

THE WEST WAY

WEST
HIGH SCHOOL™
SALT LAKE CITY, UTAH
— EST. 1890 —

COVID IN-BUILDING PROCEDURES

edited from Glendale Middle School's guidelines

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Opening Statement

As a school, we establish this document as The West Way. These are the standards and expectations we agree to uphold, support, follow, encourage, and expect for ourselves and between each other every day as we navigate school during a pandemic. This document was developed with safety as the focus for all who enter our building during Coronavirus and Covid-19. Together, we will hold ourselves and each other accountable to the guidelines found in this document. **This is The West Way.** We care about each other and this is demonstrated in our decision to comply.

Adults set the tone of a school, and as those adults, we agree upon these guidelines to create the safest environment possible given our circumstances and facilities.

General guidelines

- Five keys: masks, distance, time, hands, disinfectant.
 - Masks- **We are a “masked campus.”** Masks are always worn unless to eat breakfast and/or lunch. Masks are correctly worn, covering both the nose and mouth. **Masks are worn anywhere on school grounds, including outside.**
 - Distance- West will not be able to keep students 6 feet apart. We will space students the best we can given our facilities and enrollment. We aim to get maximum distance whenever possible. At West, our **traffic flow will always stay to the right.**
 - Time- Always consider this factor when making decisions. The longer the time frame, the tighter the adherence to CDC guidelines regarding exposure.
 - Hands- Wash them often or sanitize when washing is not possible. Always consider touch points and reduce them as much as reasonable.
 - Disinfectant- Our custodial staff is sanitizing the building often. We are supporting this at the classroom level as well as shared, common spaces. West regularly sanitizes any and all surfaces.
- We will make data-informed decisions for the safety of our community. Expect updates and changes to improve our usage of masks, distancing, time, hand washing/sanitizing, and disinfecting.

Adult Visitors

- There will be no visitors allowed into the building during school hours. Those needing to come into West will need to make prior arrangements and schedule visits outside of the schoolday.
- In order to be admitted in the building, guests must ring the doorbell located at the main doors located on 300 West.
- All visitors must sign-in at the in the front office before going to their meeting location.
- Guests must leave after their meeting. Visitors are not allowed to roam the building or stay to socialize.
- Meetings are still available during the school day via email, Zoom, and/or phone. Families can make arrangements with personnel beforehand.

Essential Workers Only

- Only essential personnel (defined as any person who is directly involved in the educational process of the school or has official school duties/business) will be allowed into the school building. All essential personnel visitors must:
 - Correctly wear a face mask covering the nose and mouth
 - Provide a photo ID
 - Sign into the school office
 - Wear a badge/ID lanyard for all employees to see
 - Meet/work only in spaces identified upon check-in
 - Sign out of the office

Extracurricular Activities & Athletics

- Any activity that is planned outside of the regular school day needs planned and approved by school administration in advance.
- Students will enter school at the start time and exit at the end time. There will be no unstructured congregating in the building.
- All instructional activities that might occur outside of the classroom must be led by an advisor who ensures all safety protocols are met. (Masks, sanitizer, social distancing)
- Clubs and groups will continue meeting virtually the remainder of the school year unless prior arrangements are made with school administration.
- Sanctioned UHSAA teams, clubs, and classes (ie. band, athletics, choir, etc.) must follow UHSAA Covid guidelines and regulations. Click [HERE](#) to access [UHSAA Covid guidelines](#).

PE and Locker Room

- 1- Students must always wear masks in the gym, hallways, locker rooms.
- 2- MASKS are optional only when running or any strenuous activity and when authorized by PE teacher.
- 3- Students come in the gym through all main entry doors, always exit same doors.
- 4- When multiple classes are dismissed, classes are staggered by 1 minute.
- 5- If multiple classes in gym, classes are spaced and distanced.
- 6- Students will go to their assigned class roll call area in the gym and sit down immediately.
- 7- Teachers monitoring gym, hallways for masks until class starts or bell rings to leave.
- 8- Students are put into roll call order, spaced out every 6' in rows and 6' across from next row.
- 9- When doing cardio training, plyometrics, running, students are staggered, distanced.
- 10- Students are playing sports and having activities in class...3 vs 3 basketball, 4 vs 4 volleyball, 4 vs 4 indoor soccer, 2 vs 2 badminton. Smaller teams.
- 11- Students stay on the same teams for contact tracing.
- 12- Games are only 8 min long.
- 13- Losing teams rotate counterclockwise.
- 14- Students bring their own water bottles to use. They take water breaks.
- 15- One student at a time to use restroom during class.
- 16- Equipment is wiped down with disinfectant spray after each class.
- 17- Students are reminded to wash their hands, use hand disinfectant before leaving gym.

