



Heartland Elementary

At Home

- Families will conduct temperature and symptom checks at home each school day. A symptom check document is included as Appendix B. Parents may feel their children's skin to see if it feels warm or is red if they don't have a thermometer.
- Families will keep children home who are ill or exhibiting symptoms of COVID-19 (fever, cough, chills or muscle aches, sore throat, new loss of smell/taste, nausea/ or vomiting, congestion/runny nose, fatigue, or diarrhea).
- Families will follow the quarantine guidance if their child or anyone who lives in their home is exposed to someone with COVID-19.
- Families will send students to school wearing a face mask until further notice. The school recognizes the need for some students to obtain a medical exception. The process for obtaining an exception is found in Appendix A of this document.
- Parents and guardians will be required to use face masks when on school property.
- Families will be informed that schools will enforce the wearing of face masks. Schools will follow the typical discipline procedures and processes for students who do not follow wearing face masks.
- Families are highly encouraged to send their students with disposable lunch bags.
- Families will use Skyward or the online form found on our website to identify their student(s) as higher risk for severe illness due to COVID-19.
- We will work closely with parents to support continued learning short-term when students are ill or isolation is necessary.
- Teachers will revise grading policies and parent notification practices to allow for flexible attendance when students are ill or require isolation.
- Buddy Alger, principal, will be the designated contact person for parent questions regarding the return to school plans. Please call: 801-565-7533 or email at buddy.alger@jordandistrict.org.
- We will provide students with Chromebooks as needed. Parents will be required to sign an agreement.
- We will work with our school nurse to help in obtaining equipment to support parents with symptom checks if needed.
- Students have been enrolled in online courses. Students will be given the opportunity to request in person or online learning options again in October.



Heartland Elementary

On the Bus

- Bus Drivers and Bus Attendant will
 - wear a face mask. The process for obtaining an exception is found in Appendix A of this document.
 - implement strategies to ensure driver and attendant safety on all buses.
 - utilize protocols to minimize mixing of students from different households and regularly cleaning and disinfecting seats and wipe down all high touch areas (handrails, seat backs, etc.) of the bus with disinfectant.
 - take their own temperature each day to ensure they do not have a fever of 100.4 or greater.
 - not use eye protection that obstructs vision while driving.
 - deep clean the buses at the end of the day with a disinfecting mister.
 - load students on the bus in a manner that maximizes physical distancing.
- Students will
 - wear a face mask. The process for obtaining an exception is found in Appendix A of this document.
 - sit in their assigned seat in order to support contact tracing.
 - be seated next to members of the same household when possible
 - load the bus from the rear to the front based on the location of the bus stop.
- Administrators and Teachers will
 - continue to accept requests for Space Available passes on buses using current district guidelines.
 - facilitate boarding of buses at the end of the day to ensure students are seated according to household groups, bus routes, and seating charts.
- Additional Actions and Guidance
 - Students are expected to comply with physical distancing recommendations and instructions of the bus driver and attendants.
 - Parents of special education students (EXCEL) will notify transportation dispatch if the student will not be attending school by calling transportation at 801-567-8840.
 - Friday attendance will be for teacher scheduled students only. Friday bus schedule will be 9:30 to 12:30 for scheduled students.



Heartland Elementary

The Office

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- Signs will be used to designate entry/exit flow patterns to minimize congestion. Please enter on the right, and exit on the left (handicap access only available on the left). Signs and floor markers will be displayed in this area.
- Personal protective equipment will be provided to employees based on assignment, including face masks, face shields, plexiglass, and hand sanitizer.
- Check-In Procedures:
 - Parents will walk their children to the front office door and press the doorbell. Front office staff will take the parent's name and create a check-in slip for the student. The office staff will open the door for the child. Parents will not be allowed to accompany their child past the office door.
 - Hand sanitizer will be available for parents after touching the office doorbell.
- Check-Out Procedures:
 - Parents will walk into the front office door and press the doorbell. Front office staff will ask to see your ID on our doorbell camera. We will take down parent's name and ID number for security. Parents will wait in the entry way for their child.
 - Hand sanitizer will be available for parents after touching the office doorbell.
- Parents will be required to wear a face masks and social distance while waiting for their student during the check-in or check-out procedure.
- For the safety of our students and staff, volunteers will be allowed on a limited basis.
- The quarantine room will be held in the office sick room and in the conference room as needed. The office supply room will be used as an alternate sick room for non-COVID symptom students.
- We will have a no touch thermometer in the office to take the temperature of faculty, staff and students as needed.
- Students will not be allowed behind the main office desks without a staff member.



