

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>After approval of our plan we will share the plan with our school community.</p> <p>We will create a document or media project for our patrons to show what we have put in place so they will be prepared when they come to school.</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> |

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

| State Requirement (“What”) | Implementation Plan (“How”) |
|----------------------------|--|
| Create a process for | Email to families about high risk definitions and school at home |

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| students/families and staff to identify as high risk ¹ 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 | option with teacher lessons streamed live or recorded for those students. Parents will need to work with the school to officially enroll in remote learning or 'Learning at Home'. |
| Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk | Provide PPE and Plexiglas dividers for small group instruction. |
| 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>Indicate assurances:</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>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 | Face shields and or masks will be provided to all staff members |
| Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to | <p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</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.

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staff/students/visitors in controlled environments to ensure safe use

No

School Schedules

State Requirement (“What”)

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

Implementation Plan (“How”)

Canyon Rim Academy will start the school year on August 25th with a soft reopening where most of the students will start school with online instruction and then transition to a hybrid model. The Hybrid model will be where ½ of the students receive instruction through live stream or recorded teacher lessons while the other ½ are in school. Those groups will then trade so each group is in school part-time and at home part-time 4 days a week. The fifth day will be distance learning from home for all students. The schedule will be alternating days (or two days alternating). Accommodations will be made on a case-by-case basis for 5-day in person learning.

We will monitor health risk trends to determine if and when we can return to school with a regular daily schedule.

Online instruction will be an option for any family during the school year as long as it is necessary due to the Covid-19 pandemic.

CRA will ensure continuity of teaching and learning by providing high quality instruction using a common platform across grades, and professional development in online learning strategies and techniques. Instruction may include blended learning and formative assessment strategies provided by one or more of our digital tools (DreamBox software, Eureka Math software, Lexia Core 5 software, other teacher created formative assessments, and other online tools we have at school).

Monitoring for Incidences

State Requirement (“What”)

Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring

Implementation Plan (“How”)

All staff members will be checked with touchless thermometers each day. A symptom questionnaire will be available if the staff is unsure of the symptoms.

Establish a plan to assist families in conducting symptom checking at home

We will develop and share with parents a Covid checklist for parents showing what to look for prior to sending their students to school.

Assist families in access to thermometers, or other items, as

If families do not have access to symptom checking supplies, they may contact the school and we will work to accommodate

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|--|--|
| needed to fulfill appropriate symptom checking requirements | those families in the checking process. |
| Monitor staff/student symptoms and absenteeism carefully | Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Educate and promote to staff/students: "If you feel sick; stay home" | Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 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 | Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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 | After plan approval, Zoom meetings will be set up for the whole staff to be trained in the plan and protocols. |
| 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 | <p>We have already established a working relationship with local health department officials. We have worked with Madison Clawson before schools closed on March 16th with coronavirus exposure among our students.</p> <p>Our current contact is Randy Williams with the Salt lake County Health Department.</p> |

School Reopening Requirements Template

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 | We have already communicated these issues with the families as we had exposure know to us on March 11 th . Since then we have provided updates via email or text blasts and we will continue to provide this communication. |

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 | After plan approval, Zoom meetings will be set up for the whole staff to be trained in the plan and protocols. |
| Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school | <p>In consultation with our local health department, we will transition back to full online instruction as we started the school year.</p> <p>We have already established a working relationship with local health department officials. We have worked with Madison Clawson before schools closed on March 16th with coronavirus exposure among our students.</p> <p>Our current contact is Randy Williams with the Salt Lake County Health Department.</p> |
| 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, | <p>We have already established a working relationship with local health department officials. We have worked with Madison Clawson before schools closed on March 16th with coronavirus exposure among our students.</p> <p>Our current contact is Randy Williams with the Salt lake County Health Department. We will contact him about outbreak issues related to school in session status.</p> |

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.

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communications, contact tracing, etc.

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

Communication for families and students about closure will be done as we had done to date with email and text blasts.

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

Indicate assurance:

- Yes
- No

Analyze remote learning capabilities

Indicate assurance:

- Yes
- No

Explore extracurriculars/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual

We canceled a 6th grade trip to the Teton Science School in Wyoming last year and will continue to monitor such events.

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"> - Students will have assigned seats in classrooms. - Symptomatic students will have their parents called and will wait in an isolation area until they can be picked up | <ul style="list-style-type: none"> - Large group gatherings will be cancelled (assemblies) or monitored for temporary gatherings. - Classes will limit or eliminate time spent with other classrooms. | <ul style="list-style-type: none"> - Seating plans will be developed to maximize distance between students - Nonessential furniture will be removed from classrooms to maximize distance capabilities - Use of outdoor education or other large indoor spaces will be encouraged | <ul style="list-style-type: none"> - Air transfer in classrooms will be increased through options which may include two fans by the open windows. One to bring in fresh air and the other to provide an air exhaust to the outside. We are in contact with the environmental division of the local health department for solutions. - Students will be required to wear masks until such time that respiratory viral load is not a health risk factor | <ul style="list-style-type: none"> - Staff members will be provided with face shields and or face coverings - Plexiglas barriers will be made available for small group instruction |
| 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"> - Transitions will be scheduled and staggered to minimize contact between classes - | <ul style="list-style-type: none"> - Teachers will review and practice transitions to be orderly and reduce contact between students | <ul style="list-style-type: none"> - Teachers will review and practice walking on the right side of any walkway and minimize contact between students | <ul style="list-style-type: none"> - Teachers will review appropriate covering of any sneeze or cough - Students will be required to wear masks during transitions until such time that respiratory viral load is not a health risk factor | <ul style="list-style-type: none"> - Doors will remain open during transitions - High touch areas will be treated with our sanitizing gun regularly - Another touchless water fountain will be installed in the upper grade hall. |

