

EASTLAKE ELEMENTARY SCHOOL PLAN



Welcome back to school. We are thrilled to be back in our building and to be able to work with our students in person and online. We have written a plan to keep students and teachers safe and are optimistic for the future. Eastlake has an excellent faculty and staff that work well together to do what is best for each individual student. All state and district guidelines will be followed, [Jordan School District's plan](#) as well as the [State's COVID-19 School Manual](#). We care deeply about your students, their well-being, safety, and success. We plan to strive everyday to help them learn and grow to reach their full potential.

Please note:

- All faculty and staff will be reminded "if you feel sick, stay home."
- No-touch thermometers will be available for temperature checks if needed.
- Face masks will be worn by all until further notice.
- Personal protective equipment will be used by staff based on assignment.
- Assemblies and other large gatherings will be virtual or postponed.
- High traffic areas will be identified and signs will be placed to direct traffic (hallways, cafeteria, gymnasium, doorways).

Additional information can be located at [Jordan Welcome Back Moving Forward Website](#)

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Items marked with * pertain to online students or their parents as well

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School Begins:

Grades 2-6: August 25 (Tuesday)

Grade 1: August 26 (Wednesday) Parents sign up for 15-minute appointments August 24-25. The sign-up window will be open August 20-24.

Kindergarten: September 2 (Wednesday) Parents sign up for a 45 minute assessment some time between August 25 and September 1. The sign-up window will be open August 20-25.

These start dates reflect a one-week delay approved by the JSD Board of Education.

[*Revised 2020-21 Calendar](#)

BEFORE COMING TO SCHOOL

Each morning before coming to school, parents are asked to conduct temperature and symptom checks. If you do not have a thermometer, check your child's skin to see if it feels warm or is red. Parents should watch for the following with each child:

- Feeling ill
- Temperature of 100.4 or higher
- Cough
- Shortness of breath/difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Congestion/Runny nose
- Sore throat
- Headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

Use the Health Self-Checklist provided. **If your children feel sick or have any of these symptoms, please keep them home. Please notify the school at 801-446-0778 if your student is**

involved in a positive COVID-19 test result (privacy will be respected and anonymity maintained when at all possible).

Note: If your student has a fever of 100.4 or more or has been vomiting, please keep them home for at least 24 hours after the last occurrence. Call the office at 801-446-0778 and let us know that your student will be absent. Arrange with the teacher for any make-up work needed (This can also be done later when your child is feeling better).

Students will not be penalized in their grades or attendance for staying home when ill or in quarantine. Teachers will work with students by sending home lessons and work, and/or communicating virtually so students don't get behind.

We will review and update all **healthcare plans** (504, IEPs) based on COVID-19 risk factors.

We will work with parents who have identified their student, in Skyward, as **higher risk** for severe illness and request accommodations within the school and classroom.

Students will be assigned a specific **Chromebook** to use at school and will need to have an agreement signed by a parent which outlines responsibilities for care. Chromebook agreements will be sent home with students for parents to sign. There is an option to decline the opportunity to take a Chromebook home if a student has computer access available at home. Students/parents will be charged for any damage to a Chromebook while in their use.

Be sure that your student has a **face mask** and brings it to school each day. It is preferred that students wear one and keep at least one in a baggie if needed. Masks will be provided if necessary.

Students that ride the bus will be **required to wear a face mask**. Exceptions are outlined in the *appendix* of the [Jordan School District's plan](#). Jordan School District recognizes that some students may have a medical condition, mental health condition, or disability that prevents wearing a face covering.

In order to receive an exemption from the State's face covering requirements, the form found at the link below must be completed and returned to the school prior to your student attending school without a face covering.

Please have your primary care provider complete the Medical Certification by doing one of the following:

1. Complete and sign the Medical Certification found at the link below.

-or-

2. Attach an email or note from the primary care provider outlining the same information as indicated below to this completed form

[COVID-19 Student Face Covering Exception Request & Medical Certification](#)

SCHEDULE FOR IN-SCHOOL LEARNING: In-school sessions at Eastlake Elementary will be Monday through Thursday. See the **SCHEDULE FOR FRIDAY** below,

FIRST DAY, August 25- Grades 2-6: First grade starts on August 26.

1. Arrive between 8:40-8:55 A.M. (Or come to breakfast 8:30-8:55 A.M.).
2. Students will enter the south cafeteria door for breakfast.
3. Students go to the back of the building and line up by class at 8:55 A.M. Every teacher will be there to guide the students during the first week.
4. Students will put on a face mask and keep it on while in the building.
5. **After the first day**, outside adult **supervision begins at 8:40 A.M.** Students are to remain outside until 8:55. When the bell rings, they will line up by their grade-level door and wait for their teachers to bring them inside. Social distancing marks will be made on the blacktop for class line-up areas. Students should put on a face mask BEFORE entering the building (NOTE: Kindergarten-age students play in the kindergarten play area upon arrival).

