### Albion Middle School
#### 2020-2021 Return-To-School Safety Plan

<table>
<thead>
<tr>
<th>Entry and Exit</th>
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<tbody>
<tr>
<td>• School begins at 7:55 AM Monday-Thursday. On Friday, school begins at 9:30 AM.</td>
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<tr>
<td>• The main and vestibule doors will open at 7:30 for students. On Friday, the main and vestibule doors will open at 9:10 AM.</td>
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<tr>
<td>• Doors within the building will be propped open during the school day to reduce the use of high touch points.</td>
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<tr>
<td>• STAGGERED EXCUSAL: Teachers will escort their 6th period classes out of the building to minimize having students congregate in the hallways. Teachers escort students out the exit door and then monitor the door to prevent students entering the building.</td>
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<tr>
<td>• Students being picked up should be picked up by 3:00 PM.</td>
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<td>• Students who need access to the school building after school has ended will exit and then return through the Main Office.</td>
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<td>• Students who have tutoring will be excused prior to the end of the day.</td>
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<table>
<thead>
<tr>
<th>Transportation</th>
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<tbody>
<tr>
<td>• Students will be assigned seats on the bus and required to wear face coverings.</td>
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<tr>
<td>• Students riding the bus will enter the north doors.</td>
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<tr>
<td>• Students need to be off campus by 3:00 PM unless working with a teacher.</td>
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<tr>
<td>• Students being dropped off or walking will enter through the west doors.</td>
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<table>
<thead>
<tr>
<th>Hallways</th>
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<tbody>
<tr>
<td>• Students will walk on the right side, indicated by signage.</td>
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<tr>
<td>• Staff will be present in the hallways to remind students to stay on the right side.</td>
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<tr>
<td>• Signage will be placed throughout the school as reminders to stay 6 ft. apart, when possible.</td>
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<tr>
<td>• Full sanitization and cleaning will be done at the end of each day.</td>
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<tr>
<td>• Hand sanitizing dispensers have been installed throughout the school.</td>
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<tr>
<td>• We will be staggering classroom dismissals.</td>
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<table>
<thead>
<tr>
<th>Classroom</th>
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<tbody>
<tr>
<td>• Teachers and students will wear a face covering at all times.</td>
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<tr>
<td>• Student desks will face forward where feasible.</td>
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<tr>
<td>• Physical distancing will be maintained and encouraged as possible.</td>
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<tr>
<td>• Students will be instructed to limit contact with other students and classroom objects.</td>
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<tr>
<td>• Students will be required to stay in their assigned seat.</td>
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<tr>
<td>• Students will be asked to report safety and sanitation concerns to their teacher.</td>
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<tr>
<td>• Students will sanitize their desk and chair at the beginning and end of each class period.</td>
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<tr>
<td>• Teachers will sanitize their equipment as often as feasible.</td>
<td></td>
</tr>
<tr>
<td>• Each classroom will have hand sanitizer available for student and teacher use.</td>
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<tr>
<td>• Classroom doors within the building will be propped open during the school day to reduce the use of high touch points.</td>
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</tbody>
</table>
| Unique Courses with higher risk of spread | • Teachers will sanitize their equipment as often as feasible.  
• Each classroom will have hand sanitizer available for student and teacher use.  
• Teachers and students will wear a face covering at all times.  
• Physical distancing will be maintained as possible.  
  ■ Choir—will be held in the KIVA to increase physical distancing.  
  ■ PE/Dance—gym, cafeteria, commons, KIVA  
  ■ Band— will be held in the choir and band rooms. Band and Choir may trade as needed. |
| SPED and Related Services | See Classroom guidelines listed above.  
• Students with IEPs will be provided the same opportunities as their peers.  
• Student IEPs will be reviewed for health issues.  
• Teachers and adult aides will help students as needed to sanitize their desk and chair at the beginning and end of each class period. |
| Cafeteria | • No outside food delivery this year. Students need to either bring a lunch, or purchase food in the cafeteria.  
• Breakfast will be served from 7:30 to 7:50 AM with physical distancing protocols.  
• Students will eat in the cafeteria and other areas with distancing protocols (students will be allowed to eat in alternative locations – gym, outside, classrooms, commons).  
• Cafeteria employees will wear face coverings and gloves at all times.  
• Sanitation stations will be set up at the entrance of the cafeteria.  
• Signage will indicate the flow of traffic and physical distancing in the lunch lines.  
• Signage will indicate physical distancing at cafeteria tables. Students will sit between marking on the tables.  
• Tables will be cleaned and sanitized after every lunch.  
• Food areas will be sanitized between each lunch and at the end of each day.  
• Students will be asked to sanitize their hands upon entrance and upon leaving the cafeteria.  
