

School Reopening Plans Template

Name of School

Each School in Granite School District is required to develop local plans for reopening school for in-person instruction in the fall of 2020. In this document, principals, should provide assurance that they have met the specific requirements from the district 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 School Reopening Plans Template is required to be submitted to your School Leadership and Improvement Director by August 3, 2020. Principals should include their Leadership Teams and Building Committees in developing these plans and make sure that their Community Council gets a chance to review them and give input and feedback.

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Repopulating Schools

Communication and Training

District Requirement (“What”)	Implementation Plan (“How”)
<p>Develop teacher, staff, and student 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 community Make materials available to families in their respective preferred/primary language 	<ul style="list-style-type: none"> During our first Professional Learning Days we will review our programs reopening protocol. Signage will be posted on doors and walls Families will receive a welcome back letter (English & Spanish) & phone call with our expectations & guidelines If families need information in a language other than those provided, we will have an interpreter call and explain the information

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

District 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</p>	<ul style="list-style-type: none"> Staff will follow district protocol and contact HR to have access to appropriate PPE Families will bring up health concerns to the school administrator to create a case specific plan We will provide in person and distant learning options
<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>	

Enhanced Environment Hygiene & Safety

District Requirement (“What”)	Implementation Plan (“How”)
	Indicate assurance:

School Reopening Requirements Template

Teach, review, and monitor protocols for implementing an increased cleaning and hygiene regimen	<input checked="" type="checkbox"/> Yes- Teachers/students & custodial will wipe personal areas <input type="checkbox"/> No
Faculty, staff, and students wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Indicate assurance:
	<input checked="" type="checkbox"/> Yes, face masks will be provided for all stakeholders, while in our facilities <input type="checkbox"/> No
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:
	<input checked="" type="checkbox"/> Yes, we are ordering supplies through the District Warehouse <input type="checkbox"/> No

School Schedules

District Requirement (“What”)	Implementation Plan (“How”)
Communicate and inform all stakeholders of the possible school schedules; Dismissal, Modified, and Regular.	School will resume as regularly planned. If there is a change in our program due to a positive case each family will be contacted regarding the temporary change in learning environment.

Monitoring for Incidences

District Requirement (“What”)	Implementation Plan (“How”)
Train/Educate teachers, staff, and students on protocols for symptom monitoring	<p>We will post signs stating that if an individual is experiencing any of the following symptoms due to an unknown cause to stay home.</p> <ol style="list-style-type: none"> Fever or feeling feverish Shortness of breath Cough Sore Throat Loss of Taste or Smell Diarrhea Nausea Vomiting
Monitor staff/student symptoms and absenteeism carefully	Indicate assurance: <input checked="" type="checkbox"/> Yes, Staff will contact families who students are absent. Temperature checks will be conducted as needed <input type="checkbox"/> No
Educate and promote to staff/students: “If you feel sick; stay home”	Indicate assurance: <input checked="" type="checkbox"/> Yes, signage will be posted and staff will be asked to remind students to stay home and participate in

	distance learning if they feel sick
	<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 type="checkbox"/> Yes, we will require documentation from the medical provider, if it is due to a communicable disease a two week period of distance learning will be required <input type="checkbox"/> No

School Reopening Requirements Template

Containing Potential Outbreaks

Preparation Phase

District Requirement ("What")	Implementation Plan ("How")				
Develop teacher/staff education and training on school's protocol for containing potential outbreaks	<p>When we are notified by the health department or individual family of a potential outbreak, we will move the affected class to distance learning.</p> <p>We will have our custodian follow district sanitation guidelines for the affected area.</p>				
Consult with school nurse and district 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>Indicate assurance:</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes, we will contact our assigned nurse ASAP</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes, we will contact our assigned nurse ASAP	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes, we will contact our assigned nurse ASAP				
<input type="checkbox"/>	No				

Quarantine/Isolation Protocol

District Requirement ("What")	Implementation Plan ("How")				
Designate isolation rooms at each school to temporarily house students who are unable to return home	<p>Indicate assurance:</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes, we will use an office as a temporary placement, to be sanitized once the student returns home.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes, we will use an office as a temporary placement, to be sanitized once the student returns home.	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes, we will use an office as a temporary placement, to be sanitized once the student returns home.				
<input type="checkbox"/>	No				
Communicate health and safety issues transparently, while protecting the privacy of students and families	<p>Indicate assurance:</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes, we will follow FERPA guidelines when communicating with parents</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Yes</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes, we will follow FERPA guidelines when communicating with parents	<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	Yes, we will follow FERPA guidelines when communicating with parents				
<input type="checkbox"/>	Yes				