SCHEDULE FOR FRIDAY:

Teachers will be working in grade-level teams to monitor student progress and invite students needing additional time and support to come on Fridays for small group and one-on-one help. The schedule will be 11:00-1:55 PM (Buses will run on a schedule to facilitate this time frame). Students coming on Friday will also be given a 30-minute lunch and break time from 12:00 to 12:30. **Parents will be notified at least one week in advance (the Friday before) if their student's teacher would like them to come for additional help.** This opportunity is optional. Please let the teacher know as soon as possible if your child is not able to attend so teachers can invite other students.

Lunch/Breakfast will be available **(for ALL students including online)** from 11:30 to 12:00 on Fridays. Regular charges apply for both lunch and/or breakfast depending on what is chosen. PLEASE ENTER THE **SOUTH SIDE DOOR** OF THE CAFETERIA FOR THIS GRAB and GO FRIDAY OPTION. Busing is not available for students not invited by their teacher. **Students will be asked if they want to purchase a breakfast for Saturday , again, regular charges apply.**

DROP-OFF:

To help us maintain an orderly Drop-off/Pick-up area, please observe the following rules:

- Student Drop-Off Area is located on the **EAST AND WEST SIDES ONLY**.
- Buses and Daycare Drop-off Areas are located on the NORTH side.
- Please only drop students off on the sidewalk side of your car. **PULL COMPLETELY FORWARD** and fill in the gaps in front of you.
- Please drive slowly and be respectful of others, including the teachers on outside duty.
- When using the parent parking area, please cross at the crosswalk to come and pick up your child. Students will not be allowed to cross to the parking lot without an adult. When you come to the school for any reason other than drop-off (even if it is quick), **please park your car in a designated parking space**. Please do not leave your car in the front of the school, (this area is also used for busses, police, and fire emergency lanes).

PICK-UP:

- Please make pick-up arrangements with your child(ren) ahead of time.
- We will stagger dismissal times by a few minutes in each grade to help with social distancing.
- We have 6 teachers assigned to outside duty from 3:35-3:50 pm. This is rotated weekly.

CHECKING STUDENTS OUT:

The office now has a **video entry pad**.

If you need to come into the office **please wear a face mask**. If you are coming to drop off items for your student, let the office staff know, and leave the items on the table in the entryway, and we will deliver them to your student.

Office Phone: 801-446-0778

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CHECKING STUDENTS IN:

If your child is arriving after 9:10 a.m., please call the school office at 801-446-0778 to let us know, then send the child to the office through the front entrance. You may also send your child with a note instead of calling.

BUS and BUS ZONES

Face masks must be worn by students, drivers, and other passengers before entering the bus. Exceptions for students are outlined in the appendix of the [Jordan School District's plan](#).

Strategies will be implemented to ensure driver and attendant safety on all buses. Protocols will be established to minimize mixing of students from different households with regular cleaning and disinfecting of seats and other high-touch surfaces.

Our school bus lane is located on the north side of the building. We have **painted yellow lines** to keep students from getting too close to the buses as they arrive and depart.

When students arrive, they should proceed to the south side of the school to access the playground and line-up areas.

[Bus Eligibility Guidelines](#) and [Space Available Guidelines](#)

Bus permit guidelines are determined by the Eastlake Elementary School Community Council. [Permit Requests](#) are due September 10.

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CLASSROOMS

- Desks will be spaced as far apart as possible and will face in one direction.
- Reduced sharing of items and sanitizing between users.
- Enhanced cleaning and disinfecting procedures on all surfaces.
- Hand sanitizer will be provided in each room.
- Frequent hand washing.
- Teachers provided plexiglass and face masks.
- Outdoor breaks will be taken when students need a mask break and outdoor teaching is encouraged when possible.
- Limited movement of students around the building (i.e., rotation teachers are coming into the classroom vs. students moving to common areas).
- Drinking fountains are for refilling water bottles only.

HALLWAYS

- Flow patterns have been designated and signs posted.
- Doors have been specified in and out (except during arrival and dismissal when all doors are in or out).
- Staggered dismissal times for recess, lunch, and end of day.
- Regular cleaning and disinfecting of all touchpoint areas.
- Students will be encouraged to bring labelled, refillable water bottles.
- Drinking fountains are for refilling water bottles only.

