



# Reopening Implementation Plan

2020-2021 School Year

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OPA Board of Directors Reopening Plan may be found on the OPA website, [ogdenprep.org](https://ogdenprep.org). <https://ogdenprep.org/opa-reopening-plan/>

<b>Administration</b>	<b>3</b>
COVID POC	3
Communication to Board of Directors	4
Communication of Reopening Plan to Parents	4
Implementation Plan Creation	5
<b>Repopulating Schools</b>	<b>5</b>
Training	5
Accommodating Individual Circumstances	6
Enhanced Environmental Hygiene and Safety	6
Masks (Adults)	7
Masks (Students)	7
Soft Reopening	8
Elementary Schedule	9
Junior High Schedule	9
<b>Monitoring for Incidents</b>	<b>10</b>
Symptom Education	11
Symptom checking/ monitoring at home	11
Assistance with symptom checking at home	11
Symptom checking/ monitoring in school	11
<b>Containing Potential Outbreaks</b>	<b>12</b>
Preparation Phase	13

[Back to Top](#)



# Reopening Implementation Plan

2020-2021 School Year

---

Student Quarantine/ Isolation	13
Staff Quarantine/ Isolation including PTO	13
Substitutes	13
<b>Temporary Reclosing (If Necessary)</b>	<b>14</b>
Preparation Phase	14
Transition Management Preparation	14
<b>Mitigation Tactics for Ogden Preparatory Academy</b>	<b>15</b>
Classrooms	15
Transitions (Elementary)	16
Transitions (Junior High)	16
Entry/Exit Points	17
Pick Up/Drop Off	17
Visitors	18
Transportation	18
Restrooms	18
Cafeterias: Lunch for in-person students (Elementary)	19
Cafeterias: Lunch for in-person students (Junior High)	20
Cafeterias: Lunch for remote students	20
Assemblies	21
Clubs/Groups	21
Sports	21
Unique Courses with Higher Risk of Spread	21
Specials (Elementary)	22



# Reopening Implementation Plan

2020-2021 School Year

Recess (Elementary)	22
Recess (Junior High)	23
Special Education (Elementary)	23
Special Education (Junior. High)	24
<b>Remote Learning</b>	<b>24</b>
Remote Learning Implementation/ Curriculum	24
Device Checkout for Remote Students (Junior High)	25
Device Checkout for In-person Students (Junior High)	25
Device Checkout for Remote Students (Elementary)	25
Remote Learning Parent Training	25
Learning Management Systems for In-person Learning	26
Virtual Back to School Night	26

## Administration

Category	Expectation	Action Steps	Timeline	Responsible Party
COVID POC	Kasey Kennington will be the official point of contact for Ogden Preparatory Academy.	none	none	none



# Reopening Implementation Plan

2020-2021 School Year

	Both principals, Kasey Kennington and Stephanie Mathers, will serve as community POCs for their respective buildings and populations.			
Communication to Board of Directors	Administration, working under the direction of the POC (Kasey Kennington) will prepare two types of communication to the Board of Directors. (1) Weekly communications sent by 5pm Monday. These communications will include information on symptom checking, plan implementation, parent feedback, and other non-urgent updates. (2) Daily/ Urgent Updates. If any of the following incidents occur, then the Admin Team will notify the Board in writing by 5pm that days: A student or staff member tests positive; a quarantine requirement is implemented for students and/or staff; the Admin team reaches out to the Health Department for advice or directives on a specific situation.	Starting Monday, August 17th, the POC (Kasey Kennington) will facilitate weekly updates to the Board of Directors.  Starting Monday, August 10th if any of the situations listed in the “Expectations” column occur, a member of the Admin team - working under the direction of the POC, Kasey Kennington - will initiate a Daily/Urgent email update to the Board.	August 10th: Daily Updates start as needed.  August 17th: Weekly Updates start	Kasey Kennington  Administration Team
Communication of Reopening Plan to Parents	Parents will be notified of the Reopening Plan.  Reopening Plan and the Implementation Plan will be posted on the OPA website.	Once the plan has been approved by the OPA School Board, the plan will be immediately sent to parents via the Principal’s Communication Letter. This letter will explain the main points of the plan and will have a link to the	The action plan will be sent out immediately following the school board’s approval. The	The school administration will be responsible for sending out the