Heartland Elementary

The Office Continued

- Teachers and staff will practice social distancing when retrieving mail and meeting with the office staff.
- Communication of health and safety issues will be transparent, while protecting the privacy of students, staff, and families.
- Educate staff, students, and families on the motto: “If you feel sick; stay home,”
- The office assistants will provide any visitors with a symptoms checklist to be completed before entering the school. This checklist is included as Appendix C.
- Office assistants and/or school administration will remind symptomatic families and staff members to stay at home unless they are free of a communicable disease.
- The office will support classroom routines with regularly scheduled reminders for students to sanitize hands and materials including, announcements and checklists.
- Buddy Alger, principal, will be the designated contact person for parent questions regarding the return to school plans. Please call: 801-565-7533 or email at buddy.alger@jordandistrict.org.
- Jordan School District’s and Heartland Elementary’s school plans will be posted on our school website before school begins, heartlandelementary.org.
- The office will prepare a first aid kit and medical supplies to help relieve office congestion by going to students who need assistance rather than all students being sent to the office.



Heartland Elementary

The Classrooms

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- Personal Protective Equipment will be provided to each classroom.
- Teachers will space desks as far apart as possible to limit contact.
- Teachers will arrange student desks and tables to allow for students to all be facing one direction.
- Teachers will move non-essential items in the classroom into storage to increase the space available for social distancing.
- Teachers will sanitize class materials on a regular basis.
- Teachers will create a process to sanitize or quarantine any shared materials including, manipulatives, books, or school supplies.
- Teachers will use seating charts to help with contact tracing.
- Teachers will establish routines and use floor or wall signs, as needed, to limit congestion at entry/exit points and around the classroom.
- Teachers will establish routines for students on hand washing and hand sanitizing.
- Teachers will have students use school issued personal items such as; crayons, pencils, markers, scissors, glue, glue sticks, etc. instead of sharing items.
- Teachers will rotate through classrooms, where feasible, instead of students rotating into other classroom (Art, Library, Life Skills).
- If parents want to provide a birthday treat for your child's birthday, it must be non-edible. Teachers will hold the "treat" for 72 hours before distributing to the class. Suggested items could be, but are not limited to, pencils, stickers, notebooks, bracelets, erasers, markers, pens, bubbles, jump ropes, sunglasses, etc. Please remember nothing can resemble weapons.
- Teachers will refer students who appear ill, or have symptoms such as fever, persistent cough, headache, difficulty breathing, nausea/vomiting, to the office who will then contact parents.
- Teachers will be provided with basic first aid supplies and band-aides to distribute to students to avoid office congestion.
- Students will sanitize their desks and chairs at the end of each day and as needed throughout the day.
- Teachers will notify Jana Pedler on a voicemail or in person if they are going to be out and request a substitute through Frontline as soon as possible.



Heartland Elementary

Small Skills Groupings

- During specific intervention and enrichment times during the school day, faculty and staff may combine small numbers of students from different classes to provide small skills group instruction.
 - Faculty and staff will wear face masks.
 - Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
 - Personal Protective Equipment will be provided in each area where small groups meet.
 - Students will use hand sanitizer before and after participating in a small group.
 - Faculty and staff will space students out as far apart as possible to limit contact.
 - Faculty and staff will use seating charts to help with contact tracing.
 - Small manipulatives or sharable items will either be sanitized or quarantined between student use.

Special Education Classrooms

- In addition to general classroom expectations special education will
- Staff will review all current Individual Healthcare Plans and Individualized Education Plans (IEP) for accommodating students with special healthcare needs and update their care plans as needed.
- Guidance will be held using chairs that are spaced apart. Chairs and table will be sanitized between each use.
- EXCEL students will eat lunch and breakfast in their classrooms. This allows for additional sanitation with a sink located in the classroom, increased time for students to eat or be assisted with feeding, an fewer transitions from the classroom to the cafeteria.
- Accommodations using PPE and social distancing measures will be made when working with students who are unable to wear face masks.



