Emerson Elementary
Re-entry Plan

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

Emerson has taken the challenge of planning for the reopening of school during the COVID pandemic and has considered what our school will look like for the rest of the school year. The daily schedules and routines have been restructured with new policies and protocols to ensure the safety of our students and staff.

Expectations for ALL of us

- **Follow federal, state, local, and district guidelines**

  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 Guidelines on protecting yourself and others.

- **Contact the principal if a community 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 principal ([april.reynolds@slcschools.org](mailto:april.reynolds@slcschools.org)) must be notified as soon as possible. This information will remain confidential, will be shared with the school nurse, and will allow the school to take necessary action to mitigate risk.

- **Stay at home if sick**

  Emerson parents are required to check their student’s health every day before sending students to school.
  - Fever or temperature of 100.4°F (38°C) or higher. If you do not have a thermometer, check your child’s skin to see if it feels warm or is red, or ask if they have chills or are sweaty.
  - Cough – If your child normally has a cough because of allergies or asthma, is this cough different than normal?
  - 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 (april.reynolds@slcschools.org). Provisions will be made to support student through remote learning.

• Stay at home if exposed
Any member of a household who has been notified by the State Health Department that they were in contact with an individual infected with COVID-19 must notify the School (april.reynolds@slcschools.org) as soon as possible. Based on the circumstance, the community member may be asked to stay home for 10-14 days (may be subject to change.) During this time, the student will be able to attend classes remotely.

• Keep medical Information up to date at Emerson
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 (linda.ilott@slcschools.org) to update your information.

• Wear a face covering
All members of the community are always required to wear an appropriate mask while on campus. A face covering means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. Reusable face coverings need to be laundered daily. If a student forgets their facial covering, a disposable mask will be provided for them that school day.

• Practice physical distancing
All members of the community must adhere to recommended physical distancing guidelines. These guidelines will be made explicit through written communication, physical symbols (marks on the ground and signs), verbal reinforcement, and behavior modeling.

• Limited campus access
Parent/guardian entry into the school building will be restricted. Facial coverings are required for all 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.

• Practice excellent hygiene
Wash hands often with soap and water for at least 20 seconds - especially after being in a public place, or after blowing your nose, coughing, sneezing, or using the restroom. If soap and water are not readily available, use a hand sanitizer that contains at least 60% 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.
Emerson’s Policies and Procedures

Communication plan for all stakeholders

Emerson will communicate with families via School Messenger which provides email and text messages. In addition, relevant information will be posted on the Emerson Facebook and school website.

Safety measures for teachers

In addition to daily practices (cleaning, controlled movement, social distancing, etc.), the district is providing appropriate Personal Protective Equipment (PPE) for all employees. The district is also installing MERV 13 HVAC filters in the building will increase air circulation. Parents also play a very important role in keeping teachers and staff safe by not sending kids to school if they are sick.

Hygiene and sanitation in 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 to hand sanitizer and a spray bottle with sanitizing solution on hand to wipe down desks and other items, as needed.
- Over the summer, our 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 at the end of each day.
- During the school day, we will employ measures to improve air circulation, including keeping doors open and potentially adjusting HVAC settings.

Facilitating good hygiene for students

- Emerson will increase instruction and monitoring of student handwashing. Proper handwashing techniques include lathering hands with soap, scrubbing between fingers, washing the backside of each hand, scrubbing each wrist, washing underneath fingernails, and rinsing with water. The process should take 20 seconds.
- Emerson’s Nurse Stacey McLean (BSN, RN, NCSN) may provide handwashing and safety presentation to classes.
- Emerson will provide frequent opportunities for students to wash hands, including before and after recess, lunch, and other activities.
- If soap and water are not readily available in some classrooms, hand sanitizer will be used (for staff and older children who can safely use hand sanitizer).
- Elementary students will also sanitize their hands every time they enter and exit the classroom.
Classroom Cohorts

Student contact will be limited to those students in their assigned pod. Every effort will be made to keep the pods intact throughout the day.

