



Brookwood's Fall Opening Plan

MITIGATING RISKS	PROCEDURE
Arrival	<ul style="list-style-type: none"> ● Teachers teach expectations and supervise arrival procedures. ● Students immediately move to class lines outside of classrooms and line up upon arrival. Students taught to follow physical distancing guidelines /markings and are required to wear face masks. ● Students walk directly into classrooms in staggered grade level lines, and sit in assigned seats. ● Backpacks/jackets will be hung up in staggered groups. ● Instruction begins as usual at 9:00 am. Late students check themselves in at the office with a parent note and observe marked physical distancing guides.
Dismissal	<ul style="list-style-type: none"> ● Teachers teach expectations and supervise dismissal procedures. ● Bus students released 4 minutes before the 3:35 bell. They will exit out of grade level doors. ● Walking students released 2 minutes before the 3:35 bell. Families encouraged to predetermine an outside meeting spot for older siblings to meet and assist younger siblings. All students leave the building through their grade-level exterior door. ● Carpool students released at 3:35. All students leave the building through their grade-level exterior door. Families encouraged to predetermine an outside meeting spot for older siblings to meet and assist younger siblings. ● Walking students encouraged to leave campus promptly and observe physical distancing. ● Students waiting for rides stand at marked spots which promote physical distancing.
Breakfast	<ul style="list-style-type: none"> ● Students enter through the main door from 8:30 am - 8:45 am. ● Physical distancing in place in the cafeteria. ● Increased cleaning of high-touch areas.
Classroom	<ul style="list-style-type: none"> ● Teachers explicitly teach routines to mitigate risk including hand washing, using hand sanitizer, proper mask usage, materials usage, etc. ● Unnecessary furniture removed from classrooms. Desks forward facing and spaced as far apart as possible (between 3-4 ft. depending on class size). ● Seats assigned. ● Faculty and staff will wear face masks inside the building except when eating. ● Students will wear face masks inside the building except when eating. Teachers will embed outside "mask



	<p>breaks” with physical distancing throughout the day.</p> <ul style="list-style-type: none"> • Students not mixed with other classes to aid contact tracing. Individual supplies provided to prevent sharing. • Students sanitize hands every time they come into the classroom with additional hand sanitizing/washing built into daily schedules including before lunch. • Drinking fountains used to fill water bottles or cups, not for individual drinks. • Rug time less than 15 minutes and spaced as far as possible to promote physical distancing (in classrooms with adequate space). • Plexiglass barriers utilized for individualized instruction, assessment, or other areas where physical distancing is not possible and one-on-one is required. • Morning meeting routines revised to promote physical distancing. • All interior doors propped open to minimize high touch points. Doors remain locked per safety incident protocols. • Increased cleaning of high-touch areas.
Restroom	<ul style="list-style-type: none"> • Students taught proper handwashing expectations. New signage in restrooms. • Grade levels limit number of students in the restroom at any given time. • Increased cleaning of high-touch areas.
Lunchroom	<ul style="list-style-type: none"> • The gym and cafeteria used during lunch to provide additional space for physical distancing. • Students wear face masks unless eating. • Markings assist students in maintaining physical distancing while entering the cafeteria and obtaining lunch. Multiple garbage cans available to reduce congestion. • Release from the cafeteria staggered. • Lunch schedule altered to eliminate overlap of grades. • Classes seated together to support contact tracing. Individual seats assigned. • Lunch box basket routine will be maintained. • Increased cleaning of high-touch areas.
Brain Boosters	<ul style="list-style-type: none"> • BB teachers push into classrooms. Playworks will be held outdoors weather permitting. • Booster lessons will be revised to mitigate higher-risk activities (i.e., sharing materials).
Tier II Support	<ul style="list-style-type: none"> • Tier II support discontinues as a push-in model (due to inadequate classroom space). • Tier II support provided as a “walk-to” model. • Interventionists provide service in separate classrooms sanitized prior to and after working with each group of