Heartland Elementary

Hallways

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- Students will be trained on hallway procedures including; stay on the right side of the hallway, using entry and exit doors appropriately.)
- The primary hallways at Heartland will be designated as one way only to avoid multiple classrooms passing each other in the halls.
- The areas in the hallways that have students waiting in a standing line will have spot markers on the floor for social distance (outside the cafeteria, water bottle fountains, bathrooms, gym, and library).
- Custodians and sweepers will clean and disinfect daily, all touch point areas, as outlined on each job card for their assigned areas including: doors, door knobs, and door casings, stair handrails, elevators, vending machines, light switches, and drinking fountains.
- Students will use refillable water bottles instead of using the drinking fountains. Opportunities to fill water bottles will be provided throughout the school day. If a student does not have a water bottle, one will be provided for them.
 - Spots will be placed on the floor for physical distancing when using the water bottle fountain.
- Administrators and staff will develop plans to monitor and minimize congregation of students in the hallways.
- Teachers will use multiple lines as necessary to reduce long lines due to social distancing.
- Grade level teams will designate classrooms as first, middle, and last. These groups will stagger transition times in hallways (cafeteria, recess, etc.) by three minutes each. (first out-first in, last-in, last-out.) These designations should be put on a rotation so the same classroom isn't always last.



Heartland Elementary

The Cafeteria

- Faculty and staff will wear face masks.
- Students will not be required to wear masks while eating in the cafeteria.
- Lunch times have been spaced out to have only one grade at a time in the cafeteria.
- We will utilize the gym to space tables out, as needed.
- Floor and wall signs will be used to designate traffic flow patterns, line spacing, and proper hygiene.
- Sticker spots will be placed on the tables indicating where students will sit.
- Students will sit by class to allow for contact tracing.
- Students will wash their hands before leaving the classroom to come to lunch and will sanitize before entering the cafeteria.
- All lunches will be served utilizing disposable plates, trays and utensils for a grab- and-go style service.
- Students will follow the flow pattern on the floor and space apart if standing in a line.
- Students will be handed their milk choice and their boxed lunch.
- Students receiving school lunch will wear a lanyard with their lunch number attached during the lunch period or will provide their first and last name to the lunch clerk to complete purchase.
- Students will sanitize their hands before leaving the cafeteria and playing outside.
- All tables and benches will be washed well before the next grade level comes into lunch.
- At the end of each day (after surfaces have been cleaned and sanitized) all high touch and work surfaces will be sprayed with EPA approved Peroxide Multi Surface Cleaner and Disinfectant. This product will remain on all surfaces throughout the night and rinsed off all food prep surfaces at the beginning of each workday. NOTE: It is important that kitchens are not being used after the end of each work day until the beginning of the next work day.
- All nutrition services employees will be reminded “If you are sick, stay home.”
- All nutrition services employees will take and log temperatures at the beginning of each workday.
- All nutrition services employees will wear gloves and face masks during food preparation and serving and will be provided with face shields or plexiglass as protection where appropriate.



Heartland Elementary

The Restrooms

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- Signs will be posted outlining proper hand washing and hand hygiene techniques.
- All restroom fixtures, sinks, toilets, showers, stall doors, hardware, partition doors, benches, and walls will be disinfected multiple times each day.
- Floors will be mopped and disinfected daily.
- Vinyl stickers will be placed on the floor of each bathroom indicating where to stand to encourage social distancing.
- Students will be trained on how to properly wait outside the restroom.
- Signage will be used to identify where students should wait, if the restroom is .
- Teachers will encourage the use of the restroom throughout the day to lower the number of students in the restroom at a given time.
- When entering the school after recess, each class will go to a different restroom or utilize their classroom sink to wash hands so that it lowers the number of students in one area.
- All custodians and sweepers will use face masks (nose, mouth and eyes) and gloves when cleaning the restroom. All custodians and staff will be required to wear the recommended PPE as stated in the chemical safety data sheet.
- No custodians will operate an electrostatic or misting sprayer with disinfecting chemicals when students or the public are present.
- Teachers will reduce the number of students who are in the restroom at one time by using a hall pass. Teachers will use bottles of hand sanitizer that students will place on their desk while in the restroom. Students will sanitize their hands using the sanitizer before returning the hall pass. Any other hall passes used with either be sanitized after each use or be touchless.
- Recess aides will use a touchless hall pass for students who need to use the restroom during lunch recess.



