Utah State Board of Education

School Reopening Requirements Template

Name of LEA | Emery County School District

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: | https://www.emeryschools.org/

School Reopening Requirements Template

Contents

Repopulating Schools

Communication and Training

State Requirement ("What")	Implementation Plan ("How")
Develop administrator/teacher/staff education and training on school's reopening protocol and action plans • 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	All employees will be provided training through the District SafeSchools training site, or through in-person training. In-person training will be conducted by supervisors and principals. All training will be provided prior to the beginning of the school year and refreshed throughout the year. Training will include our return-to-school plan, health & safety protocols, and best practices for at-home and in-school hygiene. Training related to distance and online education are being held for faculty & staff throughout the summer. Parents and students will be provided handouts (in English & Spanish), with best practices for at-home preventive care. Regular reminders of how these handouts can be accessed will be given through ParentLink (emails, voice messaging, texts). Training will include a simplified return-to-school plan, health & safety protocols for returning to school, and best practices for at-home and in-school hygiene. It will also emphasize the importance of staying home if sick. Draft statements will be developed for various situations regarding outbreaks & positive cases which will facilitate communication if a crisis response is required. All statements will emphasize the need for all to remain flexible. The district will also communicate a willingness to evaluate, improve, adapt, and reevaluate as circumstances change.

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Appoint a point of contact for each school available for questions or specific concerns.	Indicate assurance: ☒ Yes ☐ No

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

State Requirement ("What")	Implementation Plan ("How")
Create a process for 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	A voluntary COVID-19 Self-Identification "high-risk [1]" form will be made available to students, parents, families and District employees. The form will assist the District in determining and providing appropriate services based on individual circumstances. Plans for students will be developed based on evaluation of the completed form and additional relevant information. Plans will address the most appropriate options for learning environments and the delivery of education and related services. Plans for employees will include providing reasonable work accommodations or modifications, work assignment evaluation and additional considerations based on specific situations.
Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk	Action steps and plans for individuals who identify as high risk will be developed through school principals or the appropriate supervisor. Plans will be approved by the district superintendent or an assigned district supervisor.
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	Indicate assurances: ☒ Yes ☐ No

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[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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Enhanced Environment Hygiene & Safety

State Requirement ("What")	Implementation Plan ("How")
Develop protocols for implementing an increased cleaning and hygiene regimen	Indicate assurance: ☒ Yes ☐ No
Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible	District will follow current state guidelines for face coverings.
Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use	Indicate assurance: ☒ Yes ☐ No

School Schedules

State Requirement ("What")	Implementation Plan ("How")
Due to the unique nature of school schedules, USBE has not provided state-wide requirements.	School schedules will move forward following a traditional Monday-Friday schedule with modifications for safety and social distancing. Emery District is prepared to shift to a modified schedule, or full dismissal if it becomes necessary based on Health Department recommendation.

Monitoring for Incidences

State Requirement ("What")	Implementation Plan ("How")
Develop administrator/teacher/staff education and training on your LEA's protocol for symptom monitoring	The District is working with Health Department officials to develop protocols for symptom monitoring and what level of symptoms will require that a student go home. Our plan will be to follow these protocols and to update the protocols as needed. Protocols and any updates will be communicated to employees, parents, & students.
Establish a plan to assist families in conducting symptom checking at home	Guidelines for symptom monitoring will be provided to parents in our return-to-school protocols & communications, along with a strong emphasis on the message of "if you feel sick, stay home."
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	Families will be asked to contact schools if arrangements are needed for access to thermometers or other symptom checking items.

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Monitor staff/student symptoms and absenteeism carefully	Indicate assurance: ☒ Yes ☐ No
Educate and promote to staff/students: "If you feel sick; stay home"	Indicate assurance: ☒ Yes ☐ 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: ☒ Yes ☐ 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	Health Department will be immediately consulted and a containment plan that takes school circumstances into account will be communicated.
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	Contact tracing will be performed working with Health Department representatives, and using seating charts and other information gathered locally. Established Health Department guidelines will be used for contact tracing procedures.

Quarantine/Isolation Protocol[2]

State Requirement ("What")	Implementation Plan ("How")
Designate quarantine rooms at each school to temporarily house students who are unable to return home	Indicate assurance: ☒ Yes ☐ No

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[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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Communicate health and safety issues transparently, while protecting the privacy of students and families	Draft statements regarding positive COVID-19 tests or outbreaks will be prepared in advance, adapted to the circumstances of the situation, and communicated to employees, parents, and students via email and ParentLink. Individual students will not be identified in these communications. Training will be provided to all employees regarding student & family privacy laws. The District is committed to providing transparent information while at the same time protecting the privacy of students and families.