In the weight room:

- 1- Students have the same workout partner for contact tracing.
- 2- Must wear masks when lifting weights, working out.

- 3- Every other power rack is used, as with spacing, distance with other equipment use.
- 4- Tape/flyers mark areas for distancing in workout areas.
- 5- Disinfectant spray bottles, towels are placed at every piece of equipment.
- 6- All equipment including benches are wipe down after each use before students leave area.

Backpacks and Lockers

- Students will not use lockers.
- It is recommended that all students have a backpack or bag to carry school supplies, water bottle, and their laptop to each class. Please let the school know if a student needs a backpack.
- Students will be directed to take home all personal items each day to allow for sanitizing and transition to remote if the need should arise.

Laptops/Student Devices

- Canvas is our primary platform, so, students are required to have a laptop each day whether remote or in-person.
- Student laptops will go to and from school with them.
- Students must arrive with **fully charged** laptops every day.
- There will be charging locations in the building to support students who have unexpected battery drains.

Water Bottle Use

- Drinking fountains have been disabled throughout the building in the hallways
- The main water bottle filling stations are still functioning and accessible to all.
- Students will be allowed to drink water from their water bottle.
- Water bottles brought into computer labs must be kept on the floor or within a student's backpack/bag.

- Students should keep water bottles in their backpack/bag throughout class. We want to avoid water spills on desks with laptops.
- Every student will get a water bottle. Students will use this everyday and keep it in their school bag/backpack.

Classroom Layout

- Teachers will organize classroom seating to maximize distancing. This is not easy at West as we are an old building with smaller rooms and large class size. We will do our best given the situation and circumstances. **Students will NOT be spaced 6 feet apart in most situations and rooms.** Not all classrooms have windows.
- Teachers will keep classroom doors open while students are in the classroom for air circulation and ventilation.
- Teachers may place small pieces of tape for spacing on the ground with tape approved by custodian.
- Students should face the same direction as much as possible.
- **All classrooms must use a seating chart.** Students must have assigned seats for potential contact tracing. The same seating assignments must be kept throughout the day and must be kept a minimum of one week.
- When having small groups or other activities that require movement, students will still have assigned groups and locations.
- If a classroom has tables, teachers will number the seats and assign students the same number to use each day for the minimum of one week.

Classroom Procedures

- Teachers must take attendance the first ten minutes of every class period. Students must be marked present for contact tracing.
- Students will use hand sanitizer upon entering each classroom.
- No food is allowed in class. This includes snacks. When taking drinks from water bottles, students will need to quickly lower their masks and quickly replace them.
- At the conclusion of class, students will clean their own workspace. Teachers will spray desks/tables and students will wipe them down. (See Classroom Sanitizing below)

Classroom Sanitizing

- Each classroom will be supplied with cleaning supplies.
- **Desks need to be sanitized between groups using the classroom.** At the end of each class period, teachers will spray each desk/table. Students will wipe down their own surfaces and the top of chairs (where they are grabbed to pull-out and push-in).
- Doorknobs and other common contact locations/items need sanitized between groups using the classroom. A teacher may spray locations and direct a student to wipe it down, or the teacher may spray and wipe the locations/items. (do not spray cleaner directly into a light switch)
- Sanitizer will disinfect during transitions between periods. It would be necessary to spray desks and let sanitizer sit for 5 minutes in-between the sharing of a learning space.
- Custodial cannot come into the rooms during the school day to support desk cleaning.

- Staff will be required to keep track of cleaning supplies. We ask that teachers notify custodial when bottles need to be refilled. Request more when supplies are low, not empty. Custodial staff will check supplies each night.
- Custodial staff will clean touch points multiple times a day on the outside of rooms such as door handles, walls and lockers.
- Custodial staff will use large sprayer at night. When cleaning classrooms they will also try to fill sanitizing bottles.
- Do not leave important papers out over night that will curl up from the use of sanitizer.
- Teachers can place full garbage cans in the hall for custodial staff to empty at any point in the school day.

Computer Lab

- Computer labs will not be made available to classes not assigned within them during the school day.
- All labs will be supplied with cleaning supplies.
- Teachers using these labs are required to assign seats so we can track students and proximity.
- If possible, space students.
- It is expected that students wipe down areas just like in the classroom when they are done. What must be sanitized: headsets, keyboards, mice, tabletops, and the top of chairs (where they are grabbed to pull-out and push-in).
- **Do not spray solution directly on devices** but spray the rags with cleaner and then wipe the equipment and space.