	<p>students.</p> <ul style="list-style-type: none"> ● Parent permission required prior to student interaction with interventionist.
Grade Level Recess	<ul style="list-style-type: none"> ● Grade level staggered recess schedule implemented. ● Playground divided into zones and assigned to individual classes on a rotating schedule to aid in contact tracing. ● Individual and group physical distancing expectations taught. ● Students engage in touch free games and activities taught by Playworks Coach. ● Students sanitize hands upon reentering classrooms. ● Increased cleaning of high-touch areas.
Lunch Recess	<ul style="list-style-type: none"> ● Maintain grade level distancing protocols and grade level staggered schedule. ● Students sanitize hands upon reentering classrooms. ● Kindergarteners play only in their designated kinder area. ● Increased cleaning of high-touch areas.
Electronic Devices	<ul style="list-style-type: none"> ● Each student 3rd- 5th will have a device assigned to them and will be the only user of that device. ● Each student cleans their device daily under the direction of their teacher. ● K - 2nd grade teachers follow tech guidelines for sanitizing shared devices until 1:1 technology is available.
Large Gatherings (assemblies, welcome back red carpet, open house, field trips, etc.)	<ul style="list-style-type: none"> ● No assemblies scheduled at this time. ● If assembly presenters offer virtual options, we will consider presentations accessed in individual classrooms. ● Back-to-School Open House replaced with short teacher introduction videos that students will access from home. These videos may be in the form of Flipgrid so students may meet other class members and introduce themselves to their teacher. ● Virtual Kindergarten Orientation is accessible now on our school website.
Office	<ul style="list-style-type: none"> ● Masks required for all adults entering the building. ● Plexiglass barriers installed in front of secretary stations. ● Office phones only to be used by office staff. Staff will communicate student messages to parents. ● Families encouraged to call ahead for check-out to prevent long wait times. ● Office staff responsible to place signage on all entry and exit doors identifying flow paths to minimize congestion.
Visitors and Volunteers	<ul style="list-style-type: none"> ● Start the year without volunteers/visitors. ● Teachers schedule volunteers when/if the need outweighs risk. Volunteers approved for classes follow district



	and health department guidelines.
Choir, Chess Club, Book Fair, Debate, Math Olympiads, Student Council, etc.	<ul style="list-style-type: none"> All special programs on hold at this time. They will resume just as soon as it is safe to continue.
Orchestra	<ul style="list-style-type: none"> This district program continues with physical distancing and contact tracing in place.
Health Room	<ul style="list-style-type: none"> The office health room serves as the quarantine room to temporarily isolate students until parents can pick them up. All medications stored in an alternate secure location to ensure they may be administered if the health room is in use to isolate a student. The west portion of the office used as an alternate location for other health/injury needs if the health room is in use for isolation.
Social/Emotional Learning Support	<ul style="list-style-type: none"> SEL staff (social worker, school psychologist) will follow face masks and physical distancing guidelines when providing individual and group support for students. Parent permission required prior to sustained student interaction with SEL staff.
Accommodating Individual Circumstances: High Risk, Personal Decisions	<p>High Risk Identification Process:</p> <ul style="list-style-type: none"> We will work closely with families and the school/district nurse, special education staff, and/or the school psychologist to review and revise health care/504/IEP plans with special consideration to mitigating risk. All staff interacting with these students will be notified of needs identified in individual plans. <p>Alternative Learning Arrangements:</p> <ul style="list-style-type: none"> We will coordinate with ISD and families to support those choosing online learning. <p>Minimizing and mitigating risk for employees who identify as high-risk:</p> <ul style="list-style-type: none"> We will coordinate with Human Resources to support employees identified as high-risk.
Transportation	<ul style="list-style-type: none"> Staff will support transportation department safety protocols to mitigate risk including the use of face masks,



	seating charts, etc.
Preparation	<ul style="list-style-type: none">• All employees will participate in Canyons School District training and safety expectations to mitigate risk.
Communication	<ul style="list-style-type: none">• Brookwood's Fall Opening Plan will be communicated to stakeholders via email, website and Facebook.