

Newman Elementary Re-entry Procedures

COVID-19 Precautions and Mitigations

The health of students and staff members is our top priority. The following guidelines are intended to provide protection for our employees, students, and community.

Newman administration, faculty, and staff have planned health and safety protocols for each area of our building and school day with consideration of Utah Department of Health guidelines; USBE recommendations; SLCS District requirements, recommendations, and expectations; pre-determined school start and end times; input from teachers and Newman's School Community Council. Daily schedules and routines have been reimaged with new policies and protocols to maintain as safe and healthy a school environment as possible.

In order to meet guidelines regarding health and safety protocols in an effort to mitigate risk for our students and employees, we have made significant changes and investments to our classrooms and physical environments. Shared understandings rooted in the development of our mitigation strategies include:

- Focus on the variables we can control;
- Use 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;
- Remain adaptable, knowing experts' understanding of the virus will evolve;
- Seek ways to reduce risk of virus transmission, not eliminate it;
- Identify external and internal drivers that would lead us to modify our restrictions; and
- Ensure new policies are flexible and can be implemented and maintained.

EXPECTATIONS FOR ALL:

Follow Federal, State, Local, and District guidelines as a team

By working 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.

Newman Elementary and community team

If Newman and community work together to implement and practice social distancing, wearing of masks, and other Utah State Department of Health recommendations we will have a far greater likelihood of all staying healthy and COVID-19 free.

Contact the main office if you or a family member tests positive for COVID-19 or has pending COVID-19 test results.

If a student, employee, or any member of their household tests positive for COVID-19, or is awaiting test results, the school must be notified as soon as possible. This information will remain confidential and will be shared with the school nurse. The school nurse will work with the State Health Department to determine necessary action to mitigate risks. The main office may be contacted at 801-578-8537 or annabelle.valencia@slcschools.org.

Stay at home if experiencing one or more of the following symptoms

Please check their student's health every day before sending them to school. Students need to stay home if they have one or more of the symptoms listed below.

- Fever or temperature of 100.4° F (38° C) or higher
- Cough
- 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 must not come to school. Parents/guardians must keep sick students' home and away from others and report the illness to the school. Plans will be made to support student through remote learning.

Keep medical and contact information up to date with our office

All medical information must be updated with family and emergency contacts and current medical information for a student to attend the first day of school. Contact the office at [**annabelle.valencia@slcschools.org**](mailto:annabelle.valencia@slcschools.org) or **(801) 578-8537** to update your information.

Wear a face covering

All members of the school community are required to wear an appropriate mask at all times while on campus. Masks must cover nose, mouth, and fit snugly. Reusable face coverings need to be laundered daily. If a student or community member forgets their facial covering, a disposable mask will be provided. Students that choose not to wear a mask and practice COVID-19 safety will move back to remote learning.

Practice physical distancing

All members of the community must adhere to recommended physical distancing guidelines. Physical distancing is remaining 6 feet apart from others. These guidelines will be made explicit

through written communication, physical symbols (marks on the ground and signs), verbal reinforcement, and behavior modeling. Students will be required to socially distance when it is possible.

Limited campus access

Parent/guardian entry into the school building will be restricted. 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. Appointments are encouraged. Call our main office at (801) 578-8537 or your student's teacher directly to schedule an appointment.

Practice excellent hygiene

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and run them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands. Students will be asked to wash their hands and/or use hand sanitizer frequently throughout the school day.

SCHOOL PROCEDURES AND EXPECTATIONS:

Hygiene and sanitation inside the building

- Custodial staff will wipe and sanitize frequent touch points throughout school buildings and will routinely sanitize restrooms throughout the day.
- School staff and students will have access in classrooms and around the building to hand sanitizer and a spray bottle with sanitizing solution on hand to wipe down desks and other items, as needed.
- Custodial teams have worked to deep clean buildings, furniture, walls, floors, restrooms, carpets, windows etc. When school is back in session, they will continue daily sanitizing during and at the end of each day.
- Measures to improve air circulation have been put into place, including keeping doors open and MERV 13 HVAC filters.

Pick-up / Drop-off of students

Children must be picked up and dropped off in a designated location outside the facility. Students will not be allowed to use the playground equipment or structures before or after school. Contact will be limited except when necessary for student safety. Drivers will remain in vehicles whenever possible. Students must arrive and depart the school grounds within 10 minutes of the school start and end times. At the start of the day students will enter the school and go directly to their classroom. Doors will open at 7:55am. At the end of the school day

students will be escorted out of the building by grade-level. Plan a pick-up location with your student(s) around our horseshoe shaped driveway or other nearby agreed upon location.