Safety items provided at school:

- Cloth masks are available at school for students needing them.
- Plexiglas barriers have been installed in all buildings for areas that staff will interact with the public.
- Face shields are available for any employee that would like to use one in addition to a mask.
- All classrooms will be organized to align with social distancing standards to the extent possible and student desks will have Plexiglas barriers.
- Every classroom will have hand sanitizer that will be refilled as needed.
- Every classroom will have a 24 oz. liter bottle of spray disinfectant that will be refilled as needed.
- There will be a hand sanitizer dispenser at the entrance of every school.
- There are now two hand sanitizers near all the playgrounds.
- All HVAC systems have been adjusted to ensure 100% of fresh air will be cycled daily.
- Air filters will be checked weekly and replaced quarterly.
- Water bottles will be provided to each student.

Contact Tracing

The process of contact tracing begins by limiting mingling and gatherings.
- Classroom pods will be maintained throughout the day.
- Students’ movement throughout the building will be orderly, planned, purposeful, and limited.
- As necessary the administration and school nurse will determine all contact tracing.

Emotional Wellbeing

Regular formal and informal check-ins provided for students and staff.
- The school counselor will assist in supporting students and referring students to support resources.
- Emerson implements the SLCSD SEL framework and the 2nd Step curriculum to teach social emotional learning principles, practices, and behaviors to students.

COVID-19 Closures

- Emerson will follow Salt Lake County Health Department guidelines and direction for classroom and school closures
Student Restrooms

- Student restrooms are restricted to no more than three students at a time.
- Each classroom teacher will receive 2 bathroom passes on a lanyard. Three command hooks will be outside the restroom door. Students will hang their bathroom pass on a hook when entering and remove it when leaving the restroom. If no hooks are available, the student must wait for someone to exit before entering.
- Urgent restroom needs will always be accommodated.

Cafeteria

The divider between the gymnasium and cafeteria will be opened-up for maximum space. Tables are spread out to provide social distancing during the lunch period to the extent possible. Each table will seat 2 students 4 feet apart. The tables are spaced 6 feet apart from each other. The arrangement allows for a maximum of 50 students in the cafeteria at one time. Students will attend lunch with their assigned cohort each day. Students will have an assigned seat for lunch. Tables will be wiped down and sanitized between groups.

Student Lockers

**Lockers will not be available** for student use. Students should only bring necessary items to school.

- Jackets
- Lunchboxes
- Backpacks (backpacks should contain necessary items used for school only)
- Laptops & power cord-completely shut down & charged daily at home.
- Water bottles

Hallways

- Traffic patterns are posted as floor markings
- COVID19 precaution signs are posted.
- 6’ social distance will be expected, enforced, and rewarded.
- Students will “be polite…stay to the right” when passing through the hallways.
- Appropriate face coverings, covering the mouth and nose, must always be worn.

Classrooms
• Custodians will regularly wipe down high touch points including the door handle, sink area, and light switches.
• Teachers are provided with spray bottles of disinfectant and paper wipes for cleaning and disinfecting the remaining areas. Bottles are refilled monthly and as needed.
• Teachers will spray desks and students will wipe down their own desk.
• Classrooms will be fogged each day after school.
• Desks will be distanced to the extent possible and desk shields will be provided.
• High touch classroom supplies will be for individual use only. Materials will not be shared.
• Students will only be allowed to sit at their assigned desk. Movement will be minimized.
• Two bottles of hand sanitizer will be available in the classroom with re-fills as needed.

**Recess Procedures**

• Recess times will be staggered to the greatest extent possible, and students will find themselves restricted to assigned zones when they are sharing the space with other learning groups or grades. Masks will continue to be worn while following our physical distancing guidelines. Playground equipment may be used during recess with direct faculty oversight. Students will be required to wash their hands before and after recess.
• Classes will go to recesses with their cohort classes.

**Campus Security with Early Pick-Up and Late Arrival Procedures.**

• Non-essential visitors will be restricted from campus. This will include family members, caregivers, alumni, extended family visitors, and guest speakers. Essential visitors, such as package and mail deliverers and facility repair people, will enter through our Main Entrance and report immediately to the Main Office. Signage near the entrance will indicate our health hygiene policy, including face coverings and hand sanitizing upon entering the building.

• Early Pick-Up Procedure:
  
  o Please email (linda.ilott@sclschools.org) or call the office at 801-481-4819 and make arrangements for how your child will be picked up from school.

• Late Arrival Procedure:
  
  o Please email (linda.ilott@sclschools.org) or call the office at 801-481-4819 and provide your student's name and time the student will be checked-in. On your arrival please pull up to the drop-off lane by the main entrance to drop your student off. 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 COVID isolation room, the principal will provide instructions.