OGDEN PREPARATORY  
ACADEMY

# Reopening Implementation Plan

2020-2021 School Year

		detailed plan for all parents and families to access.	meeting will be held on Tuesday, August 3, at 4:00.	Reopening Plan to parents.
Implementation Plan Creation	<p>(1) After approval of the USBE plan template, the Administration Team will complete a more detailed Reopening Implementation Template.</p> <p>(2) That template will be shared with the Board before August 1st for feedback.</p> <p>(3) Administration will create a communication for parents based on the Reopening Implementation Template, to be sent out Tuesday, August 4th and posted to the school website</p> <p>(4) Additional updates will be included in weekly Principal emails.</p>	<p>(1) Complete FY21 Reopening Implementation Plan</p> <p>(2) Solicit Board Feedback</p> <p>(3) Use Feedback to revise plan</p> <p>(4) Prepare communication to parents</p>	<p>July 31st: FY21 Reopening Implementation Plan shared to Board</p> <p>August 4th: Communication sent to parents</p>	<p>Administration: Complete Implementation Plan and communication to parents.</p> <p>OPA Board: Provide Feedback</p>

## Repopulating Schools

Category	Expectation	Action Steps	Timeline	Responsible Party
Training	Back to School Week will be held August 10th-14th. Teachers and Staff will be trained on all aspects of this reopening plan.	Complete and implement Back to School Schedule	The back to school week schedule is complete. It will	Administration Team



# Reopening Implementation Plan

2020-2021 School Year

			be implemented as scheduled	
Accommodating Individual Circumstances	Students requiring mask exemptions for medical reasons will have a <a href="#">medical exemption form</a> . Students will be held to all other safety expectations.	-provide access to medical exception form -forms must be reviewed by admin -Information will be shared with teachers via Aspire	-forms must be returned and accepted by administration prior to first day of in person services -information will be shared with teachers prior to the first day of in person classes	
Enhanced Environmental Hygiene and Safety	Classrooms will remain as clean as possible and will be cleaned and sanitized regularly.  Playground equipment will be sanitized regularly throughout the day.  Cafeterias will be sanitized after use at least daily. Tables will be sanitized after each use.  Other common areas will be cleaned and sanitized at least daily by the janitorial staff. Specific area cleaning will be done as needed on a more frequent basis.	Teachers will clean high contact areas (doorknobs, seat backs, etc.) when students leave the classroom with provided materials. Elementary: at recess, lunch, or other teacher specified times, a minimum of every 2 hours. Junior High: at the end of each class period. Classrooms will be disinfected at the end of each day by the janitorial staff, along with regular cleaning and maintenance.	Each time that students leave the classroom (lunch, recess, etc.) the high contact areas using the provided cleaning materials.	Teachers will clean high contact areas throughout the day when doable. Administration will be responsible for making sure that supplies are in stock. The janitorial staff will be



# Reopening Implementation Plan

2020-2021 School Year

		Each classroom will have the following supplies: hand sanitizer dispenser; disinfecting wipes; sanitizing spray; gloves		responsible for disinfecting the building.
Masks (Adults)	All adults will wear a mask when entering the building and in all common areas. Teachers and staff will wear masks and/or shields when social distancing is not possible.	<ol style="list-style-type: none"> <li>(1) Provide five reusable masks for all adult staff</li> <li>(2) Make disposable masks available as needed for staff</li> <li>(3) Admin will train staff on and enforce mask expectation</li> <li>(4) Authorize all staff/students who choose to use their own face covering provided they are breathable, cover the nose and mouth, and meet school dress code standards.</li> </ol>	<p>Masks will be ordered in August and distributed at Back to School Week.</p> <p>Administration will train staff on mask-wearing expectations for staff during a full faculty meeting at Back to School Week</p>	<p>Ordering masks: Rebecca Kiernan</p> <p>Training staff: Administration</p> <p>Accountability of staff mask wearing: Administration</p>
Masks (Students)	<p>Students will be required to wear masks while in the building, especially in common areas such as hallways, offices, cafeteria, etc.</p> <p>Teachers may build 'mask breaks' during the day when social distancing can be achieved.</p> <p>Students will not be required to wear masks</p>	<ol style="list-style-type: none"> <li>(1) Guarantee all students receive 2 reusable masks provided by Ogden Preparatory Academy.</li> <li>(2) Provide disposable masks for any individuals needing a mask.</li> <li>(3) Authorize students who choose to use their own face covering provided they are breathable, cover the nose</li> </ol>	<p>Masks will be ordered in August and distributed at Back to School Week.</p> <p>Administration</p>	<p>Ordering masks: Rebecca Kiernan</p> <p>Training staff: Administration</p> <p>Accountability of student mask wearing:</p>



