

School Reopening Requirements Template

Name of LEA

Local education agencies (school districts and charter schools also known as LEAs) are required to develop local plans for reopening schools for in-person instruction in the fall of 2020. In this document, LEAs should provide assurance that they have met the specific requirements from the state in their planning process. This document can be used in conjunction with the USBE School Reopening Handbook, which provides recommended considerations to guide planning and additional details. The requirements contained in this template are subject to change and will be updated accordingly.

This Reopening Requirements Template is required to be submitted to the Utah State Board of Education by August 1, 2020. While LEAs may choose to use the format of this document as the basis for their school reopening plan that is required to be made available to the public (public-facing school reopening plan), LEAs may use whatever format they feel best suits the needs and interests of their local community.

Please submit this Reopening Requirements Template to the Utah State Board of Education by email to coronavirus@schools.utah.gov. Submission of the template serves as an assurance only (the Board is not approving local plans).

Attestation:

*Our school reopening plan has been approved by our governing board in an open and public meeting and was made available on our website (and each schools' website) by **August 1, 2020**.*

 Yes No

Insert the link to your public-facing school reopening plan on your LEA website here:

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Repopulating Schools

Communication and Training

State Requirement (“What”)	Implementation Plan (“How”)
<p>Develop administrator/teacher/staff education and training on school’s reopening protocol and action plans</p> <ul style="list-style-type: none"> Educate and train students and caregivers on school’s protocols and action plan; post and/or make accessible to school communities Make materials available to families in their respective preferred/primary language 	<p>-Prior to school beginning, educate and train <u>all</u> employees on the school’s reopening protocols, action plans, and safety measures that will be implemented. The Director or his/her designee will provide the training. Training materials will include such items as this plan and materials/resources provided by the USBE, state and local health departments, the CDC, and the American Academy of Pediatrics.</p> <p>- Prior to school beginning, educate and train all parents and students on the school’s reopening protocols and action plans, as well as best practices for at-home preventative care, by providing such information to all families at back to school night, via email, and on the school’s website.</p> <p>-Educate and train students on the protocols and all procedures related to the action plans on the first day of school, throughout the first week, and as needed thereafter.</p>
<p>Appoint a point of contact for each school available for questions or specific concerns.</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

School Reopening Requirements Template

Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions)

State Requirement (“What”)	Implementation Plan (“How”)
<p>Create a process for students/families and staff to identify as high risk¹ for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements, remote learning or instruction, or work re-assignments</p>	<p>-Prior to school beginning, send a notice to all employees and families asking them to complete a questionnaire if the employee or student identifies as high risk. The questionnaire will allow employees and families to identify the applicable high-risk category(ies) and request accommodations they feel they need as a result. Administration will work with HR, parents, and local health department as necessary to develop plans to provide, where possible, reasonable accommodations for high risk staff and students.</p> <p>-Prior to school beginning, create a process whereby families can request for their students to participate in distance learning or other alternative learning arrangements offered by the school.</p>
<p>Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk</p>	<p>-Where feasible implement the high-risk safety measures and guidelines outlined in the Utah Leads Together plan.</p> <p>-Work with HR to address, provide support and, where possible, provide reasonable accommodations on a case-by-case basis for employees who identify as high risk.</p>
<p>Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19</p>	<p>Indicate assurances:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

¹ High-risk individuals are defined as people 65 years and older, people who live in a nursing home or long-term care facility, people of all ages with underlying medical conditions, including lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), people with severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease.

School Reopening Requirements Template

Enhanced Environment Hygiene & Safety

State Requirement (“What”)	Implementation Plan (“How”)
Develop protocols for implementing an increased cleaning and hygiene regimen	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible	<p>-Request that all employees provide their own mask and require that employees wear masks at school in accordance with state and local law/orders. Provide employees training and resources on mask protocols at the school, as well as best practices related to wearing and washing masks.</p> <p>-Maintain a supply of extra masks at school to provide to employees and students when necessary.</p>
Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

School Schedules

State Requirement (“What”)	Implementation Plan (“How”)
<p><i>Due to the unique nature of school schedules, USBE has not provided state-wide requirements.</i></p>	<p>-To the extent feasible, stagger school start and stop times, pick-up and drop-off times, lunch periods, recesses, and class periods/breaks.</p> <p>-Consult with local health department when addressing scheduling issues.</p> <p>[other options include things such as implementing a blended learning type schedule or an A/B day type schedule, or instituting fewer class periods among the upper grades (instead of having many shorter periods have fewer longer periods)]</p>