Afterschool expectations

• Students may not linger on campus. Student should not be on campus more than 10 minutes before school or 10 minutes after school. 6’ social distance is required, and students should not be near others outside of their classroom cohort at any time. Students are not allowed to use the playground equipment before or after school.
Emerson Schedules

Drop-off/pick-up and school entry points

Parents/guardians will **NOT be permitted to drop off students to the classrooms.** Please follow the drop-off and pick-up schedule below and *Emerson map*:

- **ELP Magnet** Grades 1 & 2: **7:50 and 2:05**
  - Bus students – through the cafeteria
  - **Morey** – Outside entrance between library and gymnasium on 1000 east
  - **Pizarro** – Exterior door outside her classroom
- **Kindergarten** **8:00 and 2:15**
  - **Cologna** – Southeast entrance off the kindergarten playground
  - **Jepson** – Main entry. Line up against the building on the kindergarten playground
- **Grade 1** **8:00 and 2:15**
  - **Allred** – Main entrance. Line up on the southeast side of main entrance doors by the bike rack.
  - **Dos Santos** – Main entrance. Line up on the southwest side of main entrance.
- **Grade 2** **8:00 and 2:15**
  - **Finerfrock** – Southeast entrance by the field. Line up on the stairs.
- **Grade 3** **8:00 and 2:15**
  - **Holden** – Southeast entrance by the field. Line up along the railing on the south side of the entrance.
- **Grade 3/4 Split** **8:00 and 2:15**
  - **Mabey** – Northeast entrance. Students will line up against the wall of the building at the bottom of the stairs.
- **Grade 4** **8:00 and 2:15**
  - **Tanner** – Northeast entrance. Students will line up on the stairs.
- **Grade 5** **8:00 and 2:15**
  - **Roberson** – Outside entrance to room 24 on the northwest side of the building. Line up outside the door.
  - **Monson** – Northwest entrance. Line up on the handicap accessible ramp
- **Grade 6** **8:00 and 2:15**
  - **Feller** – Northwest entrance. Line up by the exterior doors.

*Teachers will meet their students outside in their designated area and escort them into the building at 7:50 ELP and 8:00 general education.

*Teachers will escort their class outside at the end of the school day to their designated area for dismissal at 2:05 ELP and 2:15 general education.
*Special education students will come into the cafeteria when dropped off by district buses at 7:45. They will meet an adult from their classroom. They will eat breakfast in the classroom. Students will be escorted to district buses at 2:15.

*Students who eat breakfast in the cafeteria will be excused to their class pick up area when finished with their meal. Cafeteria opens at 7:35 for ELP and 7:45 for Sp.Ed. and general education students.

***Please do not park on 1000 East before or after school as it is a designated bus zone.

***Harrison Avenue is a one-way street that runs east to west during school hours.
Master schedule

Attached as a PDF.
Resources

Salt Lake City School District COVID-19 Guidelines

COVID-19 Guidelines
Please follow these guidelines to prevent potential spread of COVID-19

Check in with the front desk, and use hand sanitizer when you come in.

Wear a face mask at all times. (If you do not have one, we can provide one.)

Practice social distancing; keep at least 6 feet of space between yourself and others. No handshakes.

Follow proper cough etiquette (cough into your elbow, cover your mouth with a tissue when coughing).

Wash your hands with soap & water or use hand sanitizer often + after touching things other people touch.

Avoid touching your eyes, nose, and mouth.

DO NOT visit if:

- You have symptoms consistent with COVID-19.
- You, or someone in your household, are waiting for results from a COVID-19 test.
- You, or someone in your household, have tested positive for COVID-19 and have not yet been cleared by a doctor.
# COVID-19 Parent Symptom Guide