Custodial Cleaning and Sanitizing

- **Products:** Products and procedures may change as we adapt through this, but for now Custodial staff will be sanitizing routinely throughout the day using an approved product. Work is done in accordance to meet or exceed the CDC guidelines.
- **Methods:** We will be wiping and sanitizing touch points and routinely checking and sanitizing the restrooms. This will be done on a rotating schedule of **at least 4 times a day** and be specific to the schools needs throughout the days of operation. This may require some change in employee shifts to accommodate this.
- **Hand Sanitizer:**
 - **General:** Custodians will maintain the hand sanitizer stations now throughout the buildings.
 - **In the classrooms and other areas of instruction:** School staff will be provided a hand sanitizer.
- **End of day Cleaning:** At the conclusion of the day, the custodial team will empty trash and do *an end of day* cleaning of the building then sanitize all areas used during the day with our approved equipment and sanitizer.
 - Deep clean and disinfect restrooms
 - Garbage, vacuum, dust and clean sinks in classrooms
 - Sweep, spot mop (scrub once a week) halls. Buff on a rotating schedule

- Sanitize all touch points
- Sanitize/disinfect desks, tables, chairs, counter tops etc. in all classrooms and offices
- **Summer and non-student days:**
 - In the summer months the deep cleaning takes place. Along with thoroughly cleaning all furniture, walls, floors, restrooms, carpets, windows and any other special projects. Along with this our we will routinely sanitize the areas used by summer activities such as Athletics, Summer school, lunch programs and others.

Entrance & Dismissal from School

- Markings in the building indicate the direction of travel. **Traffic flows on the right side of hallway.**
- **Before arrival**
 - Our employees will check for Covid symptoms before leaving home and arriving to school. **Employees with symptoms must stay home.** For a link to symptoms, click [HERE](#).
 - Families will check students for Covid symptoms before leaving home and arriving to school. **Students with symptoms must stay home.** For a link to symptoms, click [HERE](#).
 - Breakfast will be served in the cafeteria. Students will have 10 minutes to eat. Arrive on time for breakfast. Eat in the cafeteria. (see “Upon Arrival” below)
- **Upon Arrival**
 - Students may arrive early to receive breakfast at 7:30 a.m. These students must enter through the closest door and report immediately to the cafeteria.
 - Exterior doors will be unlocked and propped open at 7:45 a.m. They will be closed and locked at 8:15 a.m. After 8:15 students must enter the building through the main doors on 300 West.
 - In all other situations other than school breakfast, students **cannot arrive early** unless previous arrangements have been made with a teacher or administrator.
- **Exiting the Building**
 - Exterior doors will be propped open at 2:15 p.m. and will be closed and locked by 2:45 p.m.
 - School personal will assist in making sure the school is clear of all students by 2:45 p.m.

Events/Field Trips

- West will not have field trips the remainder of the school year unless specific plans are made through school administration.
- We will not hold school assemblies in person. Any school assemblies and events will be held electronically.

Masks

- **West is a masked campus.** Masks must be worn at all times, in all places while on school grounds. Masks will be required outside.
- Students may remove their masks to eat breakfast and lunch. When masks are off, 6 feet of social distancing should occur.
- Masks must cover the full mouth and nose. It must fit securely under the chin leaving no gaps.

- If teachers or administrators notice a student has an old mask or is very dirty, let the office know and a new mask will be brought to that student. Do not send them to the office during class to collect a new mask. Teachers will have a box of masks in their room to provide to students in need.
- Students will be expected to provide their own masks, but we will supply one as possible.
- If a student does not have a mask, they need to report to Student Services immediately upon arrival at West. Student Services will supply a mask.
- When a student fails to bring a mask to school, they will be provided one, but parents will be notified. After 3 contacts, a parent meeting will occur.
- **If a student does not have a mask on or is wearing it incorrectly**, adults will give one verbal warning. Upon the second offense, the student must attend remote school for two weeks and will not be allowed in the building. The student may attend in-person school after two weeks and a meeting with families to assure mask-wearing compliance. Upon the third offense, students will attend remote learning the remainder of the year.

Faculty Lounge and Interaction

- The lounge will be supplied with cleaning materials.
- Teachers should eat in their classroom and use the lounge as a location for preparing food.
- The faculty lounge is not a space for a mask-break.
- Please exit the faculty lounge after warming your food. Teachers shall eat their lunch in classroom.
- Teachers will not share food; do not have a buffet-type offering of food.
- Teachers will not remove masks unless alone in the classroom.