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	Draft statements will be prepared in advance, adapted to the circumstances of the situation, and communicated to employees, parents, and students via email and ParentLink. These communications will outline the details of alternative education plans for temporary school closure.
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	The Health Department is developing protocols for symptom monitoring, etc. If a positive case is confirmed, school and district officials will work with the Health Department to determine if the circumstances warrant temporary reclosure of an individual school or all district schools.
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.	See answers in the above two boxes.

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	Draft statements will be prepared in advance, adapted to the circumstances of the situation, and communicated to employees, parents, and students via email and ParentLink. These communications will outline the details of alternative education plans for temporary school closure.

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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	In the event of temporary school reclosure, extracurricular activities and any other large group events will be evaluated based on the circumstances of the situation and decisions will be communicated regarding the status of these activities. When possible, virtual options will be explored first. When not possible, activities may be postponed or cancelled.

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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.*

		Mitigation Tactics				
Setting	State Requirement(s)	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	- **Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting**	- Teachers will utilize seating charts to monitor student placement and facilitate contact tracing. - If a student or employee exhibits symptoms, they will be allowed to go to the school office to be checked.	- Teachers will facilitate regular cleaning of surfaces. Custodial staff will be assigned to assist as directed by principals. - Surfaces will be cleaned following student transitions.	- Teachers will have autonomy to arrange classrooms to facilitate distancing as much as space allows. - Teachers are encouraged to utilize no or low contact group work. - Teachers will stagger students leaving the classroom during class breaks.....example is row by row.	- Current state guidelines regarding face coverings will be followed. - Teachers and staff will wear a face mask or face shield. - Teachers and staff will encourage students to wear face coverings as required by guidelines.	- Chromebook sets or similar technology devices will have surfaces cleaned after each use. - Regular handwashing will be encouraged. - Adequate sanitizing supplies and PPE will be available in each classroom.
Transitions	- **Identify high traffic areas and apply floor markings or signage to direct traffic**	-	- Floor markings and signage, as determined by each school, will be placed in high traffic areas. - Traffic flow instruction will be given to staff, students, and visitors. - Handrails , doorknobs, and other high touch surfaces will be sanitized between each high traffic instance. - Assigned lockers will have locks/knobs cleaned daily.	- Schools will create procedures for classroom movement—into class, out of class, turning in work, sharpening pencils, etc. - When possible, students will stay in seats and teachers will move to the student for help. - Students will be encouraged to maintain social distancing in hallways and during other transitions.	- Current state guidelines regarding face coverings will be followed. - Face coverings should be worn by employees and students during transitions.	- Hand sanitizer will be available at designated entry & exit points in each school. - Surfaces will be cleaned following student transitions.

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	- 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	- School visitors will continue to be required to sign in and sign out.	- Schools will determine and communicate organized pick up and drop off times and routines. - Floor markings and signage, as determined by each school, will be placed in high traffic areas and where waiting lines may occur. - School visitors will be required to have a temperature check. - Staff will work to discourage congregating and clustering of students.	- Entry & exit doors will be sanitized at the beginning and end of each school day, and following any high traffic instance. - High touch surfaces in classrooms will be sanitized after each class or group of students exits a classroom.	- Current state guidelines regarding face coverings will be followed. - Signage to remind of the importance of face coverings will be placed strategically. - School visitors will be required to have a face covering.	- Hand sanitizer and signage promoting hand washing and sanitizing will be available at designated entrances and exits. - Surfaces will be cleaned following student transitions.
Transportation	- 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	- All student riders on to & from school routes will be assigned seats. - When possible, students will be assigned the same seat as their siblings.	- All student riders on to & from school routes will be assigned seats. - When possible, students will be assigned the same seat as their siblings.	- When buses are not full, students will be asked to distance. - When possible, students will be assigned the same seat as their siblings.	- All student bus riders should wear face coverings. Exceptions noted below. - Drivers and staff, including chaperones and coaches for extracurricular trips will wear face coverings. - Exceptions to face mask wearing in unique student circumstances will be considered on a case-by-case basis.	- Buses will be sanitized at the end of each day and/or extracurricular or field trip. - Entry way handrails will be sanitized after each route. - Hand sanitizer and face masks will be available on all buses.
Restrooms	- 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		- Prominent signage will be placed in all restrooms promoting handwashing and sanitization and teaching proper handwashing technique. - Custodial staff will receive regular training on cleaning protocols through Maintenance or SafeSchools.	- Where possible in elementary schools, restrooms will be designated for classes.	- Current state guidelines regarding face coverings will be followed.	- Custodial staff will clean and sanitize restrooms regularly, based on daily school schedules and expected use. - High touch surfaces in restrooms (doors, stall doors, faucets, dispensers, etc) will be cleaned frequently. - Schools will supply custodial staff with adequate PPE.