School Reopening Requirements Template

Monitoring for Incidences

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring	-Symptom monitoring will be included in the education and training mentioned on page 1.
Establish a plan to assist families in conducting symptom checking at home	<p>-Provide families with a comprehensive list of Covid-19 symptoms.</p> <p>-Encourage families to monitor their students for symptoms on a daily basis and to report any symptoms to the school immediately. Symptomatic students shall remain at home. Encourage families to purchase a thermometer for regular use at home.</p> <p>-Near the beginning of the school year have parents and/or caregivers complete an affirmation that they will not send their children to school with symptoms.</p> <p>-Implement more lenient absentee and late work policies in an effort to not discourage parents to keep their students’ home when exhibiting symptoms.</p>
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	-Inform parents that the school is willing, upon request, to check their child’s temperature at school.
Monitor staff/student symptoms and absenteeism carefully	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Educate and promote to staff/students: “If you feel sick; stay home”	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Do not allow symptomatic individuals to physically return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Containing Potential Outbreaks

Preparation Phase

State Requirement ("What")	Implementation Plan ("How")
Develop administrator/teacher/staff education and training on school's protocol for containing potential outbreaks	-The school's protocol for containing potential outbreaks will be included in the education and training described on page 1. -Consult with local health department when preparing (and before releasing) statements related to Covid-19 outbreaks, positive cases, etc. -Provide messaging to school community that counters Covid-19 related stigma and discrimination.
Consult with local health department regarding procedures for tracing a positive COVID-19 case by an employee, student, visitor, or those who have come into contact with an individual testing positive	-The school's Director or designee will notify and consult with the local health department each time the school is informed that an employee, visitor, student, or student's family member has tested positive for Covid-19. The school's Director or designee will also notify and consult with the local health department when any such individuals have come into contact with an individual who has tested positive for Covid-19.

Quarantine/Isolation Protocol²

State Requirement ("What")	Implementation Plan ("How")
Designate quarantine rooms at each school to temporarily house students who are unable to return home	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Communicate health and safety issues transparently, while protecting the privacy of students and families	-Follow FERPA. -Avoid disclosing personally identifiable student or employee data outside of the school without consent of the individual where feasible. -Consult with legal team when serious questions or issues arise.

² "Quarantine" refers to the recommendations regarding someone that has been exposed to virus (but not yet a confirmed case) is recommended to separate oneself while waiting to see if symptoms develop. "Isolation" refers to the recommendations regarding someone who has a confirmed infection.

School Reopening Requirements Template

Temporarily Reclosing (if Necessary)

Preparation Phase

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on school’s protocol for temporarily reclosing schools if necessary	<p>-Prior to school beginning and as necessary throughout the school year, educate and train <u>all</u> employees on the school’s protocol for temporarily reclosing if necessary. The Director or his/her designee will provide the training.</p> <p>-In developing protocol, the school will utilize (and improve upon) its original School Closure Continuity of Education Plan that was implemented during the Spring 2020 soft closure. The school will also use its SCSB Distance Program and accompanying Technology Plan and Continuing Enrollment Policy to develop its protocol applicable to temporarily reclosing schools.</p>
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	-The school’s Director or designee will establish such a plan in consultation with the local health department.
In the event of an outbreak, contact the local health department in order to trigger the pre-established plan which may include: class dismissal, school dismissal, longevity of dismissal based on community spread, cleaning/sanitization, communications, contact tracing, etc.	-The school’s Director or designee will contact the local health department for this purpose.

Transition Management Preparation

State Requirement (“What”)	Implementation Plan (“How”)
Develop a communication procedure for students and faculty in the case there is a temporary reclosure	-A procedure will be developed that utilizes a variety of communication methods (e.g., phone, email, school website, social media) to inform employees, students, and families in the event there is a temporary reclosure.
Review original Continuity of Education Plans that were implemented during the spring 2020 soft closure and analyze lessons learned. Consider making changes accordingly and incorporating into transition management plans	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

School Reopening Requirements Template

Analyze remote learning capabilities	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Explore extracurriculars/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	-The school's administration will review such activities, programs, and events to determine whether they should be temporarily postponed, canceled, or transitioned to virtual.

Mitigation Tactics for Specific School Settings

LEA Mitigation Strategies for Specific School Settings

Analyze each of the following settings to determine the appropriate risk mitigation strategies to implement. By analyzing the environmental features of your unique setting/activity, you can use what you know about how the virus works and how it spreads to develop a plan for additional strategies. For complete directions on how to fill out the chart, see the USBE School Reopening Handbook. The state requirements have been included in the chart in **purple, bold font**. If a certain state requirement prompts you to develop a protocol or strategy, describe your planned approach within the appropriate table cell. You can also reference the Handbook for additional recommended considerations specific to each school setting. Add additional mitigation strategies to each school setting as you see fit. You may also add additional rows for other school settings that your LEA would like to address.

