



Westlake Parents and Faculty:

The last 5 months have been an emotional ride filled with lots of uncertainty. However, in my communication with all facets of the Westlake Community, I have been reinvigorated by the resilience of our youth. I believe that this group of young people is truly remarkable and the opportunity to live in a historical time will only strengthen their resolve.

The information below is Westlake’s Reopening plan that has been written to answer potential questions and concerns.

As part of the Westlake family, we are all aware of our Mission, Vision, and Values that make Westlake special. The Mission, Vision, and Values will be vital as we move forward this year in helping our students to acquire the knowledge, skills, and dispositions necessary for post secondary success.

**Back to School Night:**

We will be holding our Back to School Night in person this year. We will be dividing students into groups for times to meet teachers. Suggested times will be posted on our Facebook page and website. Watch for more information.

**Return to Learn Bell Schedule 2020-21:**

Westlake will be on the following bell schedule until further notice Monday-Friday. The afternoon will be used for collaboration and providing intervention for student learning.

A1/B5	7:45-8:55
A2/B6	9:00-10:15
A3/B7	10:20-11:30
A4/B8	11:35-12:45
Lunch/Dismissal	12:45-1:15
Intervention Time	1:20-2:15
<b>Buses will pick up students at 1:15</b>	

## General Safety Precautions

### Westlake's Plan:

- Enhanced cleaning and disinfecting will take place regularly.
- Faculty and Staff will receive masks to wear from Westlake. If teachers prefer a face shield, then they will notify the administrators of this request.
- Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant will be available to staff/ students/visitors in hallways, offices, and classrooms.
- All restroom fixtures, sinks, toilets, showers, stall doors, hardware, partition doors, benches, and walls will be disinfected regularly.
- Students may be asked to clean desks and chairs between class periods.
- Student desks will be facing the same direction and spaced as far apart as possible to limit contact.
- As per state mandate, face coverings will be worn by all students, staff, and visitors until further notice.
- Personal Protective Equipment (PPE) will be provided to all employees for themselves and their classrooms and students upon request.
- Employees, students, and patrons will be expected to stay at home if they are ill or are experiencing symptoms associated with COVID-19.
- If an individual tests positive for COVID-19, protocols established by the Utah County Health Department will be followed.
- Required COVID-19 training for employees will be provided through Canvas and Skyward.
- Gary Twitchell and Jared Huff have been designated as Covid-19 points of contact for any questions you may have.

## In the Classroom

### Westlake's Plan:

- Teachers will:
  - space desks as far apart as possible to limit contact.
  - arrange student desks and tables to allow for students to all be facing the same direction.
  - remove non-essential items in the classroom to increase space.
  - disinfect class materials on a regular basis.
  - use seating charts to help with contact tracing.
  - establish routines to limit congestion at entry/exit points and around the classroom.
  - establish routines for hand washing and disinfecting in their classrooms.
- Students will:
  - be required to wear face coverings in the classroom until further notice. Face shields may be used in place of face masks.
  - possibly be asked to clean their own desks and chairs between class periods or at the end of the day, under adult supervision.

### School Will:

Clean touch points in every class each day.

## Hallway Transitions and School Entry Points

### Westlake's Plan:

- Signs will be placed throughout the school to create hallway traffic flow patterns and to remind WHS students of protocol and expectations.
- Administrators and staff will monitor and minimize congregation of students in the hallways.
- Students will be encouraged to use backpacks instead of lockers to minimize the need for stops in the hallway.
- Custodians and sweepers will clean and disinfect daily, all touch point areas including: doors, doorknobs, and door casings, stair handrails, elevators, vending machines, light switches, and drinking fountains.
- Use of traditional drinking fountains will not be available. Students will be encouraged to bring refillable water bottles and use touchless fountains wherever available.
- Students will be required to wear a face covering in the hallway until further notice. Face shields may be used in place of face masks.
- Visitors will be required to check in the main office and wear a face covering.

## In the Restrooms

### Westlake's Plan:

- A sign template will be provided in each restroom outlining proper hand washing and hand hygiene techniques.
- Students will be required to wear face coverings in the restroom until further notice. Face shields may be used in place of face masks. Exceptions are outlined in the appendix of this document.
- All restroom fixtures, sinks, toilets, showers, stall doors, hardware, partition doors, benches, and walls will be disinfected each day.
- Floors will be mopped and disinfected daily.
- Personal Protective Equipment (PPE)
  - All custodians and sweepers will use face coverings (nose, mouth and eyes) and gloves. All custodians and staff will be required to wear the recommended PPE as stated in the chemical safety data sheet.
  - No custodians will operate an electrostatic or misting sprayer with disinfecting chemicals when students or the public are present.