CAFETERIA

- Flow patterns have been designated and sit spots provided for social distancing.
- Cafeteria tables will be spaced apart and marked for specific classroom use with only 3 students sitting on a bench.
- Tables will be cleaned and disinfected after each class leaves the cafeteria.
- There will be only one entree choice for lunch
- Students will receive their meal or take their home lunch and sit down to eat at their classroom's tables.
- Students will not be directly across from another student.
- During this time we will have no student lunch workers.

- Students will wash their hands before coming to the cafeteria. Hand sanitizer will be available at each entrance and exit.
- Students will have a lunch card to be scanned for touchless recording of purchased lunches.
- Breakaway lanyards will be provided for students to hold their lunch card and mask while eating.
- If students purchase milk only, they must pay with the exact amount of twenty-five cents, no change will be made.
- Students are encouraged to bring a disposable lunch. If they choose to bring a lunchbox, they will take it outside with them and put it in their designated line-up area.

Cafeteria breakfasts and lunches will be provided in grab and go disposable containers. We will not have our fresh fruit and vegetable bar. Vegetables and fruits will be furnished in the grab and go containers. Breakfasts cost \$0.80 and lunches cost \$1.75. Parents can apply for free or reduced lunch prices by going to the [Jordan District Nutrition Website](#) for directions. [Breakfast and lunch menus](#) are available including nutrition information.

***ONLINE STUDENTS can pick up GRAB and GO breakfast and/or lunches M-Th from 12:00 to 12:30 p.m. (Regular charges apply.) On Fridays, online students can pick up their meals (regular charges apply) from 11:30-12:00. No bus service is available for these options.**

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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 throughout the day and deep cleaned at the end of each day including mopping and disinfecting floors.
- A limited number of students will be allowed in the restroom at the same time.

PLAYGROUND

- Staggered dismissal times to prevent congestion in hallways and doorways.
- No contact games will be encouraged.
- Playground equipment will be sanitized on a regular basis.
- In case of inclement weather, indoor recess will be held in individual classrooms with social distancing procedures in place.
- Students will wash their hands after recess.
- Masks are encouraged on the playground when social distancing cannot be maintained.
- Our custodian will sanitize the playground equipment on a regular basis.

ROTATIONS

Students have one rotation a day. Our rotation teachers will be coming to the classroom. Any items that the students use for rotations will be cleaned or quarantined for 3 days before use

by another classroom. Handwashing will be encouraged before and after rotations. PE will be held outside as much as possible. Students will be engaged in activities that naturally facilitate social distance. If the temperature is too hot or if it rains, PE will be held in the gym or classrooms if it is during lunchtime. .

MEDIA CENTER (Library)

Our Media Center will be rotating to the classrooms for their weekly library time. The Media Specialists will bring special collections of books to the classroom for checkout. Students can request books for the following week and they will be included if they are not already checked out. Books will be out of circulation for 3 days after each use.

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FIRST AID and SICK CHILD CARE

Basic first aid supplies will be available in all classrooms. Teachers will assist students with minor injuries. Students needing to call home will be calling from their classrooms to reduce congestion in the office.

Students in the office for medication, support from administration, or any other reason will be kept away from any child exhibiting signs of illness. Surfaces will be cleaned after visitors and students leave the area.

A quarantine room is located near the office for students who are ill and waiting to return home. We ask that parents come as quickly possible when notified that a child needs to come home. Symptomatic individuals cannot return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider. This quarantine space will be deeply cleaned before the sick student is isolated and after the sick student leaves for home.

SPECIAL EDUCATION CLASSROOMS:

Special Educators will be trained on how to implement strategies to identify and mitigate risk in the classroom. Personal protective equipment will be provided to aid with one-on-one close contact to ensure students with disabilities have equal access to education.

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, 504 Accommodation 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.

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VOLUNTEERS

We love having volunteers in our building and appreciate the involvement of parents. During this unique time we need to limit the number of visitors and volunteers, therefore, volunteers or visitors will be allowed on a limited basis with approval by an administrator. There are many ways you can still volunteer. Communicate with your student's teacher or the PTA to help with needs that can be met without being here at school. We look forward to the time when we can welcome all of our volunteers back to the building.

***RETURNING FROM ONLINE LEARNING:**

When the quarter is ending (mid-October), parents will be given an opportunity to have their students stay online or return to in-person learning. When returning to in-person learning, teacher assignments will be given as well as the start date for returning to school. This opportunity will again be available at the semester (mid-January).

Kindergarten: When online kindergarten students return to in-person learning, the teacher and session will be assigned. If the student had previously requested to be a.m. or p.m., we will work to accommodate, but it will be by space availability.

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