OGDEN PREPARATORY  
ACADEMY

# Reopening Implementation Plan

2020-2021 School Year

	<p>while eating or during physical activities either in the gym or outside. Social distancing during these times will be maximized.</p>	<p>and mouth, and meet school dress code standards.</p>	<p>will train teachers on enforcing mask-wearing expectations for students during building meetings at Back to School Week</p>	<p>Teachers and TAs will implement RCD Level 1 and 2 conversations; Administration will implement RCD Level 3 expectations</p>
<p>Soft Reopening</p>	<p>This year's school calendar initially had OPA starting on a Tuesday (August 18th). With the recent changes to the school schedule, the COVID-19 pandemic, and requirements related to the reopening plan, there are both potential conflicts and tasks to be completed during that week that could not be foreseen when creating the initial calendar.</p> <p>As a result, OPA will be holding a soft opening the week of August 18th-21st that will look different than a typical first week of school.</p> <p>The first two days of school for in person learning will be August 20th and 21st. Students with last names A-L will come on the 20th and students with last names M-Z will be on the 21st. Both days will be</p>	<p>(1) Parents will be notified of soft opening two weeks in advance in order to arrange childcare.            (2) Administration will be in the building working from 8am-4pm during the soft opening.            (3) Kinder students will attend in person for KEEP assessment.            (4) A variety of other tasks and activities will be provided for families to complete at the school during the week: virtual back to school, remote learning orientation, device check out, etc.</p>	<p>August 4th: Notify parents and teachers of soft reopening</p> <p>First days of school for in person students:            - August 20th: ½ day for the first half of the alphabet            - August 21st: ½ day for the second half of the alphabet</p>	<p>Administration: communicate soft opening procedures and provide a checklist to parents of tasks to be completed during soft reopening and suggested time frames            Teachers: Be present in the building and available to families during the soft opening            Students/Parents:</p>





OGDEN PREPARATORY  
ACADEMY

# Reopening Implementation Plan

2020-2021 School Year

	<p>minimum days and focus on procedures. The Junior High will run an A Day schedule both days.</p> <p>Starting August 24th, the reopening schedules will run as described in the next two rows.</p>			<p>Find time during regular school hours during the soft opening to complete tasks.</p>
<p>Elementary Schedule</p>	<p>The day-to-day schedule will be as normal. Classes will start at 8:05 and will conclude at 3:00. All students, staff, and parents will be required to wear masks when entering the building (unless an exempt form has been approved).</p> <p>Classes will have their recesses, specials classes, Spanish classes, and lunches at regular times. However, each class will have a designated recess area for each recess.</p> <p>Each class will have PE in person, outside or in the gym (weather permitting). Art, computers, and music will be taught to each class in person once per month and virtually (in the homeroom) once per month.</p> <p>Each class will have two lunches in the classroom per week and two lunches in the cafeteria per week.</p> <p>Spanish classes will be taught virtually one day and in person the next.</p> <p>Teachers will disinfect high touch areas of</p>	<p>Specials/Spanish - These classes will be taught at their regular times. However, every other time the teacher will instruct the class remotely (teachers online, students in their classrooms).</p> <p>Music - This class will be taught remotely until November (students will be in the classroom and teacher will be online)</p> <p>PE - This class will be taught as usual (outside or in the gym).</p>	<p>Classes will be built out in the schedule. TAs will be assigned to help specific classes while online learning is being held, thus giving the teachers sufficient prep time.</p>	<p>Administration will create and share the schedule before August 4 to staff.</p>



# Reopening Implementation Plan

2020-2021 School Year

	<p>the classroom during recess, specials, and lunch (anytime the students are not in the classroom).</p> <p>There will be changes implemented to reduce prolonged contact, increase social distancing, and allow time for proper cleaning and disinfecting protocols.</p> <p>In-person classes will not be held on Fridays from August 27 thru October 2. These days will be used for teachers to administer their online curriculum. Friday classes will resume the week of October 5, unless risk levels dictate alternative actions.</p>			
<p>Junior High Schedule</p>	<p>Approximately 30% of students will commit to participate in remote learning through January 15th. The remaining 70% of students will be taught in-person enabling class sizes to be reduced and to increase social distancing abilities. Students taught in-person will begin the year on a staggered schedule with half the learning in class and the other half taught remotely. The staggered schedule will run from August 24th through October 2. Students taught in-person will begin daily instruction on October 5 unless risk levels dictate alternative action steps.</p>	<p>(1) Remote students will pick up devices the week of August 18th at times posted on the announcements calendar.</p> <p>(2) In person students with last names starting with A-L will attend their A Day schedules on Monday and their B Day schedule on Wednesdays. On Tuesdays and Thursdays, they will complete independent, blended work provided by their regular classroom teacher.</p> <p>(3) In person students with last names starting with M-Z will attend their A Day</p>	<p>Parents will fill out an educational commitment form in August.</p>	<p>Parents, teachers, Administration</p>