Hallways

- Follow markings for traffic flow and always remain on the right. **Stay on the right to walk through the building.**
- Arrows indicate these traffic patterns as marked throughout the building.
- As usual, teachers need to be in the hallways helping to direct traffic. Teachers will provide positive feedback for students following The West Way.
- Students are only in the hallways during transitions. **If a student is in the building, they are in a classroom. There is no hallway loitering or standing still for socialization.** If a student is not actively moving to class or the restroom during transition, or they are in the halls during class time, they will have one verbal warning. If a student is not actively transitioning or in class a second time, they will do remote school for two weeks. The student may come back to in-person school after a meeting with the family to assure compliance to hallway safety rules. Upon the third offense, the student will attend remote learning the remainder of the year.
- Reasonable distance will be asked. The six-foot rule will be encouraged but may not be feasible in all situations. Students are expected to keep hands to themselves.

Hand Washing/Sanitizing

- Teachers will require students to sanitize hands daily upon entering class.
- Students need to wash (20 seconds) or sanitize their hands at the following times:
 - Upon arrival at school.

- At the top of every class.
- After being outside for physical activity.
- Before and after meals.
- After restroom use.
- After sneezing, coughing, or blowing nose.
- Prior to leaving school for home
- Hand sanitizing stations will be set up throughout various locations in the building.

Indoor Air Quality

- Teachers will keep classroom door open while students are in rooms. This will support both circulation and reduce touch points of opening and closing doors. (Teachers will keep the door locked for quick closing.)
- The district initiated the following to support air quality in the building
 - Increase the percentage of outdoor air introduced to the HVAC systems, and then subsequently conditioned for distribution throughout district facilities
 - Installed and maintain MERV 13 air filters in all building HVAC systems.
 - Prioritizing indoor air quality over operational efficiency in heating and cooling schedules
 - Exchange all building air overnight when environmental conditions permit
 - Accelerate maintenance schedules on HVAC equipment to ensure optimal function

Lunch

- All students may eat lunch and breakfast free of charge.
- Students will use hand sanitizer before they are handed their food.
- Students with home lunch will use hand sanitizer upon entry into cafeteria, commons, or exiting the building to be outside.
- **Students will eat in the cafeteria, commons, tech wing gym and outside.**
- Students will follow signs and markings to ensure food is quickly collected.
- Students may remove their masks only **after** getting food, sitting at a table, and when they are ready to eat. Students will place their mask back on when done eating and **before** cleaning up their space and leaving the table. While masks are off, students should practice social distancing of 6 feet or more.
- Students will not share food.
- Students will use hand sanitizer before returning to class at the end of lunch.
- Students may leave campus during lunch.
- As a general rule, students will be stationary to eat. Stop and eat – students will not be active or move throughout the building while consuming food and/or beverages.
- Lunch will take place in the cafeteria, commons, Tech Wing gym, and outside.

Transportation

- Shuttle busses will run throughout the day taking students home and bringing them to West.
- For more information on safety measures taken by transportation, please call their office – 801-974-8345. **Bus scheduled will be published before February 8.**

Shared Employee Work Areas

- Workspaces will have cleaning supplies.
- Employees need to check the space before using it. If it is crowded, do not enter. Wait until others leave.
- If employees use a general piece of equipment, spray a paper towel to wipe down the space before you leave.
- Do not spray cleaner directly on any equipment – clean equipment the same as cleaning a computer.

Instruction

- Canvas is the only location for all school materials. Teachers will not print and make copies of materials that are found in Canvas. This limits contact exposure.
- Teachers may distribute needed materials such as textbooks, texts, and novels, however assignments/assessments will be in electronic format only.
- Each department at West will map their instructional plan for in-person school through Canvas the two weekly PLCs before opening.

Student Schedules

- Students choosing in-person instruction will attend two days per week. These days are assigned by alpha. Students may not attend on days outside of their alpha assignment.
- Students will not attend in-person school on Wednesdays. West will be closed to instruction on Wednesdays unless students have made arrangements with teachers or administrators.
- Students may attend both remote and in-person classes within specific parameters, with the understanding the in-person is only permitted on their alpha day.
 - Attend 1st and 2nd period in-person and leave West at lunch to attend 3rd and 4th remote.
 - Attend 1st and 2nd period remote and arrive to West at lunch to attend 3rd and 4th in-person.
 - Arrive to West at the beginning of a class period and remain on campus for in-person classes and leave to attend remote classes. Students should not come-and-go within a school day. (ie. Attend 1st period in-person, attend 2nd remote, and return to in-person 3rd and 4th periods.)
- **When students are at West, they attend in-person classes. Students cannot attend remote instruction while on school grounds.**

Plexiglass Barriers

- The offices will have plexiglass barriers between the students/public and secretarial staff.
- Masks must still be worn working in areas with plexiglass.
- Classrooms are not fitted with plexiglass barriers.