Student school entry and exit:

Kinder – Kinder southeast doors

1st grade – Main entrance doors

2nd grade – South playground doors

3rd grade – South playground doors

4th grade – Main entrance doors

5th grade – Main entrance doors

6th grade – South playground doors

School schedule

8:10 am	Start of school day
8:20 am	Late bell
8:20 am -10:00am	In-person breakfast by grade level
10:50 am – 12:30pm	In-person lunch by grade level
12:30 pm – 1:00 pm	M, T, TH, F Remote student breakfast and lunch grab and go
10:30 am – 12:30 pm	Wed Remote and in-person student breakfast and lunch grab and go
2:20 pm	End of school day
2:30 pm	Late pick-up bell

Short School Days end at 12:40 pm.

Recess

Recess is scheduled so that each grade or class has their own time on the playground. Currently our in-person numbers are low enough to maintain safety without dividing the playground into zones. Should our in-person numbers increase, the playground will be divided into zones. Students will be assigned a different zone to play in each week. The recess equipment will be cleaned after each recess. Playground structures will be closed.

Outdoors

Students will be required to wear a face mask and to maintain social distance while on campus. Random gatherings are not allowed. Students will be taught, supported, and expected to connect only with their assigned classroom members.

Classroom

Handwashing or hand sanitizing are required once students enter school, before and after lunch, after bathroom breaks and throughout the day. Students sanitize their desks and work area. Water fountains are only available to fill water bottles. Paper cups are available for kids without water bottles at school. Masks that cover the nose, mouth, and fit snugly are

required. Students will be spaced as much as possible. Plexiglass barriers may be used when social distancing is not possible.

Student Restrooms

- Student restrooms are restricted to no more than two students at a time.
- Urgent restroom needs will always be accommodated.
- There will be waiting spots clearly indicated outside the restrooms 6 feet apart.

Cafeteria

Our cafeteria will be opened-up and tables spread out to provide social distance during the breakfast and lunch period. Seating is assigned to keep students in proximity with their assigned classroom members. Numbered seats will provide students with guidance for assigned seating.

Student Lockers

Students should only bring necessary items. Locker assignments will be spaced apart.

Hallways

- Are marked with directional arrows
- COVID-19 precaution signs are posted
- 6 foot social distance will be expected, enforced, and rewarded
- Masks covering the mouth and nose, must always be worn
- Face shields may be worn in conjunction with a mask
- Traffic patterns are posted as floor markings

Classroom member groups

Student contact will be limited to only those students in their assigned classroom member group. Every effort will be made to keep classroom member groups together throughout the day.

Contact tracing

- Classroom member groups will be maintained throughout the school day.
- Student movement through the building will be orderly, planned, purposeful, and limited.
- Seating and hallway line charts will be maintained.
- School principal and nurse will determine all contact tracing.

Emotional wellbeing

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

- Increased emphasis on the well-being of students.
- School counselor and district social worker will support students.
- Newman uses the SLCSO SEL framework and the 2nd Step curriculum to teach social emotional learning principles, practices, and behaviors to students.

Substitutes

SLCSO has a substitute notification system that will be used in the event of a teacher absence. An in-house substitute will be established to provide substitute coverage in the event that a SLCSO substitute is not available. Substitutes will be given instruction on COVID school safety procedures.

Student procedures and expectations

Hallway	Walking feet Arms to self Voices off Eyes forward Spaced apart
Cafeteria	Find your seat and stay Own food only Recycle and throw away trash Keep hands clean Soft voice
Bathroom	Hush Flush Wash Rush
Playground and Outside	Six feet apart Masks on Include others Leave it clean Exercise Stay in your zone
Classroom	Desk and hands clean Everyone spaced Supplies to self Keep mask on
Stay healthy	Wear a mask Social distance Clean your hands

Early pick-up and late arrival procedures

Early Pick-Up Procedure:

Please call the main office at 801-578-8537 and provide the students name, name of the person picking up, and the date and time the student will be checked-out. On your arrival please pull up to the drop-off lane by the main entrance and call the main office at 801-578-8537.

Late Arrival Procedure:

Pull up to the drop-off lane by the main entrance to drop off students. Have your student ring the bell to gain access and then proceed to the front office to sign in. Please watch your student until they have entered the building.

If you are picking up your child from the Health and Wellness Room, you will be provided with pick-up instructions.