# Reopening Implementation Plan

2020-2021 School Year

		schedules on Tuesday and their B Day schedules on Thursday. On Mondays and Wednesdays, they will complete independent, blended work provided by their regular classroom teacher. (4) Fridays will be reserved for remote instruction.		
<b>Monitoring for Incidents</b>				
<b>Category</b>	<b>Expectation</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Responsible Party</b>
Symptom Education	Symptom education will take the following forms: (1) Health guidance included in weekly principal emails; (2) Signage around the school with symptom information; (3) Symptom checking at relevant events (Registration)	Principals will include information about symptoms in weekly emails  Secretaries will install signage  TAs will assist with symptom checking at registration	Ongoing implementation.  Registration is August 5th	Principals, Secretaries, Teacher Assistants
Symptom checking/ monitoring at home	Families will check their students for COVID-19 symptoms each morning before coming to school.	All families will be given symptom checklists in Spanish and English to be able to effectively check each student each morning.	At registration each family will be given a symptom checklist to use at home.	The checklist will be given to families by the secretary staff.



# Reopening Implementation Plan

2020-2021 School Year

<p>Assistance with symptom checking at home</p>	<p>Secretary staff and administration will be available to answer questions regarding symptom checking home. They will also be able to symptom check students and staff while at school.</p>	<p>Secretary staff and administration will be trained in checking for COVID symptoms.</p>	<p>Secretary staff will be trained during teacher/staff back to school week.</p>	<p>Secretaries and administration will be available for symptom checks at school.</p>
<p>Symptom checking/ monitoring in school</p>	<ul style="list-style-type: none"> <li>-Students with COVID symptoms will be immediately sent to the office, isolated and parents will be called.</li> <li>- Each building has at least one room identified for isolating students.</li> <li>-Students will be held in isolation until parents pick up.</li> <li>-Students must be symptom free for 24 hours without the use of symptom masking medication before returning to school.</li> </ul>	<ul style="list-style-type: none"> <li>-Teachers send students to front offices for symptom screening as needed using normal school procedures.</li> <li>-Secretaries will screen for symptoms including temperature checks using no-touch thermometers. Students will be isolated as needed. Students with symptoms not attributable to COVID will sit in the front office wearing masks until picked up. Students with symptoms attributable to COVID will be placed in a designated isolation area.</li> <li>-Secretaries will call parents and inform teachers that the student has been placed in isolation. Secretaries will encourage parents to pick the child up as quickly as possible.</li> <li>- If multiple students display symptoms attributable to COVID, the office will attempt to isolate them separately. However, in rare situations students with COVID symptoms may be</li> </ul>	<p>Secretary staff will be trained during teacher/staff back to school week.</p>	<p>Teachers, secretaries</p>



# Reopening Implementation Plan

2020-2021 School Year

		<p>isolated together. They will be required to wear masks and will be spaced as far apart as possible.</p> <p>- Isolation rooms will be sanitized after use by the Vice Principal, Academic Mentor or other designee.</p>		
<b>Containing Potential Outbreaks</b>				
<b>Category</b>	<b>Expectation</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Responsible Party</b>
Preparation Phase				
Student Quarantine/ Isolation	For the safety of the entire OPA community, it is important that students who have or may have been exposed to COVID-19 are quarantined. The Development Committee will create a policy regarding student quarantine. Principals will communicate it to families.	<p>(1) The Development Committee will generate a policy regarding quarantine procedures</p> <p>(2) Principals will send information relevant to students and families out in a weekly Principal communication</p>	The Development Committee will meet on August 3rd to develop the quarantine procedures.	<p>Development Committee: Generation of policy</p> <p>Principals: Communication to Families</p>
Staff Quarantine/ Isolation including PTO	The Development Committee made up of Administrators and Board Members will create a policy regarding quarantine and PTO.	(1) The Development Committee will generate a policy regarding quarantine procedures	The Development Committee will meet on August	<p>Administration</p> <p>Development Committee</p>



OGDEN PREPARATORY  
ACADEMY

# Reopening Implementation Plan

2020-2021 School Year

	Staff who are instructed by the Health Department or a doctor to quarantine will not be charged PTO for the 10 days of quarantine.	(2) Staff who are instructed to quarantine should contact an Administrator who will assist with implementing the quarantine procedure.	3rd to develop the quarantine procedures.  Staff will be trained on August 10th.	
Substitutes	<p>To the extent possible, substitute teachers will be called in to replace any staff members who are sick or quarantined.</p> <p>Secretaries will work to build up the substitute list.</p> <p>Secretaries will screen substitutes for symptoms and exposure history prior to assignment.</p> <p>Should adequate substitutes be unavailable, staff members will be reassigned to cover essential positions.</p>			
<b>Temporary Reclosing (If Necessary)</b>				
<b>Category</b>	<b>Expectation</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Responsible Party</b>