Remote Learning Initiations

- West will follow state guidelines for school closures. For these guidelines, click [Here](#).

Policies for School Closures

- Any policy for exposure goes through Ron Litteral, Human Resource Services, and the district nurses. Due to FERPA, very little information is free to share with others.
- We can work together to identify possible return dates but how much is shared needs to come through the nurse as she knows best what can be shared without violation of privacy which is super tricky in this situation.

- Scenarios:
 - If the student has been exposed at school in mask to mask contact, does not have symptoms, they can get tested after 7 days and return to in-person school immediately with negative test results documentation. They may attend remote.
 - If a family member has tested positive and the students remain in the house, if the student does not have symptoms, they have to wait 10 days from the positive test plus any days until there are no symptoms from the adult (fever) and another 14 days for quarantine.
 - If the family has been exposed, they wait the 14 days in quarantine. They do not attend school in-person but may attend in remote.
 - If at any point a student tests positive, they are out of school 10 days plus additional days until no symptoms (fever). They may attend remote school.

Restrooms

- If a restroom is crowded, students should wait by the door until someone exits. The guideline is four people, maximum, at a time in the restroom.
- Facilities are marked off for social distancing.
- Students will receive disposable, paper hall passes. They will use one pass per restroom break during class. Teachers will direct students to throw their pass away upon returning to class.
- When restrooms are being cleaned, students will be unable to use them.
- **Masks remain on in the restroom.**

Shared Belongings

- Students will not share any supplies.
- Students will not share food of any kind.

Substitutes

- West will do our best to have 5 substitutes in the building every day.
- West will help teachers with substitute coverage when absences occur.
- West will have adults supervising students while on campus.

Community Education

- The West Community Education Program will continue to offer classes in person and online during the pandemic, as appropriate.
- All of The West Way General Guidelines will be followed. CE students will receive a pre class email listing the guidelines that must be adhered to.
- When possible, the Commons, Cafeteria, Library, Choir & Band Rooms and other large rooms will be used to hold classes. Attempts will be made to keep classes centrally located, near the front doors.
- Patrons will enter and exit the building through the front doors.
- Attendance will be taken for all classes for contract tracing.
- Class sizes will be adjusted to adhere to 6-foot social distancing guidelines.
- “Hands on” classes such as Silversmithing, Foraging for Wild Foods, & Youth Karate will not be held during the pandemic.
- Spaces (desks, etc.) used for CE classes will be sanitized by CE patrons at the end of each class.

Students with Symptoms

- Teachers will immediately send student with symptoms to the Student Services window. (see appendix)
 - If student doesn't have a fever or other COVID significant symptoms, students will be placed in sick room and parent called.
 - If student does have a fever and/or other COVID significant symptoms, student will be placed in isolation room and parents called to be sent home.
 - School Nurse will be utilized as needed to support the decision-making process.

Symptoms of Covid

- Fever
- Cough
- Difficulty Breathing
- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Sore throat
- Congestion
- Nausea/vomiting
- Diarrhea

Temperature Checks

- West High will not conduct regular temperature checks without additional indicators present.
- We will encourage families to conduct regular morning checks of their students so those with symptoms never enter the building.
- We will check student temperatures if they are sent to the office with other symptoms.
- From the district office- *Routine temperature monitoring: It is not recommended at school for a couple of reasons. Many people, including children, who have COVID do not have fevers. Also, body temperatures vary depending on the time of day and on activity. It may need to be repeated to be accurate. It is better to have parents monitor for symptoms before sending their students to school because they can identify other symptoms as well. We have created the Parent Symptom Guide for parents to use. Administrators can find this guide in the COVID Admin/Sec file. Taking a temperature at school makes the most sense when the student has symptoms or is acting differently than normal. Otherwise, it can take a significant amount of time during school and be modestly beneficial.*

Appendix

Health office visit

West Health Office Visit Request – Student Services Window

Student Name: _____ Date: _____

Primary Symptoms:		Secondary Symptoms:	
Cough (not asthma related)		Headache	
Shortness of breath (not asthma)		Muscle Pain	
Breathing difficulty (not asthma)		Sore throat	
Fever of 100.4 or higher		Congestion or runny nose	
Chills		Nausea or Vomiting	
Loss of Taste or smell		Diarrhea	
		Other:	
Other Symptoms:			
Rash			
Stomach Pain			