## What's Happening in the Gym

### Westlake's Plan:

- Gym equipment will be sanitized on a regular basis.
- Activities/classes generally held in the gymnasium could be held outside when possible to increase social distancing.
- Weight rooms and exercise equipment will be disinfected regularly.
- Some classes will allow for masks to be removed as directed by the teacher.

### **In the Cafeteria**

#### **Westlake's Plan:**

- Signs will be used to designate traffic flow patterns, line spacing and proper hand hygiene.
  - All lunches will be served utilizing disposable plates, trays and utensils for a grab-and-go style service.
  - In addition to the Cafeteria, multiple serving points in "C" Hall and "D" Hall will be added to reduce the number of students in any one area.
- Students will not be required to wear masks while eating in the cafeteria. We realize that physical distances of 6 feet apart may not be feasible. Reducing the amount of time students are in the cafeteria should be considered whenever possible.
- To decrease the numbers of students in eating areas, students may also eat outdoors, commons and hallways. We have also shortened our schedule to allow for students to grab lunch and go home.

#### **Sanitation Measures:**

- All food preparation surfaces will be cleaned and disinfected.

### **Large Group Gatherings (e.g., assemblies, recitals)**

#### **Westlake's Plan**

- In-person assemblies have been reduced and modified to reduce the number of students in any one area. Virtual assemblies will be used to a great extent.
- Dances have been canceled through December 2020.
- Plays, sporting events and performances will take place but will have specific restrictions to maintain health department standards. The protocols for holding these have been set by UHSAA and ASD.

### **Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, Occupational Therapist, etc.)**

#### **Westlake's Plan:**

- Plexiglas, face shields, and/or auxiliary protective gear will be provided for one-on-one aides in close contact to ensure students with disabilities have equal access to information.

## Self-Monitoring for Symptoms

### Westlake's Plan:

- Families will:
  - have the opportunity to identify students as higher risk for severe illness due to COVID-19 and will work with the WHS Administration to develop an appropriate short-term or long-term learning plan.
  - conduct temperature and symptom checks at home each school day. The following list of symptoms would require a student to remain at home:
    - Fever greater than 100.4 degrees
    - Cough, shortness of breath, or difficulty breathing (students with a history of asthma, if cough continue after using an inhaler, please stay home)
    - Chills or muscle aches
    - Sore throat
    - New loss of smell/taste
    - Nausea and/or vomiting (unidentified cause, unrelated to anxiety or eating)
    - Congestion or runny nose
    - Fatigue
    - Diarrhea
- Students will:
  - not attend school if they are feeling ill or experiencing symptoms of COVID-19.
  - be required to wear a face covering on the school campus and on the bus until further notice.
  - be quarantined at school until a parent, guardian, or emergency contact can come pick them up if they are exhibiting symptoms of COVID-19 during the school day. Students who are able to drive are welcome to drive themselves home with parental approval.
  - not be penalized for missing school due to illness or when required to isolate due to COVID-19. Make-up work may be required.
- Employee Information:
  - If an employee tests positive for COVID-19 we will work with The Utah County Health Department to determine next steps based on contact tracing.
  - An employee who becomes aware of a case of COVID-19 will report the case to the principal, who will then report the case to their district supervisor.
  - Required COVID-19 training for employees will be provided through Canvas and Skyward.
  - Personal protective equipment will be provided to employees based on assignment, including face masks, face shields, and hand sanitizer.
  - Faculty and staff will wear face coverings at work

## Teacher Professional Expectations

### Westlake's Plan

- Collaboratively pursue student learning goals in the PLC Results Cycle.
- Deliberately create conditions where everyone can do their best work (students and adults): planning, learning, connection and safety.
- Plan for how to keep absent students engaged and progressing from home
- Have a plan ready, which a sub can execute, in case you are suddenly ill or quarantined for an extended time.
- Be Flexible with student attendance. There will be no NCs for this school year.
- Attend faculty gatherings in person or virtually
- Let the school mission statement and values guide and drive daily and long term decisions.