# Reopening Implementation Plan

2020-2021 School Year

Preparation Phase	OPA will maintain online curriculum in an ongoing manner, and develop and maintain a closure plan in preparation for distance learning in case of closure	Teachers will maintain at least 2 weeks of online curriculum in preparation for quarantine, teacher or student isolation or emergency closure	Ongoing	OPA teachers
Transition Management Preparation	OPA will create a plan to implement in the event that the Governor or Health Department initiate a temporary reclosing.	<p>If a reclosure occurs on the direction of the Governor or Health Department, the following actions will be taken:</p> <ol style="list-style-type: none"> <li>1. OPA will immediately communicate the directions to OPA staff</li> <li>2. OPA will send out emails to families and post the information on the school website</li> <li>3. OPA will post to social media sites such as Facebook</li> <li>4. OPA will use the One Call system to send a notification to phones and email</li> <li>5. OPA will have teachers post information on their Canvas courses</li> <li>6. OPA will post a notice on the school doors</li> </ol> <p>During closure, teachers will provide remote instruction to their in person students via the Canvas platform.</p>	In response to the need for reclosure	OPA Administration

## Mitigation Tactics for Ogden Preparatory Academy



# Reopening Implementation Plan

2020-2021 School Year

Category	Expectation	Action Steps	Timeline	Responsible Party
Classrooms	Social distancing and other mitigation tactics will be enforced in classrooms	<p>(1) Teachers will be trained in mitigation tactics for the classroom (masks, 6ft between desks, use of seating chart, all desks seated in the same direction, etc.)</p> <p>(2) Teachers will implement mitigation tactics</p> <p>(3) Prior to the first day of school, an Administrator will walk through each learning space and assess the effectiveness of the tactics and suggest improvements</p>	<p>Training for teachers: August 10th</p> <p>Classroom Preparation: August 11th-18th</p> <p>Administrative walk throughs: August 18th and 19th.</p>	Teachers Administrators
Transitions (Elementary)	<p>(1) All students in the hallways and common areas will wear masks</p> <p>(2) During the school day when students are transitioning from class to lunch recess, they will be monitored by the classroom teacher to ensure masks are being worn</p> <p>(3) In the mornings before school starts students will have the option of classroom, cafeteria (breakfast) or outside for morning recess. There will be hallway monitors to encourage students to move to a classroom and eliminate student crowding</p>	<p>(1) Administration will train teachers on expectations for students during the building meeting at Back to School Week</p> <p>(2) Teachers will discuss expectations with students during the first day of in-person learning</p> <p>(3) Administration and staff will enforce expectations in the hallways</p> <p>(4) Should students refuse to follow school protocols, including those regarding masks, teachers and staff will</p>	<p>Training: Teachers will explain and practice the in hallway procedure during the first week of school</p> <p>Signage encouraging social distancing</p>	<p>Elementary Principals will train teachers and staff and provide signage/training materials for teachers to use with students</p> <p>Elementary Principals will ensure teachers</p>





# Reopening Implementation Plan

2020-2021 School Year

		use the pre-established RCD structures to mitigate. Students who do not respond to RCD structures will be sent home.	and mask wearing will be posted in high traffic areas of the hallway	train students, students follow expectation, and address any issues that arise
Transitions (Junior High)	<p>(1) All individuals in the hallways and common areas will wear masks during transitions</p> <p>(2) Staff will encourage students to keep moving throughout the halls</p> <p>(3) Student crowding will be minimized due to the initial staggered schedule</p> <p>(4) Transitions will be 5 minutes long, minimizing prolonged exposure in close proximity</p>	<p>(1) Administration will train teachers on expectations for students during the building meeting at Back to School Week</p> <p>(2) Homeroom Teachers will discuss expectations with students during the first day of in-person learning</p> <p>(3) Administration and support staff will enforce expectations in the hallways</p>	<p>Training: Homerooms during the first week of school</p> <p>Signage encouraging social distancing and mask wearing will be posted in high traffic areas of the hallways</p>	<p>Junior High Principal will train teachers and provide signage/training materials for teachers to use with students</p> <p>Junior High Principal will ensure teachers train students, students follow expectation, and address any issues that come up</p>
Lockers	Elementary: Students may visit lockers at the beginning of the day and the end of the day. Backpacks can be kept at lockers. Coats	Secretaries will assign lockers based on the protocols in the previous column. Administration will be in the hallways	Lockers assigned by secretaries and given to students	Secretaries, Admin