West Health Office Visit Request – Student Services Window

Student Name: _____ Date: _____

Primary Symptoms:		Secondary Symptoms:	
Cough (not asthma related)		Headache	
Shortness of breath (not asthma)		Muscle Pain	
Breathing difficulty (not asthma)		Sore throat	
Fever of 100.4 or higher		Congestion or runny nose	
Chills		Nausea or Vomiting	
Loss of Taste or smell		Diarrhea	
		Other:	
Other Symptoms:			
Rash			
Stomach Pain			

Covid-19 Incident Communication & Reporting Process for Schools & Employees



Healthy hygiene practices are important:

- Maintain a social distance of at least 6 feet at all times.
- Practice frequent hand washing, especially after using shared resources such as computers or workstations.
- Use hand sanitizer when washing is not available.
- Students, employees, parents and volunteers are required to wear masks (unless contraindicated in a medical, 504, or IEP exemption).



Symptom monitoring:

- Temperatures **will not** be routinely taken upon entering school or district buildings unless specified by a special program.
- Parents will be asked to take their student's temperature and monitor for other COVID-19 symptoms each morning before school.
 - see symptom guide on next page
- **If symptoms are present** for an employee or student, stay home until:
 - At least 10 days have passed since the first symptom appeared, AND symptoms have improved, AND there has been no fever for at least 24 hours without the use of fever reducing medication **OR**
 - Released to work or school with note from a healthcare professional containing another diagnosis **OR**
 - A negative test with release from the Department of Health, or health care provider.



DO NOT

DO NOT come to school or work if you were advised to be tested and are awaiting test results, or are newly experiencing any of the symptoms listed below:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Fever or chills • Cough unrelated to asthma or different than normal • Shortness of breath or difficulty breathing • Muscle or body aches, not explained by exercise | <ul style="list-style-type: none"> • New loss of taste or smell • Sore throat • New runny nose or congestion • Nausea or vomiting • Diarrhea |
|---|---|



Immediately consult with your health care provider or Department of Health. Please notify the school nurse and/or Human Resource Services:



Students or Employees who:

- **Test Positive - Stay home from school or work until:**
 - A minimum of 10 days have passed since the first symptom appeared, symptoms have improved **AND** there have been **no symptoms for at least 24 hours** without the use of medication.
- **Have a Direct Exposure - Stay home from school or work until:**
 - 14 days after the last known direct exposure.
 - When a household member is positive and unable to isolate, 14 days after the last symptom day of a positive household member, regardless of test results.
 - Direct Exposure:
 - Close interaction to symptomatic or positive person without a mask (under 6 feet) or 15 minutes or more at 6 feet or less with a mask.
 - Each time you have exposure with a person under self-isolation it is considered a direct exposure.



Students who present with symptoms of COVID-19 during the school day:

- **Immediately, confidentially notify the school Point of Contact (POC)**
- **Send the student directly to the office** where they will be:
 - Placed in a room designated for students with symptoms.
 - Schools will notify parents to pick-up their student, and follow-up with a healthcare provider.
 - School nurses will coordinate with the SL County Health department for return to school.



Employees who present with symptoms of COVID-19 during the school day:

- **Immediately, confidentially notify Human Recourse Services and POC**
- **Send employee home or notify not to come to work:**
 - Human Resource Services (HRS) will coordinate leave applications and return to work through the SL County Health department.



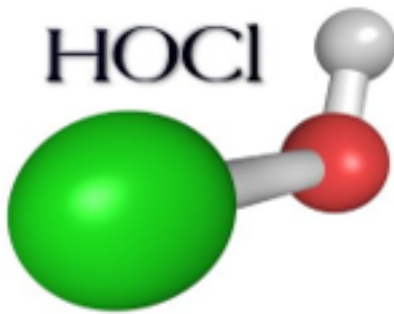
COVID-19 Incident Coordination & Communication

1. Designated point of contact for schools and departments will communicate **CONFIDENTIALLY** with the school nurse and/or HRS on all COVID-19 related situations.
 - Emails should be titled "**confidential communication**"
 - For Students: Contact the assigned school nurse
 - For Employees: Contact (michelle.Hathaway@slcschools.org and kari.gardner@slcschools.org)
 - Provide a list of all individuals impacted (at school or working with the individual in the last 48 hours leading to the Covid-19 situation)
 - Student data from Power School
 - Employee contact phone numbers
2. The school nurse and/or HRS will coordinate with the local health department to determine self-monitoring, self-isolation, or self-quarantine, and return to school or work.
3. The administrator will coordinate with the school nurse to identify high-risk students.
4. All medical and Covid-19 related health information will be protected and private, including the names of individuals who are exposed or become sick.
5. Parents and employees will be notified in writing of any directions to self-monitor or self quarantine.
6. The Health Department will provide guidance on when and how to quarantine, check for symptoms, and when to get tested.