• At the end of the lunch period, students will exit the cafeteria through the three outside doors, through the gym outside doors, or through the cafeteria hall.  
• If students are assigned HoWL, they must enter only after they have finished eating. |
| Student Supplies | The school will provide each student with the following:  
• School Planner.  
• Chromebook and carrier.  
• If needed, a water bottle and/or a face mask will be provided.  
• There are two water bottle filling stations in the building – KIVA and by the cafeteria. |
| Chromebooks | • Chromebooks and chargers will be checked out to all students the first week of school.  
• Cleaning guidelines will be provided to students.  
• Students will be expected to bring their charged Chromebook to school each day. |
| Lockers | • Hallway lockers will not be used this year to reduce crowding in the hallway.  
• Students will be allowed to bring backpacks or cinch sacks to school this year to transport their school materials.  
• Gym lockers will be available for gym students through their PE class. Gym lockers are only available during the gym class time and only for gym items.  
• Changing clothing for PE is optional. |
| Drinking Fountains | • Signage will remind students to maintain physical distancing.  
• We are working with the district to update our drinking fountains to water bottle filling stations. |
|-------------------|--------------------------------------------------------------------------------------------------|
| Restrooms         | • Signage will indicate maximum capacity for each restroom.  
• Physical distancing signage will be on the floor for waiting to enter restrooms.  
• Hygiene signage will be posted in all restrooms.  
• High touch points in the restrooms will be sanitized throughout the day.  
• Restrooms will be sanitized nightly. |
| Library           | • Books will be cleaned before the next checkout.  
• The library will be limited for general use during lunches. Students must obtain a library pass prior to lunch. |
| Gym               | • Gym lockers will be available for gym students through their PE class. Gym lockers are only available during the gym class time and only for gym items.  
• Additional equipment will be purchased to minimize student contact.  
• Sanitation supplies have been placed in high traffic areas.  
• Lockers will be assigned with appropriate distancing.  
• PE classes will be outside as much as possible.  
• Changing clothing for PE is optional. |
| Main Office       | • Plexiglass shields have been placed at public contact points.  
• Signage will remind parents and students to maintain physical distancing and required face coverings.  
• Sanitation supplies have been placed in the vestibule and at all secretarial areas.  
• Disposable masks will be provided for those without one.  
• Volunteers will be required to sign in, wear a face covering at all times, and follow all physical distancing requirements.  
• When possible, please call or email for information: Main Office--801-826-6700, karen.payne@canyonsdistrict.org. |
| Attendance Office | • Parents will be encouraged to call and check out their students prior to arriving at the school so that students can be in the office ready for pick up. Parents will be directed to wait for their student in the vestibule.  
• Parents are encouraged to call (801-826-6710) or email erika.larson@canyonsdistrict.org absences with as much prior notice as possible. |
| Counseling Center | • Plexiglass shields will be used at public contact points.  
• Signage will remind parents and students to maintain physical distancing.  
• Sanitation supplies have been placed in secretarial areas.  
• Parents are encouraged to call (801-826-6730) or email danielle.cazier@canyonsdistrict.org to schedule an appointment with a counselor. |
| Sick Room         | • Sanitation supplies and plexiglass shields will be placed at the front attendance desk.  
• Enhanced sanitation procedures will be in place.  
• COVID symptom checklist will be charted on all students and/or staff who come to the Attendance Office for medical attention.  
• A separate area will be used for COVID related situations and other health related needs. |
| Large Gatherings | • Back to School Night information will be accessed digitally.  
• Per State and Canyons District requirements, we will not be having large group gatherings.  
• Any whole-school event will be live-streamed into individual classrooms. |
| Covid-19 Guidance | • Should a student or staff member test positive for COVID-19, we will contact and follow the directives of the health department.  
• Parents and staff will be asked to complete a daily symptom checklist prior to coming to school.  
• Attendance mandates will be reduced to encourage parents to keep students with any illness at home.  
• Teachers will have all assignments on Canvas so if students stay home from school due to symptoms they have access to the assignments. |
| Canyons District/Albion Middle Learning Opportunities | • **In-person instruction:**  
• At Albion with Albion teachers.  
• In person teaching in the classroom with all assignments through Canvas.  
• Traditional grading.  
• Special education services delivered as outlined in the IEP.  
• All school related services available.  

• **Online Instruction:**  
• Parents still receive communications from their neighborhood school.  
• Students are expected to remain enrolled in online instruction for a quarter before requesting change.  
• Canvas student courses created by Canyons District.  
• Teacher office hours, daily schedule.  
• Subjects taught: English Language Arts, Math, Science, Social Studies.  
• Traditional grading.  
• All related services available (guidance counseling, social-emotional supports, school-based activities, nutrition (for those who qualify).  

• **District Supported, Parent-Guided, At-home Instruction:**  
• Parents still receive communications from Albion.  
• Students are expected to remain enrolled in district supported, parent-guided, at home instruction for a grading period before requesting change.  
• Parents set the schedule.  
• Pass/Fail grading based on District common assessments, grades issued by CSD.  
• District creates curriculum in English Language Arts, Math, Science and Social Studies.  
• All related services available (guidance counseling, social-emotional supports, school-based activities, nutrition (for those who qualify). |