OGDEN PREPARATORY  
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# Reopening Implementation Plan

2020-2021 School Year

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	<p>will be kept on chairs in the classroom to reduce the need to access lockers. Teachers of each grade level will promote a staggered schedule for before and after school locker access. Locks will be removed from lockers to reduce touch points. Lockers will be disinfected at the end of each school day.</p> <p>Junior High: Lockers will be assigned at the Junior High. In order to reduce crowding during transitions, lockers will be staggered between A-L and M-Z at the Junior High by using a randomized locker assigning tool. Students will be encouraged to limit visits to their lockers to before, school, after school, and to prepare for PE class. Lockers will be disinfected at the end of each school day.</p>	<p>to help discourage locker use and keep students moving during transitions. Custodians will disinfect locker areas each day. If a student tests positive, their locker and the surrounding area will be deep cleaned.</p>	<p>during soft opening (August 20-21).</p>	
Entry/Exit Points	<p>Entry and exit points will be marked with signage in both buildings</p>	<p>Use signage and physical barriers to create walking paths and clear entry exit points</p> <p>Hand sanitizer available at entry/exit points</p> <p>Entry/exit touch points will be disinfected throughout the day</p>	<p>Signage and barriers will be in place by August 20th</p>	<p>Building Secretaries: Print, purchase, and install items to create entry/exit points</p>



# Reopening Implementation Plan

2020-2021 School Year

<p>Pick Up/Drop Off</p>	<p>Parents and Guardians will not be allowed to enter the buildings during pick up and drop off.</p> <p>If a student is having difficulty entering the building, a staff member (administrator, secretary, counselor) can assist the parent with ensuring the student enters the building.</p> <p>Parents and Guardians should not enter the building during pick up or drop off to complete business at the front offices. Parents and Guardians are encouraged to complete business at the office over the phone, during low traffic times, or by appointment.</p>			
<p>Visitors</p>	<p>Visitors will be limited as long as the county remains in the yellow phase</p>	<ul style="list-style-type: none"> <li>-Only essential visitors will be allowed beyond the front offices.</li> <li>-Post signs at all entrances explaining expectations to visitors.</li> <li>-Visitors must check in and are expected to maintain physical distancing where possible.</li> <li>-Classroom visitors shall be cleared through building administration one week prior to entry.</li> </ul>	<p>Visitor policy will be in effect starting August 20th.</p>	<p>Secretaries, Administration</p>



# Reopening Implementation Plan

2020-2021 School Year

		-Actively screen visitors for COVID-19 symptoms at entry/in the office prior to entering student occupied spaces.		
Transportation	Until Utah enters the green phase, no field trips will take place and therefore no transportation will be needed	Administration will monitor Utah's status and update as needed	Ongoing	Building Principals
Restrooms	In order to ensure safety in the restrooms, OPA will implement a variety of strategies in the areas of Personal Protective Equipment, Hygiene and Sanitation, and Physical Distancing	<ul style="list-style-type: none"> <li>-Limit the use of Hall Passes and provide a plan for disposable passes and signout/in</li> <li>-Limit the number of students in restrooms at any given time to the extent feasible through procedures.</li> <li>-Custodial Staff deep clean and disinfect restrooms daily.</li> <li>-Disinfect restroom touch points frequently throughout the day.</li> <li>-Check restroom dispensers throughout the day to ensure adequate soap, sanitizer, toilet paper, etc.</li> <li>-Display signage regarding proper hygiene.</li> <li>-Ensure all students and staff wear masks or face shields when unable to maintain a physical distance.</li> <li>-Provide additional PPE, including gloves and sanitizer for staff providing custodial services in restrooms.</li> </ul>	Training will take place the week of August 10th-14th.	<p>Maintenance Supervisor will communicate expectations to the custodial staff.</p> <p>Administration will train staff on adjustments to hall pass expectations</p>



# Reopening Implementation Plan

2020-2021 School Year

<p>Cafeterias: Lunch for in-person students (Elementary)</p>	<p>Students will eat lunch with their classes.</p>	<p>Each grade level will send two classes to the lunchroom to eat lunch. The other two classes will have their lunch delivered to them in their classrooms. This will rotate.</p>	<p>Two classes will eat in the lunchroom on Monday and Wednesday while the other two eat lunch in their classes. They will switch on Tuesday and Thursday.</p>	<p>Teachers will lead classes to the lunchroom in an orderly fashion. TAs will supervise students in the classroom. TAs and administration will supervise students in the cafeteria.</p>
<p>Cafeterias: Lunch for in-person students (Junior High)</p>	<p>During the first six weeks of reopening, students will eat in the cafeteria across two lunches, keeping the maximum group number below 50.</p> <p>On October 1st, adjustments will be made for a potential move to daily, in person school</p>	<p>Cafeteria manager will ensure that all food service requirements are followed (ex: no shared salad bar)</p> <p>Cafeteria staff will clean between lunches, including tables and high touch areas.</p>	<p>Daily, Mondays- Thursdays</p>	<p>Cafeteria Manager: oversight and cafeteria staff supervision</p> <p>Cafeteria staff: Food preparation, service, and cleaning</p> <p>Junior High Principal: Supervision of students and</p>