COVID steps

1. Every classroom has the following supplies
 - a. Disinfectant
 - b. Hand sanitizer
 - c. Paper towels
 - d. No outside chemicals in the building
2. When students enter classroom
 - a. Elementary teacher sprays each desk and students wipe them with paper towel (start and end of day)
 - b. Secondary – start and end of each period
3. High schools - 4 touchless fountains
 - a. Middle school/elementary schools – 2 touchless fountains (some on back order)
4. Every school will be sanitized every night with electrostatic spray and nebulizers.
5. Classroom door may be open (do not open exterior doors)
6. MERV 13 filters have been installed in all buildings
7. Air flow has been increased to meet CDC/Ashrae recommendations in all buildings
8. Playground equipment will be sanitized regularly
9. Hand sanitizer stations are located by each playground
10. Cafeteria tables will be wiped down after each meal



Hypochlorous acid is naturally produced by white blood cells of all mammals. It plays an important role in the immune system killing pathogens through oxidation and chlorination.

Hypochlorous acid can also be produced through a process called electrolysis. Electrolysis is a technique that uses a direct electric current (DC) to drive an otherwise non-spontaneous chemical reaction. Specifically, engineered electrolysis cells can generate a solution of free chlorine species by running electricity through NaCl (table salt) and water. The oxidants hypochlorous acid (HOCl) and hypochlorite (OCl-) are formed at the anode. If the pH of the solution is weakly acidic to neutral, the free chlorine solution will be dominated by hypochlorous acid.

Hypochlorous is a powerful oxidant and is 100 times more efficient at killing microbial pathogens than sodium hypochlorite (aka. chlorine bleach).

Safe on Eyes and Skin

Hypochlorous acid does not cause irritation to eyes and skin. Even if it were ingested it causes no harm. Because it is so safe, it is the ideal sanitizer for direct food sanitation and food contact surfaces. It is also ideal in healthcare where it is used for wound cleansing, eye drops, and patient room disinfection replacing toxic chemicals such as bleach and quaternary ammonium (quats).

Non-Toxic, Non-Hazardous

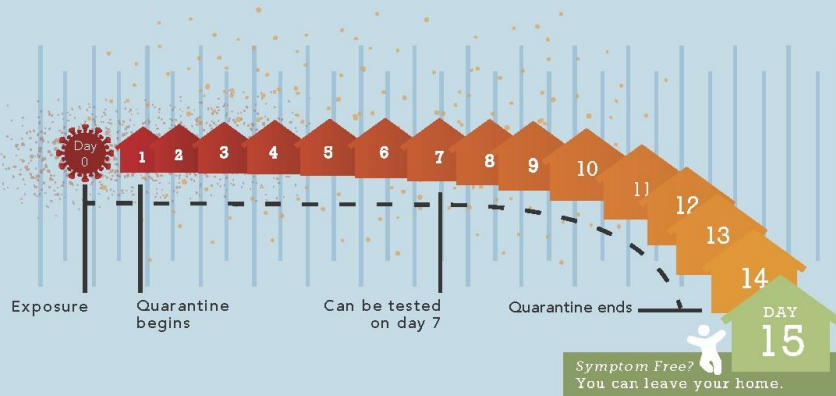
Sanitation chemicals distributed in concentrated form are toxic and can be hazardous. Contact with skin or inhalation of fumes can cause irritation. These risks do not exist with hypochlorous acid. Electrolyzed water systems generate hypochlorous acid from just table salt, water and electricity. No personal protective gear is required.

