

# 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](mailto: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:

# School Reopening Requirements Template

Communication and Training .....	2
Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions) .....	2
Enhanced Environment Hygiene & Safety .....	3
School Schedules .....	4
Monitoring for Incidences .....	4
Containing Potential Outbreaks .....	5
Preparation Phase .....	5
Quarantine/Isolation Protocol .....	5
Temporarily Reclosing (if Necessary).....	6
Preparation Phase .....	6
Transition Management Preparation .....	6
Mitigation Tactics for Specific School Settings .....	8
LEA Mitigation Strategies for Specific School Settings .....	8

## 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"> <li>Educate and train students and caregivers on school’s protocols and action plan; post and/or make accessible to school communities</li> <li>Make materials available to families in their respective preferred/primary language</li> </ul>	<p>August 4, 5, 6 2020 PHA will be hosting a series of Zoom and in person meetings to meet with the community on the opening of our school and what it looks like under Code Green, Yellow and Orange</p> <p>A survey will be conducted July 6<sup>th</sup> – 10<sup>th</sup> to gather more information on what parents needs may be to alleviate anxiety and stress as well as to answer any questions they may have. Within this survey, they will be able to indicate what language translation they may need.</p>
<p>Appoint a point of contact for each school available for questions or specific concerns.</p>	<p><b>Indicate assurance:</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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

State Requirement (“What”)	Implementation Plan (“How”)
<p>Create a process for</p>	<p>On the survey it will ask parents if their child has any high</p>

# School Reopening Requirements Template

students/families and staff to identify as high risk <sup>1</sup> 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	risk illnesses and whether they will be attending school face to face or continue with online learning.
Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk	Teachers who are deemed to be high risk will teach from home using zoom or canvas online platforms.
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><b>Indicate assurances:</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

## Enhanced Environment Hygiene & Safety

### State Requirement (“What”) Implementation Plan (“How”)

Develop protocols for implementing an increased cleaning and hygiene regimen	<p><b>Indicate assurance:</b></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	Masks and Shields have been provided for every adult and will be worn while in the building.
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><b>Indicate assurance:</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<sup>1</sup> 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

# School Reopening Requirements Template

## School Schedules

### State Requirement (“What”)

### Implementation Plan (“How”)

*Due to the unique nature of school schedules, USBE has not provided state-wide requirements.*

## Monitoring for Incidences

### State Requirement (“What”)

### Implementation Plan (“How”)

Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring	<ul style="list-style-type: none"> <li>• Protocols have been set to communicate to               <ul style="list-style-type: none"> <li>○ Parents</li> <li>○ Teachers</li> <li>○ Students</li> </ul> </li> <li>• All plans are located on <a href="http://www.phlearning.org">www.phlearning.org</a></li> </ul>
Establish a plan to assist families in conducting symptom checking at home	<ul style="list-style-type: none"> <li>• Parents have a protocol to follow prior to bringing their child to school. This includes a series of questions and frequent communication with the Office Staff and child(ren) teacher(s)</li> <li>• Plan located on <a href="http://www.phlearning.org">www.phlearning.org</a> as well as child’s teachers website</li> </ul>
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	<ul style="list-style-type: none"> <li>• Protocols established for every person entering into the building have their temperature checked</li> </ul>
Monitor staff/student symptoms and absenteeism carefully	<p><b>Indicate assurance:</b></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><b>Indicate assurance:</b></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><b>Indicate assurance:</b></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	<ul style="list-style-type: none"> <li>Mandatory training for all staff members and parents will be conducted during the first week of school (Aug 5, 6, 7) that communicates the schools response to GREEN, YELLOW, ORANGE codes as indicated by the State</li> <li>Training slide deck/videos available for all parents on <a href="http://www.phlearning.org">www.phlearning.org</a></li> </ul>
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	<ul style="list-style-type: none"> <li>Contact with the local Health Dept has been established to provide guidance for any questions regarding COVID-19</li> </ul>

### Quarantine/Isolation Protocol<sup>2</sup>

State Requirement (“What”)	Implementation Plan (“How”)
Designate quarantine rooms at each school to temporarily house students who are unable to return home	<p><b>Indicate assurance:</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Communicate health and safety issues transparently, while protecting the privacy of students and families	<ul style="list-style-type: none"> <li>Parent survey issued on July 6 provides information to the school as well as communication regarding health and safety are located on <a href="http://www.phlearning.org">www.phlearning.org</a></li> </ul>

<sup>2</sup> “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	<ul style="list-style-type: none"> <li>Should reclosing the school occur, PHA will return to complete online learning</li> </ul>
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	<ul style="list-style-type: none"> <li>Director will communicate with the local Health Officials when the need arises</li> </ul>
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.	<ul style="list-style-type: none"> <li>Classroom attendance, seating charts will allow for tracing to occur systematically to help inform those impacted.</li> <li>Parent Training informs parents how the school will be sanitized 2x day</li> <li>Parent Training shares the plan for school to move quickly from Green to Yellow to Red</li> <li>Transition schedules created to eliminate congestion that limit contact and establish systems and routines throughout the building. This includes entering and exiting from the building, lunch procedures and transitions within the classrooms</li> <li>Director contacts Health Dept. for recommendations. Options are:               <ul style="list-style-type: none"> <li>Online instruction until Grade Level/Classroom is clear</li> <li>If tracing is across the school and not confined then the school will teach online until cleared</li> </ul> </li> </ul>

### 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	<ul style="list-style-type: none"> <li><a href="http://www.phlearning.org">www.phlearning.org</a> will inform parents, faculty and students of Code Level</li> <li>Texts messages to all stakeholders have been established for quick communication</li> <li>PSA announcements over KSL and local news</li> </ul>
Review original Continuity of	<b>Indicate assurance:</b>

# School Reopening Requirements Template

---

<p>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>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Analyze remote learning capabilities</p>	<p><b>Indicate assurance:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Explore extracurriculars/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual</p>	<ul style="list-style-type: none"><li>• In the event the school is in Yellow or Red, PHA will not be hosting any after school events</li><li>• All activities and events will be notified on <a href="http://www.phlearning.org">www.phlearning.org</a></li></ul>