drills students are wearing face coverings. Staff will review with students monthly emergency drills and procedures. When feasible, drills will be implemented and practiced.

Music Class and Singing

All stages during COVID-19 Pandemic:

If part of the classroom activity and or music class includes singing, students will participate outside with spacing of more than 6 feet, and for no more than 10 minutes. Students will continue to wear face coverings throughout the activity.

Large Group Gathering

All stages during COVID-19 Pandemic:

CCID does not anticipate any large group gatherings, e.g. assemblies, recitals, etc. during the COVID-19 pandemic. Grade level cohorts may have performance based activities that are performed in compliance with all USBE requirements, including but not limited to 6 foot spacing between students/adults and the wearing of face coverings.

Transportation

All stages during COVID-19 Pandemic:

During COVID-19 CCID does not anticipate students traveling outside of the campus as part of their coursework. USBE transportation protocols require minimizing mixing of students from different households and recommend maximizing student physical distance, plexiglass around drivers, etc. CCID does not utilize bus transportation for student arrival and or return home. CCID will participate in on campus fieldwork during COVID-19 pandemic.

Student and Staff Social Emotional / Physical Health

CCID continues to emphasize and fully support student and staff social-emotional and physical health including, but not limited to:

- Helping children cope with stress, trauma and tragedies. [National Association of School Psychologists. Helping Children Cope with Changes Resulting from COVID-19](#)
- Availability of school and community resources.
 - Examples:
 - Mental health resources (school counselors / social skill groups, etc)
 - Food security
 - Medical/dental providers
 - Health insurance
 - Economic aide
 - Housing assistance
- Continue to provide students presentations / information on suicide prevention hotline(s).
 - Examples:
 - Safe UT
 - The National Suicide Prevention Lifeline
- Importance of mandatory immunizations and locations where they can be obtained, as well as the importance of flu vaccinations.

Campus Sanitization Procedures

Daily

All cleaning solutions will be clearly labeled and used in marked containers in accordance with OSHA and Waxie safety training and procedures.

Daily Sanitization Procedures:

CCID will hire a daytime sweeper who will disinfect school-wide high contact surfaces, carpets throughout the day. They will follow a predetermined schedule that ensures all areas are sanitized frequently, at least three times a day. Additionally, the daytime sweeper will monitor that all classroom sink areas and bathrooms remain stocked with soap and paper towels. All chemicals utilized with disinfecting will be in accordance with EPA recommended products [EPA Recommended Disinfectants](#). Waxie Solsta 764 will be the primary cleaner that will be used for high touch / contact surfaces during the day. In addition, our daily facilities manager will maintain a general cleaning schedule that includes restrooms, floors, windows, etc. The daily sweeper will not relieve the custodian of the general cleaning schedule; the daily sweeper schedule will be in addition to the general campus cleaning schedule.

Cafeteria

CCID will sanitize the student eating area, including tables and chairs, after each grade level/s eats lunch. All chemicals utilized with disinfecting will be in accordance with EPA recommended products [EPA Recommended Disinfectants](#). Waxie Solsta 730HP will be the primary cleaner that will be used for sanitizing the lunch room tables and chairs between each eating group. The sanitizer will be sprayed using a Hudson Sprayer. On Fridays, lunch tables and chairs will be thoroughly wiped down and rinsed off, so that a build up of chemicals does not exist.

Classroom

CCID teachers and staff will sanitize student classroom tables and workspace throughout the school day. All chemicals utilized with disinfecting will be in accordance with EPA recommended products [EPA Recommended Disinfectants](#). A prepared, diluted bleach solution, as outlined in EPA recommendations will be the primary cleaner that will be used for classroom tables and work spaces. Each day the daily sweeper will fill school spray bottles with bleach solution and cold water as outlined in EPA recommendations and in accordance with OSHA best practice safety procedures, and deliver spray bottles to classroom teachers. Teachers will utilize solutions throughout the day as needed in their rooms. At the end of the day, the school sweeper will collect all spray bottles, empty contents into the custodial sink and let the container air dry, getting ready for the next day's use.

Night Time Sweeper

CCID night-time sweeper will disinfect classrooms and carpets throughout campus each evening. All chemicals utilized with disinfecting will be in accordance with EPA recommended products [EPA Recommended Disinfectants](#). Waxie Solsta 764 will be the primary cleaner that will be used for evening disinfecting. The night time sweeper will also collect classroom trash and disinfect classroom door handles, entry and exit doors.

Resources

USBE Planning Tool

[Requirements and Recommendations for K-12 School Openings](#)

USBE Reopening Planning Handbook

[USBE Opening Handbook](#)

USBE Templates and Tools

[USBE Template and Tools - Leavitt Partners](#)

Utah Leads

[Utah Leads Guidelines](#)

Utah Levels of Transmission

[Utah Levels of Transmission](#)

State Public Health Order Requiring Face Coverings in Schools

[State Public Health Order Requiring Face Covering in Schools](#)

Face Covering Frequently Asked Questions

[Frequently Asked Questions Face Coverings](#)

CDC Guidelines for School

[CDC Operating Guidelines](#)

[CDC Guidelines / School Checklist](#)

[CDC Guidelines / Parent Checklist](#)

National Alliance of Public Charter Schools

[The Safe Reopening of Charter Schools](#)

US Department of Education

[USDE Education Information and Resources](#)

Bear River Health Department

[Bear River Health Department Information](#)

American Teacher Federation

[ATF Guidelines](#)

American Enterprise Institute

[A Blueprint for Back to School](#)