Checklist of COVID-19 exposures

Checklist for COVID-19 Exposures at Salt Lake City School or District Locations	
Point of Contact (POC) Responsibilities:	
When there has been a reported case of Symptoms OR COVID-19 at school or district locations, the POC will CONFIDENTIALLY email the school nurse and/or HRS the following information:	
<ol style="list-style-type: none"> 1. School or location name/ Address 2. Grade or work group exposed 3. Name of the individual experiencing the Covid-19 incident 4. Last date attended school or work 5. Names of any employees having worked in the vicinity of the individual 48 hours up to onset of symptoms or self-report of test result 	
For Students:	
<ul style="list-style-type: none"> • List the following information from PowerSchool for all students that were closer than 6 ft. for 15 minutes or longer (continuous or intermittently during the course of 1 day): <ul style="list-style-type: none"> ○ Student name/DOB ○ Address ○ Parent name/phone numbers ○ Language spoken at home (found in PowerSchool) ○ Put a * next to any student’s name that has any of the medical conditions listed below (found in PowerSchool). Do not identify the health condition in email 	
For Employees:	
<ul style="list-style-type: none"> • Please entitle all email communications as “Urgent confidential communication” • Email michelle.hathaway@slcschools.org AND kari.gardner@slcschools.org • Please include the phone number if available 	
<p>People with the following conditions are at increased risk for severe illness from COVID-19:</p> <ul style="list-style-type: none"> • Cancer, Chronic kidney disease • Organ transplant • Obesity (body mass index [BMI] of 30 or higher) • Heart conditions, such as heart failure, coronary artery disease • Sickle cell disease • Type 2 diabetes 	<ul style="list-style-type: none"> • Asthma (moderate to severe) • Cerebrovascular disease • Cystic fibrosis • Immunocompromised medical conditions, such as: HIV/ AIDS • Use of corticosteroids/ immune suppressants • High blood pressure • Liver disease • Neurologic conditions such as history of seizures • Pregnancy • Pulmonary fibrosis • Thalassemia • Type 1 diabetes
The School Nurse and HRS contact will coordinate with the Salt Lake County Health department on appropriate actions and return to school or work.	

Guidelines for Quarantine

If you've been exposed to COVID, you should quarantine at home for 14 days since the exposure



Receiving a negative test result does not mean you can leave quarantine before 14 days—you may have been tested early in the incubation period and could still become symptomatic within the 14 days.

Stay home. Quarantine at home means that you do not leave home for any reason except essential medical care.

Do not go to:

- work
- school
- shopping
- public places
- other peoples' homes

Do not have visitors to your home



You can return to school early, if you choose, if **ALL** of the following apply:

1. The school verifies that you AND the person who exposed you were both wearing a face covering at all times.
2. You do not have symptoms of COVID-19.
3. You have a negative COVID-19 test result from a test taken **at least 7 days after the exposure**. It must be a PCR or antigen test, not an antibody test.

Household Exposure

If your exposure to the person with COVID is ongoing, such as if the person with COVID is a member of your household, your 14-day quarantine period begins after your household member is no longer considered contagious.

This is usually 10 days after the infected person first had symptoms (or received a positive test if they had no symptoms)

-AND-

At least 24 hours after they no longer have a fever without the aid of fever-reducing medication.

Separate exposed household members



If you can limit your exposure to the infected person, such as by isolating them to a separate bathroom and part of the home, your quarantine period can begin the day after you last had contact with them.



You may be tested because of this exposure even if you don't have symptoms, but it is best to be tested 3-5 days after the exposure occurred.

Get tested if you have:

One or more of these symptoms:

- cough
- shortness of breath
- difficulty breathing
- fever of 100.4° F or higher
- new loss of taste or smell
- chills

-OR-

Two or more of these symptoms:

- headache
- muscle pain
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

If you develop any of these symptoms, find a COVID-19 testing site near you by visiting coronavirus.utah.gov. Remain isolated while waiting for your test results. If you have symptoms and choose to not be tested, you must isolate for 10 days from when symptoms began or 24 hours after fever ends, whichever is longer.

Building Signs

THE WEST WAY

We are a masked campus.

*Masks must be worn at all times,
even outside.*

Mask Rules

Need a mask?
Go to the student
services window next
to the main office.

- Clean – washed daily or new
- Covers the nose and mouth, fitting securely under the chin
- Fits snugly on face leaving no gaps
- No gaiters, shirts, scarves, bandanas worn as masks
- Free of holes, vents, or openings
- Avoid touching your mask
- Remove only to eat lunch, promptly put back on when done eating

THE WEST WAY

We are a masked campus.

*Masks must be worn at all times,
even outside.*

Meal Rules

- Use hand sanitizer on the way in
- Follow signs and directions
- Quickly grab your food and sit down (or go outside)
- **Remove mask after getting food and sitting down**
- Do not share food
- **Place mask back on when done eating and before leaving your seat**
- Clean up your space, throw away garbage
- Use hand sanitizer on the way out

THE WEST WAY

We are a masked campus.

*Masks must be worn at all times,
even outside.*

Hallway Rules

Hallways are for transitions only.

- **Correctly wear your mask**
- **Stay to the right.** Follow signs and directions.
- Do not stop to socialize – keep moving
- Restrooms are used during transitions only – **stay in class during class time**
- Keep your hands to yourself
- Avoid unnecessary contact with surfaces and objects