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"> - Continue carpool pick-up and drop-off schedule - Have students line up at the beginning of school with 3 foot distance - Any visitor will continue to sign the office check-in check –out form. | <ul style="list-style-type: none"> - Non-essential visitors will need prior approval from administration before visiting - Any visitor will be required to have a temperature check and wear a face mask in school - Students will use more building access points at the beginning and ending of the day | <ul style="list-style-type: none"> - Signage is in place encouraging physical distancing - Students will be dismissed at the end of the day on a varied schedule | <ul style="list-style-type: none"> - Students will be required to wear masks entering school at the beginning of the day and while exiting at the end of the day until such time that respiratory viral load is not a health risk factor. | <ul style="list-style-type: none"> - Hand sanitizing stations will be placed at high traffic points in 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 | <ul style="list-style-type: none"> - Any field trips by bus will require students to sit in assign seats | <ul style="list-style-type: none"> - Bus cleaning will be the responsibility of the chartering company. | <ul style="list-style-type: none"> - Loads on any field trip may be reduced to one student per seat based on the current health risk indicator/factors | <ul style="list-style-type: none"> - Students will be required to wear masks while on a bus until such time that respiratory viral load is not a health risk factor | <ul style="list-style-type: none"> - Driver safety protections will be provided by the charter company that we would use for a field trip |
| 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"> - Restrooms are assigned to certain grades - Teachers will require a sign-out and sign-in including the time of day when students use the restrooms | <ul style="list-style-type: none"> - Teachers will require a sign-out and sign-in including the time of day when students use the restrooms | <ul style="list-style-type: none"> - Teachers will require a sign-out and sign-in including the time of day when students use the restrooms. - A limit of students using the restroom will be followed by the teachers through the sign out sheet | <ul style="list-style-type: none"> - Students will be required to wear masks while in the restroom until such time that respiratory viral load is not a health risk factor | <ul style="list-style-type: none"> - Handwashing signage will be in each restroom - Restrooms will be treated with our sanitizing gun on a regular schedule - Our custodian has been trained in cleaning techniques and will be trained in using the sanitizing gun. - We will increase our cleaning routines |

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.) |
| 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"> - Classes will have assigned seating areas | <ul style="list-style-type: none"> - Grade levels may come to the cafeteria at assigned times - Time to eat lunch may be reduced to lower the group size in the cafeteria | <ul style="list-style-type: none"> - The lunch line is marked by floor tape and a roped area - Lunch times are staggered and will change as necessary to reduce the number of students in the cafeteria at once | <ul style="list-style-type: none"> - Outside seating will be available as weather conditions permit - Students will be required to wear masks in the lunch line until such time that respiratory viral load is not a health risk factor | <ul style="list-style-type: none"> - The self-service salad bar has been removed - Hand sanitizing station will be placed at the entrance to the lunch room - Disposable and biodegradable plates will be used |
| 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"> - School wide assemblies may be cancelled until health risk guidelines approve them or - Any assembly under high risk conditions maybe streamed to classrooms | <ul style="list-style-type: none"> - Prior to any large group gathering, we will consult with the local health department - Safety drills will not be conducted as a whole school, but individually or select groups of classes to mitigate congestion | <ul style="list-style-type: none"> - Staff meetings will be in the cafeteria or via Zoom | <ul style="list-style-type: none"> - Students will be required to wear masks in groups beyond their immediate class until such time that respiratory viral load is not a health risk factor - Staff members are required to wear face shields or masks during group gatherings | <ul style="list-style-type: none"> - Hand sanitizing stations will be place in high traffic areas. |
| 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"> - Assigned seating or space area for special classes - PE will be outside as weather permits, otherwise in the gym | <ul style="list-style-type: none"> - Direction from the health department for music class and other specials will be requested | <ul style="list-style-type: none"> - Physical distancing will be practiced. | <ul style="list-style-type: none"> - Students will be required to wear masks until such time that respiratory viral load is not a health risk factor | <ul style="list-style-type: none"> - Protocol for cleaning between classes will be increased |

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.) |
| 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"> - We may reschedule recess times to minimize the number of students outside at any time | <ul style="list-style-type: none"> - We may reschedule recess times to minimize the number of students outside at any time | <ul style="list-style-type: none"> - Contact activities will be discouraged - A structured recess schedule may be created | <ul style="list-style-type: none"> - Teachers will review appropriate covering of any sneeze or cough - Recess aides will monitor covering of mouth for sneeze or cough as possible. | <ul style="list-style-type: none"> - We will disinfect playground equipment with our sanitizing gun on a regular schedule |
| 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"> - A record of meeting with small groups or individuals will be maintained | <ul style="list-style-type: none"> - Students will already be in small groups or individual settings | <ul style="list-style-type: none"> - When possible, six foot distancing will be practiced | <ul style="list-style-type: none"> - Plexiglas barriers will be provided to separate students from instructors - Staff will wear a mask or face shield - Students will be required to wear masks during class until such time that respiratory viral load is not a health risk factor | <ul style="list-style-type: none"> - Cleaning will take place between groups |