# Reopening Implementation Plan

2020-2021 School Year

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				assistance with necessary tasks
Cafeterias: Lunch for remote students	Students will be able to come to school to pick up the lunch that they have ordered.	Remote students will email lunch choices for the week by Monday morning at 9am	Each Monday by 9am.	Students intending to order lunch will order Cafeteria manager will tabulate and fulfill orders
Assemblies	Assemblies will not take place until the State's phased health status is moved into green	Administration will monitor Utah's status and update as needed	Ongoing monitoring	Building Principals
Clubs/Groups	Clubs and groups will not meet until the State's phased health status is moved into green	Administration will monitor Utah's status and update as needed  Administration will communicate to club and group advisors that organizations are not to meet until notified by administration	Ongoing monitoring	Building Principals
Sports	Fall sports will not take place. Some limited intramural offerings will be allowed with appropriate precautions in place (mask wearing, social distancing, outdoor environment).	(1) The Athletic Director will withdraw OPA from the Fall sports league. (2) The Athletic Director will work with interested coaches and building Principals to authorize intramural sports	Ongoing and as needed	Athletic Director Building Principals Coaches



# Reopening Implementation Plan

2020-2021 School Year

	Winter sports will be addressed in mid-October based on data available at that time			
Unique Courses with Higher Risk of Spread	<p>Enforce mask policy</p> <p>Hold Physical Education classes outdoors as much as possible. During vigorous exercise when masks are not optimal, allow and enforce social distancing.</p> <p>Courses with shared materials will be limited due to OPA's one-to-one program.</p> <p>Courses with shared materials (ex: science during a hands-on lab) will use teachers and students to sanitize all shared materials prior to each transition time.</p>	<p>Administration will train all teachers on mitigation tactics for unique courses</p> <p>Teachers will implement strategies, using students and TAs to assist with cleaning as necessary</p>	<p>Training during Back to School Week</p> <p>Implementation ongoing</p>	<p>Administration</p> <p>Teachers</p> <p>Students</p>
Specials (Elementary)	Specials will be run on an alternating schedule with additional sections run through the Canvas platform to allow teachers to sanitize spaces and equipment between student groups.	<p>Administration will train all teachers on mitigation tactics for unique courses</p> <p>Teachers will implement strategies, using students and TAs to assist with cleaning as necessary</p>	<p>Training during Back to School Week</p> <p>Implementation ongoing</p>	<p>Administration</p> <p>Teachers</p> <p>Students</p>
Recess (Elementary)	All Elementary students will be given recess at least 2 times per day. Each class will be assigned to a section of the outside play area to limit social contact. The students will	<p>(1) Elementary Principals will work with adults monitoring lunch recess to communicate expectations</p> <p>(2) Elementary Principals and staff will</p>	<p>Back to School Week: Elementary Principal will</p>	<p>Elementary Principal: Communication of expectations</p>



# Reopening Implementation Plan

2020-2021 School Year

	<p>rotate weekly from each area of the playground. Teachers will also be given a grid of times students will not be outside and can sign up to take students out for additional recess time, if needed. Masks will be worn and sanitizer will be provided upon reentry into the building.</p> <p>This protocol will be revisited on October 1st</p>	<p>work together to work out details and issues.</p> <p>(3) Playground equipment will be cleaned periodically throughout the day.</p>	<p>communicate expectations to all staff</p> <p>First week of school: Announcements to students regarding expectations</p>	<p>and accountability</p> <p>Lunch Supervision Staff: Enforcement of expectations</p>
<p>Recess (Junior High)</p>	<p>After eating lunch, Junior High students may go outside for 10-15 minutes. The lunch group will be below 50, masks will be worn, and hand sanitizer will be encouraged upon reentry into the building.</p> <p>This protocol will be revisited on October 1st if there is a move to daily, in person school.</p>	<p>(1) Junior High Principal will work with adults monitoring lunch recess to communicate expectations</p> <p>(2) Junior High Principal will make announcements to students over the PA prior to lunches explaining expectations</p>	<p>Back to School Week: Junior High Principal will communicate expectations to relevant staff</p> <p>First week of school: Announcements to students regarding expectations</p>	<p>Junior High Principal: Communication of expectations and accountability</p> <p>Lunch Supervision Staff: Enforcement of expectations</p>
<p>Special Education (Elementary)</p>	<p>Special education will be provided on a case by case basis, and will depend on student need.</p>	<p>-Special education teachers will discuss plans with parents.</p> <p>- Services provided in very small</p>	<p>-Send out email to special educators by</p>	<p>Beth Callison/sped</p>