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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	- 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	- When feasible, student seating should be organized in a way to facilitate contact tracing.	- Serving areas will be cleaned at the end of each day in addition to frequent sanitizing during serving times and between groups. - All food items, including milk, will be served by SFS workers. There will be no self-serve or salad bar. - Trays, cups, & utensils will be single use. Condiments will be handed out by SFS workers. - Meal times will be staggered if schedules will allow.	- Students will give their ID numbers to an adult to be entered in the system. - Students will wash or sanitize hands before receiving meals. - Water will be served by SFS workers in disposable cups to avoid use of drinking fountains. - Meals may be eaten outdoors or in gymnasiums, given principal permission. - Tables will be distanced as much as space will allow.	- Current state guidelines regarding face coverings will be followed. - All workers & visitors will log their temperature daily and wear masks and gloves to prepare, cook, & serve meals. - Students should wear a mask and will be encouraged to distance while in line.	- All workers & visitors will log their temperature daily and wear masks and gloves to prepare, cook, & serve meals. - Handwashing, sanitizing, and glove changes will be consistent with public health guidelines. - Prominent signage will promote handwashing and sanitization.
Large Group Gatherings (e.g. assemblies, performances)	- Ensure group gatherings are organized with health and safety principles and requirements in place and, as needed, in consultation with local health departments	- If it is necessary to hold a large group gathering, schools will organize seating in a way that would facilitate contact tracing should it be needed.	- For the time being, school-wide assemblies and field trips are strongly discouraged. - Principals should pre-approve any large group gathering with their district supervisor. - Necessary assemblies should be held multiple times and with smaller groups.	- If it is necessary to hold a large group gathering, it should be planned for the largest space available at the school.	- Current state guidelines will be followed for face coverings.	- Adequate hand sanitizer, PPE, and other cleaning products will be available.
Unique Courses with Higher Risk of Spread	- Identify courses that would be more at risk and make plans with support from local health departments (as needed) to mitigate the risks	- Assigned seating charts will be used and logged into Aspire when practical.	- Schools will identify courses or other settings with higher risk of spread & develop a risk mitigation plan for these courses or settings. - At the secondary level, courses such as chorus, band, weights, FACS, or courses where materials are typically used by multiples students should be considered.	- Larger rooms will be utilized when available for higher risk classes.	- Current state guidelines will be followed for face coverings.	- Schools will determine frequency of cleaning for high touch supplies & materials. - Adequate cleaning supplies will be provided to all teachers, including those in higher risk settings. - Custodians may pay closer attention to these settings.

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	- Ensure recess and playgrounds are managed with health and safety principles and requirements in place and, as needed, in consultation with local health departments	- Schools will maintain adequate playground supervision.	- Entry and exit points for recess will be designated. - Frequency of entry and exits related to recess will be minimized	- Schools will keep recess schedules with alternating times to minimize the number of students at recess at any given time. - If feasible, schools may schedule separate recess times for Kindergarten students. - Schools will identify & promote areas of play, recess and physical activities that invite distancing.	- Current state guidelines will be followed for face coverings.	- Playground supplies and equipment will be cleaned daily. - Schools will establish handwashing routines for classes completing recess times.
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	- 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	- When possible, pre-arranged seating charts will be used.	-	- Plexiglass or other physical distancing measures will be evaluated in each setting and provided as needed. - Teachers and other service providers have autonomy to arrange learning spaces for maximum physical distancing.	- The District will provide face shields or coverings to Special Education teachers, speech and language pathologists, counselors, social workers and related services providers. - Reasonable accommodations will be provided for students that are unable to wear face coverings in required settings.	- The District will provide face shields or coverings to Special Education teachers, speech and language pathologists, counselors, social workers and related services providers. - Students will be provided necessary auxiliary aids / PPE to meet their educational and health needs within the least restrictive environment to the maximum extent appropriate.

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