Heartland Elementary

The Playground

- Faculty and staff will wear face masks.
- Students will not be required to wear a face mask outdoors unless social distancing cannot be maintained.
- Students will wash their hands before and after playing outside.
- Grade levels will be assigned to play in specific areas. The school has several areas that students can use at recess including; two sets of playground equipment, multiple sections of the blacktop, and multiple sections of the field. This will allow for increased social distancing.
 - Signs will be used to notify students of social distancing, and appropriate playing locations by grade.
- Recess aides will use a touchless hall pass for students who need to use the restroom during lunch recess.
- The school will teach new outside games to students that help support social distancing guidelines.
- Each classroom will be provided with classroom specific playground equipment and a storage bag for them to use at grade level recess. Lunch recess assistants will have equipment that can be checked out to students by a recess aide.
- Equipment checked out at recess will be sanitized between uses
- Custodians will regularly sanitize/wash the main playground equipment.
- Students will line up with the recess bell and replace their face masks as they prepare to come inside the building.
- Students will exit and enter through assigned grade level doors only.
- Recess aides will notify the office of any student being sent back inside the building for any reason.
- Recess aides will be provided band aides, ice, and other supplies to attempt to address more needs outside to avoid student congestion in the office.



Heartland Elementary

Arrival

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- Parents/guardians will wear face masks when on school property.
- Staff will provide outside duty coverage beginning at 7:45 to provide support at crosswalks and other designated school areas to support safety and security of the school.
- Teachers will only enter through their designated grade level doors.
 - The office will have a tardy check-in table outside until 8:10, after that parents will walk their children to the front office door and press the doorbell. Front office staff will take the parent's name and create a check-in slip for the student. The office staff will open the door for the child. Parents will not be allowed to accompany their child past the office door.
 - Parents will be required to social distance and wear a mask in the entry way.
- Students will need to arrive at school no earlier than 7:40 unless students will be eating breakfast.
 - Students eating breakfast should arrive no earlier than 7:30.
- Breakfast will be served from 7:30 until 7:50, students must enter in the cafeteria doors and sanitize before picking up their food.
- Students will sit in a designated seat to encourage social distancing.
- Students should stay in their designated area before school begins.
- The music will begin playing at 7:45. Students should line up in their designated area. Each class will have a designated area of lining up. These spaces are designed to increase social distancing. Painted paws will be used to help students social distance.
- Teachers will be outside no later than 7:50.
- Teachers will begin staggering entry (first, middle, last) at 7:57 a.m. The school bell will ring at 8:00 and the tardy bell will ring at 8:05. Students who arrive after 8:00 will have to check-in at the office tables outside the main entrance.
- Administrators and staff will develop plans to monitor and minimize congregation of students outside in the mornings.
- Students will not be allowed to play on the playground equipment before school.
- Parents will not be allowed at this time to enter the school with their children.



Heartland

Elementary

- Kindergarten
 - Students in Mrs. Forsyth's and Ms. Rudolph's class will line up in the kindergarten playground area on designated sports. Students in Mrs. Dahlgren's class will line up on the North East side of the school by the fence.
 - Parents will not be allowed inside the fence of the kindergarten playground area. If you do not want your child to line up until the teachers come out at 7:45, you should keep them with you outside the entrance and the gated area.



Heartland Elementary

Dismissal

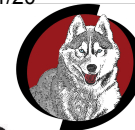
- Faculty and staff will wear face masks.
- Student will wear face masks. Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- Parents/guardians will wear face masks when on school property.
- Teachers will walk students out through their designated grade level door in order (first, middle, last)
- Students who are not picked up on time will be brought inside at 2:50 pm and will remain socially distanced until parents arrive.
- Students must head home immediately after school.
- Administrators and staff will develop plans to monitor and minimize congregation of students outside in the afternoons.
 - Kindergarten
 - Teachers will remain with their students at all times. Ms. Rudolph's class will leave the building when the bell rings and Mrs. Forsyth's class will leave two minutes later. Students will again line up inside the fenced area. One at a time as parents/siblings come to pick up students. Parents/siblings will remain outside the gate and students will be released to them one by one. Mrs. Dahlgren's class will line up by North East school fence for parents or siblings to pick up.