OGDEN PREPARATORY  
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# Reopening Implementation Plan

2020-2021 School Year

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		<p>groups as pull out. Daily services kept to 15 minutes or less in the music room until Nov.</p> <ul style="list-style-type: none"><li>-Sped and paraprofessionals work with general education to ensure they are not interfering with direct instruction during core classes.</li><li>-Related services will be provided as usual, though consideration is being given to moving spaces to allow for greater physical distancing.</li><li>-This plan will be reassessed after 6 weeks.</li><li>-IEP and eligibility meetings may be held online throughout the school year.</li></ul>	Thursday	Emailed Special Education coordinators and selected paraprofessionals on Wednesday.
Special Education (Junior. High)	Special education will be provided on a case by case basis, and will depend on student need.	<ul style="list-style-type: none"><li>-Supplement classes will be limited to special education students for the first semester.</li><li>-Related services will be provided as usual</li><li>-Sped and paraprofessionals responsible for providing services to online-only students. Times when they cannot work with students in school should be used to contact parents and students</li><li>-IEP and eligibility meetings may be held online throughout the school year.</li></ul>	-Send out email to special educators by Thursday	Beth Callison/sped



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# Reopening Implementation Plan

2020-2021 School Year

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## Remote Learning

Category	Expectation	Action Steps	Timeline	Responsible Party
Remote Learning Implementation/ Curriculum	Remote students will use the program Edgenuity for online curriculum and courses.	Attend training to facilitate online courses. This will include how to run the platform and/or how to integrate with Canvas.	Per semester and/or for school year	Variety of Teachers, Teacher Assistants
Device Checkout for Remote Students (Junior High)	Students will complete the responsibility and ownership canvas module. Then, they can check out their device for the school year. Front Office will assist with checkout	Devices will be labelled and assigned. Students will checkout from IT on the check-out days. Or the Front office the following days.	Aug 18- 8:30 - 1:30 Aug 19 8:30 - 1:30	IT Team
Device Checkout for In-person Students (Junior High)	Students will complete the responsibility and ownership canvas module. Then, they can check out their device for the school year.  Front Office will assist with checkout after these designated times.	Devices will be labelled and assigned. Students will checkout from IT on the check-out days. Or the Front office the following days.	Aug 20- 8:30 - 1:30 Aug 21- 8:30 - 1:30	IT Team



# Reopening Implementation Plan

2020-2021 School Year

<p>Device Checkout for Remote Students (Elementary)</p>	<p>All remote students will be assigned a device to check out and use at home. (Some may choose not to). They will be picked up after a signed contract is turned in.</p> <p>Front Office will assist with checkout after these designated times.</p>	<p>Create a contract for parents and students to sign. Devices for each student will be assigned from their classroom cart.</p>	<p>Aug 18- 8:30 - 1:30 Aug 19- 8:30 - 1:30</p>	<p>IT Team</p>
<p>Remote Learning Parent Training</p>	<p>Parents will be trained on how to use the device, canvas and the online platform.</p>	<p>Come to parent training. Training will also be posted online.</p> <p>Ask LIA students to assist with Spanish.</p>	<p>Aug 18- 4:30 - 5:30 Aug 19- 3:30 - 4:30 Aug 20- 2:30 - 3:30 Aug 21- 1:30 - 2:30</p>	<p>IT Team</p>
<p>Learning Management Systems for In-person Learning</p>	<p>Teachers will use Canvas as a LMS. They should have at least 2-weeks built out in the course. It should be used in their classroom.</p>	<p>Training to set up and use Canvas.</p> <p>Elem teachers should also check in with their online students.</p>	<p>As needed</p>	<p>All Teachers</p>
<p>Virtual Back to School Night</p>	<p>Students and families will be attending a virtual Back to School night on August 20th. Teachers can either do a live broadcast or they can upload to classroom communication tool or Canvas.</p>	<p>Teachers will produce a virtual open house. They will present their classroom, student work, and expectations how information will be disseminated to parents.</p>	<p>This will be ready to go on-line by August 20th.</p>	<p>All teachers</p> <p>Assistance by: Andrew Smith, Jeremy Coleman, Stephanie Wright</p>



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# Reopening Implementation Plan

2020-2021 School Year

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