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Classrooms	<ul style="list-style-type: none"> - Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting 	<ul style="list-style-type: none"> - Assign seats and/or small groups to support contact tracing. - Keep accurate and daily attendance records - Notify parents when students are absent to inquire of the reason for the absence 	<ul style="list-style-type: none"> - Develop and provide educator training on implementing strategies to identify and mitigate risks within the classroom setting - Keep the same students with the same teachers and other staff members within each group to the greatest extent possible 	<ul style="list-style-type: none"> - Maximize space between seating - Move non-essential furniture and equipment out of the classroom to increase distancing - Utilization of large spaces within the school to maximize distancing 	<ul style="list-style-type: none"> - All students and staff will be required to wear face coverings as required by law/order - Frequent breaks will be given to reduce face-to-face time within a classroom when appropriate and feasible - Students will be seated facing forward 	<ul style="list-style-type: none"> - Hand sanitizer will be available in each classroom - Students will be encouraged to wash hands often, after using the restroom, before eating, etc. - Face coverings will be worn as required by law/order - Plexiglass barriers will be used if necessary and practicable
Transitions	<ul style="list-style-type: none"> - Identify high traffic areas and apply floor markings or signage to direct traffic 	<ul style="list-style-type: none"> - Staggered and limited transitions to minimize interactions with multiple groups will be established 	<ul style="list-style-type: none"> - One directional flow pattern will be established throughout the school to be used during entry, exit, and movement throughout the school - Increase time between transitions within the building 	<ul style="list-style-type: none"> - Establishment of routines to minimize large groups of students in high traffic areas - Monitoring of high traffic areas - Minimizing and monitoring students who congregate 	<ul style="list-style-type: none"> - Staff and students will be required to wear face coverings as required by law/order. - Doors will be propped during transition to allow for increased air flow 	<ul style="list-style-type: none"> - Water fountains will not be available for student use - Students will be encouraged to use a personal water bottle - Cleaning of high touch surfaces will occur after transition - Doors will be propped during transition to minimize the need for contact during transition

K-12 Reopening Plan Assurances

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Entry/Exit Points	<ul style="list-style-type: none"> - Establish protocols for any visitors and non-regular staff, including at a minimum temperature checking and the wearing of face coverings - Establish protocols for drop-off/pick-up and communicate updates and expectations to families - Limit nonessential visitors and volunteers to campuses and programs; each school is to determine essential versus nonessential - Designate entry/exit flow paths to minimize congestion 	<ul style="list-style-type: none"> - Only essential visitors will be permitted entry into the school - All essential visitors will be required to wear a face covering, check in at the office, have temperature checked, and complete a symptoms check form provided to them - Parents will remain in vehicles when dropping students off at school and picking up - Additional doors will be used to minimize entry and exit points at beginning of day and end of school day, with a faculty or staff member being present at each door - All visitors must only enter through the front doors - Staggered arrival and drop off times will be established 	<ul style="list-style-type: none"> - Essential visitors will sign in and indicate the location of school they will be in - All visitors will wear a face covering 	<ul style="list-style-type: none"> - All essential visitors will be required to follow social distancing guidelines - All essential visitors will be required to follow the traffic patterns established and posted within the school building 	<ul style="list-style-type: none"> - All essential visitors will be required to wear a face covering 	<ul style="list-style-type: none"> - All essential visitors will be required to wear a face covering, follow social distancing, and following the traffic patterns posted within the school building - All essential visitors will be encouraged to use hand sanitizing stations located at entry points and throughout the school
Transportation	<ul style="list-style-type: none"> - Develop protocols for minimizing mixing of students from different households and regularly cleaning and disinfecting seats and other high-touch surfaces - Implement strategies to ensure driver safety - Face coverings for students, staff, other passengers; LEAs may make exceptions for unique student circumstances 	- N/A	- N/A	- N/A	- N/A	- N/A