Heartland Elementary

The Library

- Faculty and staff will wear face masks.
- Students will wear face masks. Exceptions are outlined in the appendix of this document.
- Students will sanitize their hands before and after the library.
- K-3 Students
 - Media Assistants will visit K-3 classrooms with a story and select books on a cart for students to check-out. They will also bring a separate cart for books to be checked in.
- 4-6 Students
 - Will be brought to the library by their grade level teacher. Students will listen to a story and then check out books. Students will be allowed to check out books by small groups. Once books are checked out the students will return to class on their own and begin reading until all students have returned.
- The media assistants will select grade appropriate books from the teacher designated genre for the students to check-out and place them on a cart.
- Layout of the furniture will change to maximize social distancing.
- Mobile plexiglass partitions will be utilized as needed.
- Signage will be posted to encourage social distancing in the library.
- There will be time gaps scheduled between each group to allow for cleaning.
- Floor stickers will be placed for students to stand on while in the check-out line to allow for social distancing.
- Books will be “quarantined” for 72 hours after check-in before being processed by library staff
- Used book spot markers will be sanitized between each class.
- Library staff feeling ill will stay home.



Heartland Elementary

Art

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- Students will sanitize their hands before and after art.
- The art assistant will go into the classrooms to allow for students to remain in their assigned seats.
- Students will use their school issued personal art supplies (crayons, pencils, etc). Any items that are shared between classes will be sanitized before the next class touches them.

Music

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- The music assistant will go into the classrooms to allow for students to remain in their assigned seats.
- All materials that are shared will be sanitized between each class.
- Singing will not be allowed at this time.
- Performances (musicals, programs, art night, choir, etc.) will not be held until further notice.

Life Skills

- Faculty and staff will wear face masks.
- Students will wear face masks. The process for obtaining an exception is found in Appendix A of this document.
- The life skills assistant will go into the classrooms to allow for students to remain in their assigned seat.

20-21
Re-Opening
Plan

Updated 8/21/20



Heartland Elementary

Appendix A

Dear Parents,

Due to the COVID-19 pandemic and in compliance with the State of Utah Public Health Order, Jordan School District will require students to wear face masks while at school. Masks serve as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice.

Jordan School District recognizes that some students may have a medical condition, mental health condition, or disability that prevents wearing a face masks.

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

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](#)

20-21
Re-Opening
Plan

Updated 8/21/20



Heartland Elementary

Appendix B Student Symptom Checklist

Symptom Checklist for Families

Name: _____ School: _____ Month: _____

Instructions: School students and employees must undergo a symptom check prior to coming to school. Please check your symptoms at home, select Y=Yes and N=No and record. **If you answer YES to any of the below questions, you must stay home.** For weekends draw a line through the date. If you have questions please contact your school nurse.

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Exposure to COVID-19 in the past 10 days?																															
Are you feeling ill?																															
Fever (Record your temperature..)You may feel your skin (warm or red).																															
Cough																															
Short of Breath																															
Difficulty Breathing																															
Chills Fatigue																															
Muscle or Body Ache																															
Congestions/Runny Nose																															
Sore Throat																															
Headache																															
New loss of taste or Smell																															
Nausea or Vomiting/Diarrhea																															

20-21
Re-Opening
Plan

Updated 8/21/20



Heartland Elementary

Appendix C Visitor Symptom Checklist

School: _____ **Date:** _____

Instructions: Please select Y=Yes and N=No and record on the sheet. Please complete and sign below. If you answer **YES** to any of the questions you may not visit the school.

I attest that the answers below are accurate to the best of my knowledge. I confirm that I have not been exposed to anyone with COVID-19 in the past 14 days.

Printed Name of Visitor: _____ **Phone Number:** _____

Signature of Visitor: _____

	No	Yes
Have you been exposed to someone with COVID-19 in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel ill?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have:	<input type="checkbox"/>	<input type="checkbox"/>
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath or difficulty breathing?	<input type="checkbox"/>	<input type="checkbox"/>
Chills	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue	<input type="checkbox"/>	<input type="checkbox"/>
Muscle or body aches	<input type="checkbox"/>	<input type="checkbox"/>
Congestion or runny nose	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Headache	<input type="checkbox"/>	<input type="checkbox"/>
New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
Nausea and/or vomiting (unidentified cause, unrelated to anxiety or eating)	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
Fever (take your temperature) <i>Individuals may feel their skin to see if it feels warm or is red if they don't have a thermometer. Individuals will keep stay home who are ill or exhibiting symptoms.</i>	<input type="checkbox"/>	<input type="checkbox"/>