## Symptoms

<table>
<thead>
<tr>
<th>Does your child have any of these symptoms?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fever or temperature of 100.4° F (38° C) or higher. If you do not have a thermometer, check your child’s skin to see if it feels warm or is red, or ask if they have chills or are sweaty.</td>
</tr>
<tr>
<td>• Cough – If your child normally has a cough because of allergies or asthma, is this cough different than normal?</td>
</tr>
<tr>
<td>• Shortness of breath</td>
</tr>
<tr>
<td>• Muscle aches or pains not explained by exercise or activity</td>
</tr>
<tr>
<td>• <strong>Decrease in sense of smell or taste</strong></td>
</tr>
<tr>
<td>• New runny nose</td>
</tr>
<tr>
<td>• Sore throat</td>
</tr>
<tr>
<td>• Nausea or vomiting</td>
</tr>
<tr>
<td>• Diarrhea</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes, my child has at least one of those symptoms</th>
<th>No, my child is sick, but does not have any of the symptoms listed above.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your child should isolate at home, and not go to school until they have seen a healthcare provider.</td>
<td>Keep children home until they have been symptom free for 24 hours. See a doctor right away, if your child does not seem to be getting better or is getting worse.</td>
</tr>
</tbody>
</table>

**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
- Students have a negative COVID-19 test.

Salt Lake County Health Department COVID-19 information.
https://slco.org/health/COVID-19/

Community Learning Centers with IHC Clinics
https://www.slcschools.org/schools/community-learning-centers/
Procedure for when students exhibit COVID-19 symptoms at school

- Emerson will identify an isolation room where symptomatic individuals can stay until they are able to go home. This rooms will be dedicated to use for students who exhibit COVID symptoms once at school.
- Students or staff who are symptomatic should not come to school. If a student begins exhibiting symptoms after arriving at school, they will wait in the isolation room with a face mask and maintain physical distancing while arrangements are made for them to be picked up by a parent or emergency contact as soon as possible.
- Parents and guardians need to make sure their emergency contact list is up to date.
- Staff will be encouraged to safely and respectfully monitor any observable symptoms in students, such as fever, cough, or shortness of breath. Staff will observe all applicable privacy laws and regulations in doing so. Additionally, schools will continually remind students to self-check for symptoms.

![Flowchart Diagram]
COVID-19 letter to parents when student presents symptoms

Dear Parent/Guardian of: _______________________

Your student was seen in the office today with the following symptom(s):

- Cough (unrelated to known asthma, or different than normal)
- Shortness of breath
- Fever of 100.4°F or higher
- Chills, shivering
- Sore Throat
- New loss of smell or taste
- Gastrointestinal symptoms
  - Nausea
  - Vomiting
  - Diarrhea
- Fatigue
- Muscle or Body aches not related to exercise
- New congestion or runny nose (not related to known allergies)
- Other (specify): _______________________

Your student may return to school when:

At least 10 days have 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 to an individual confirmed positive for COVID-19, 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.

Contact your school nurse if you have questions.

Nurse Name: _______________________
Phone Number: _______________________
Email: _______________________

Salt Lake County Health Department COVID-19 information:
https://slco.org/health/Covid-19/

Community Learning Centers with IHC Clinics
https://www.slcschools.org/schools/community-learning-centers/
SLCSD Primary Cleaning Agent

- The district’s primary cleaning agent is created by on-site generators - Salt Water Biocides which produces Hypochlorous acid. Hypochlorous Acid or HOCl provides a unique power to eradicate dangerous organisms while not causing harm to our cells. HOCl is one of the only agents that is both nontoxic to the delicate cells that can heal our wounds while being lethal to almost all known dangerous bacteria and viruses that threaten our health. Here is a link to an interesting article about the cleaner the district is using. 
- Our custodial staff in our facilities will be sanitizing routinely throughout the day using an EPA N list approved product. They will be wiping and sanitizing touch points and routinely checking and sanitizing the restrooms. This will be done on a schedule of at least 4 times a day and specific to the schools needs throughout the days of operation.
- In the classrooms and other areas, the school staff will have hand sanitizer and a spray bottle with the cleaner/sanitizer on hand to wipe down the desks and other area as needed throughout the day.
- At the end of the day, when the building is unoccupied, our custodial team will then do a thorough cleaning and sanitation of all areas used during the day.

Emerson’s School Nurse Contact Information

- Stacey Jo McLean, BSN, RN, NCSN, Salt Lake City School District Nurse, Contact Information: Office: (801) 481-7302, Fax: (801) 481-4884, stacey.mclean@slcschools.org

Utah COVID Manual for Schools


Salt Lake County Health Department COVID-19 Information

- https://slco.org/health/COVID-19/

If you have a question that is not addressed here, please email april.reynolds@slcschools.org