K-12 Reopening Plan Assurances

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Restrooms	<ul style="list-style-type: none"> - Provide education and display signage on proper hand hygiene - Create schedule for cleaning high-touch areas (e.g., faucets, paper towel dispensers, door handles) - Ensure PPE (gloves, masks) is available for staff providing support in restrooms, including custodians - Provide training for proper cleaning protocols for COVID-19 	<ul style="list-style-type: none"> - Teachers will have a scheduled, classroom restroom time 	<ul style="list-style-type: none"> - Students will be sent individually or in small groups during their assigned, classroom restroom schedule - Scheduled and frequent cleaning of restrooms will occur throughout the day 	<ul style="list-style-type: none"> - The number of students in the restroom, at any one given time, will be minimized - Markings will be placed on floor to encourage physical distancing 	<ul style="list-style-type: none"> - Students will be required to wear face coverings as required by law/order - Floor markings will encourage physical distancing when students are waiting to use the restroom 	<ul style="list-style-type: none"> - Students will receive training on how to properly sanitize after using the restroom - Signs on proper handwashing will be posted by the restrooms - The custodian will ensure soap is always available in the restrooms
Cafeterias	<ul style="list-style-type: none"> - Mark spaced lines and designate serving line flow paths - Remove self-service salad bars and buffet - Student hand hygiene routines (i.e., hand washing or sanitizer) before and after meal services - Increase cleaning and disinfecting of high-touch areas 	<ul style="list-style-type: none"> - Cafeteria seating chart will be kept - Some students will be assigned to eat lunch in their classroom 	<ul style="list-style-type: none"> - Seating charts will be created by class - Classes will be distanced apart in the cafeteria - Some students will be assigned to eat lunch in their classroom 	<ul style="list-style-type: none"> - Classes will be distanced apart in the cafeteria - A flow pattern will be established within the cafeteria with signs posted - Staggered lunch schedules will be implemented - Tables will be spread apart - Some students will be assigned to eat lunch in their classroom 	<ul style="list-style-type: none"> - Students will be required to wear face coverings in the cafeteria as required by law/order - Students will eat outdoors when possible 	<ul style="list-style-type: none"> - Prepare and distribute sack or box lunches for students to reduce students standing in line - Use of paper cups and personal bottles instead of water fountains - No self-service salad bars, buffets, or other food items communally shared
Large Group Gatherings (e.g. assemblies, performances)	<ul style="list-style-type: none"> - Ensure group gatherings are organized with health and safety principles and requirements in place and, as needed, in consultation with local health departments 	<ul style="list-style-type: none"> - Large group gatherings and assemblies will be limited and/or not occur at school - If such events are permitted by the health department, attendance will be taken and seating assignments will be made 	<ul style="list-style-type: none"> - Non-essential assemblies and large group gatherings will be held virtually if they are to be held at all 	<ul style="list-style-type: none"> - Staff gatherings and meetings will be held virtually - Any school wide assembly or gathering will be held virtually 	<ul style="list-style-type: none"> - Staff and Students will be required to wear face coverings at all large group gatherings or assemblies 	<ul style="list-style-type: none"> - Hand sanitizer stations will be located in large group and assembly areas

K-12 Reopening Plan Assurances

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none"> Identify courses that would be more at risk and make plans with support from local health departments (as needed) to mitigate the risks 	<ul style="list-style-type: none"> Assign seats and/or small groups to support contract tracing Keep accurate and daily attendance records Take measures to mitigate the risk of the course. Example: Music—spread students apart more than 6 feet when singing 	<ul style="list-style-type: none"> Develop and provide educator training on implementing strategies to identify and mitigate risks within the classroom setting Limit nonessential activities within the class 	<ul style="list-style-type: none"> Maximize space between seating Move non-essential furniture and equipment out of the classroom to increase distancing Practice physical distancing 	<ul style="list-style-type: none"> All students and staff will be required to wear face coverings as required by law/order Frequent breaks will be given to reduce the face-to-face time within a classroom when appropriate and feasible 	<ul style="list-style-type: none"> Hand sanitizer will be available in each classroom Face coverings will be worn as required by law/order Plexiglass barriers will be used if necessary and practicable
Recess and Playground	<ul style="list-style-type: none"> Ensure recess and playgrounds are managed with health and safety principles and requirements in place and, as needed, in consultation with local health departments 	<ul style="list-style-type: none"> Scheduled recess and playground time will occur with time scheduled in between for cleaning of playground equipment 	<ul style="list-style-type: none"> Recess and use of playground equipment will be used by one grade at a time 	<ul style="list-style-type: none"> Students will be encouraged to practice physical distancing guidelines while outside during recess 	<ul style="list-style-type: none"> Face coverings will be required when physical distancing can't occur outside 	<ul style="list-style-type: none"> Playground equipment will be sanitized between each use
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none"> Provide plexiglass, face shields, and/or auxiliary aids for one-on-one close contact to ensure students with disabilities have equal access to information Offer reasonable accommodations for students who are unable to wear face coverings in settings where it is required for other students 	<ul style="list-style-type: none"> Accommodations will be made for interactions and circumstances that require close contact (i.e. school counseling, school psychologist, speech therapy) 	<ul style="list-style-type: none"> Groups will be kept to a minimum Attendance will be kept Physical distancing will be maintained as much as possible 	<ul style="list-style-type: none"> Physical distancing will be maintained as much as possible 	<ul style="list-style-type: none"> Face shields will be required and accommodations made on an individual basis Plexiglass barrier will be utilized when necessary 	<ul style="list-style-type: none"> Increased hand washing/sanitizing of equipment utilized after each use Any communal equipment will be treated after each use (i.e. sensory equipment, fidgets, toys)