Student COVID-19 symptoms at school

- We have an isolation room where symptomatic students can stay until they are able to go home. This room is dedicated to use for students who demonstrate one or more COVID-19 symptoms once at school. Newman staff will refer to this room as the Health and Wellness Room.
- Parents and guardians need to make sure their emergency contact list is up to date.
- Parents must pick-up their student immediately after receiving a phone call.
- Students with non-COVID-19 medical needs will be cared for in a separate area of the school.

COVID-19 Closures

SLCSD will follow Utah Health Department guidelines for classroom and school closures.

- Classroom and whole school quarantines will be communicated
- Communication may come from the Utah Health Department, Newman, or Salt Lake City School District

Utah Health Department symptom monitoring, quarantine and isolation

January 12, 2021

Keep your student home if COVID-19 a symptom is present until:

- 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: 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.

Students who present during the school day with one or more of the following symptoms:

- Fever or chills
- Cough unrelated to asthma or different than normal
- Shortness of breath or difficulty breathing
- Muscle or body aches, not explained by exercise
- New loss of taste or smell
- Sore throat
- New congestion or runny nose
- Nausea or vomiting
- Diarrhea

Will be sent directly to an isolation room, where they will be:

- Placed in a distanced area of the room designated for students with COVID-19 symptoms
- Parents will be notified to come and pick-up their student, and follow-up with a healthcare provider

Students 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: 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.

Preventing COVID-19 exposure while at school:

- Everyone will practice social distancing and current recommendations for group gathering sizes
- Students who are sent to the office for minor health reasons or for scheduled medications/treatments will use a specified separate room other than students with COVID-19 symptoms
- The office will document all students sent to the office with symptoms

If a student tests positive for COVID-19:

- The parent will notify the school.
- The school will notify the school nurse and s/he will confirm the diagnosis with the parent and notify the Utah Health Department.

The student will stay home from school until:

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.

90 day guidance:

Individuals who are exposed, and have previously tested positive for COVID-19 within 90 days of exposure, do not need to quarantine or be tested again during this 90-day timeframe, as long as they do not have symptoms.

They should follow the following guidelines for 14 days after the last exposure:

- Take temperature before school or work.
- Check for symptoms of COVID-19 every day.
- Wear a facemask when at school, or around people they don't live with.
- If symptoms of COVID-19 develop, they should isolate for 10 days after the first symptom occurred, and contact a healthcare provider.

Exposure:

Exposure to COVID-19 occurs when a person is closer than 6 feet to a person who has tested positive for COVID-19 for 15 minutes or longer. This is regardless if the person is wearing a mask.

Quarantine:

People who have been exposed to someone, who has tested positive for COVID-19 are asked to quarantine, even if they have no symptoms. Quarantine means the person will stay home, and not attend school, extracurricular activities, religious services, family gatherings.

The current guidelines for quarantine are:

Students closer than 6 feet to a person with a positive COVID-19 test for 15 minutes or more will quarantine and monitor for symptoms.

Two options of quarantine:

- Ten-day quarantine without testing. If the person who was exposed to COVID-19 lives with the person who is positive for COVID-19, the person must quarantine for ten days, beginning from the last date there was contact with the positive person. After the tenth day if there are no symptoms, they may leave quarantine. They should continue to monitor for symptoms until 14 days after the exposure have passed, and resume quarantine and consult a healthcare provider if symptoms occur.
- Seven-day quarantine with COVID Testing: If the person exposed does not live with the person who tested positive, and they have had no symptoms of COVID-19, they may receive a COVID-19 test seven days after exposure, and return to school if it is negative. They should continue to monitor for symptoms until 14 days after the exposure have passed, and resume quarantine and consult a healthcare provider if symptoms occur.

All tests must be a PCR or antigen test, not an antibody test.

- All students returning to school after testing must present a copy of their testing results upon returning.
- People who maintained 6 foot distance will not need to quarantine. They will need to self-monitor their temperature and watch for symptoms for 14 days.
- If any symptoms occur, they will quarantine and consult a healthcare provider or the health department for testing information.
- A person who lives with someone who has tested positive must quarantine for 10 days after last known contact with the person who is ill before returning to school.
- All people awaiting testing results will quarantine.

HELPFUL INFORMATION:

Utah COVID-19 manual

https://coronavirus-download.utah.gov/School/COVID-19_School_Manual_FINAL.pdf

Salt Lake County Health Department COVID-19 Information

<https://coronavirus.utah.gov/utah-covid-19-testing-locations/>