Transition Management Preparation

District Requirement ("What")	Implementation Plan ("How")				
Develop a communication procedure for students and faculty in the case there is a temporary dismissal	<p>Admin will contact staff ASAP when a case is identified.</p> <p>Staff will contact the families of their students & their administrator. Administrator will call and verify.</p>				
Analyze distance learning capabilities (i.e. need for Wi-Fi or paper learning modules)	<p>Indicate assurance:</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Yes, our specific programs will provide distance learning via a combination of packets & on-line learning. This is a case by case basis.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	<input checked="" type="checkbox"/>	Yes, our specific programs will provide distance learning via a combination of packets & on-line learning. This is a case by case basis.	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes, our specific programs will provide distance learning via a combination of packets & on-line learning. This is a case by case basis.				
<input type="checkbox"/>	No				

7 Characteristics of a Situation

Explore extracurricular/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	Indicate assurance: N/A
	<input type="checkbox"/> Yes <input type="checkbox"/> No

7 Characteristics of a Situation

7 Characteristics of a Situation

- Movement**: Represented by a grid of red dots with some dots moving to a new position.
- Duration**: Represented by a clock face.
- Proximity**: Represented by two people icons with a double-headed arrow between them.
- Group Size**: Represented by a large grid of red dots.
- Respiratory Output**: Represented by a person icon with a cloud of red dots coming from their mouth.
- Touch**: Represented by a hand icon touching a grid of red dots.
- Congestion**: Represented by a square box containing a cluster of red dots.

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Situational Characteristics

Movement: How do people move around in the space?

Directed (lower risk): Shown as a grid of orange dots with a blue arrow pointing from the left towards the grid.

Undirected (higher risk): Shown as a scattered group of orange dots with a blue arrow pointing from the right towards the group.

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7 Characteristics of a Situation

Situational Characteristics

Duration: How long are people in this space?

More than 15 minutes (higher risk)

Less than 15 minutes (lower risk)

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Situational Characteristics

Proximity: How close together are people in this space?

More than 6 feet (lower risk)

Less than 6 feet (higher risk)

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7 Characteristics of a Situation

Situational Characteristics

Group Size: How many people are in the space?

Less than recommended limit (lower risk)

Greater than recommended limit (higher risk)

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Situational Characteristics

Respiratory Output: How are people breathing in the space?

Normal output (lower risk)

Increased output (higher risk)

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7 Characteristics of a Situation

Situational Characteristics

Touch: How do people engage with objects or fixtures in the space?

Low touch (lower risk)

High touch (higher risk)

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Situational Characteristics

Congestion: Are there points of high congestion?

Low congestion (lower risk)

High congestion (higher risk)

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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. Please consider the 7 Characteristics of a Situation as you plan your mitigation strategies.

Setting	Mitigation Strategies
Classrooms	All students and staff will be asked to wear PPE and social distance where appropriate and if space is available
Transitions	We will provide sanitation supplies for all students to sanitize their own personal space after their class ends.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Entry/Exit Points	- N/A
Transportation	Students on the bus will be asked to follow district guidelines.
Restrooms	Custodians will sanitize daily. Students will be asked to wash their hands & sanitize upon exiting.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Lunch/Cafeterias	-
N/A	
Large Group Gatherings (e.g. assemblies, performances)	-
N/A	
Unique Courses with Higher Risk of Spread	-
N/A	

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Recess and Playground	- N/A
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<p>Small groups will be conducted in the classroom instead of in a separate area to minimize exposure.</p> <p>Individual meetings will be held in the appropriate office with sanitizing measures taken upon the conclusion of the meeting.</p> <p>All participants will be asked to wear PPE and social distance if available.</p>
PD/Faculty Meetings	We will meet in person and via SKYPE depending on the information being presented and current recommendations by the local health department & school district administration. All participants will be asked to wear PPE and social distance if room is available.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Before/After Student Supervision	N/A
Drop Off/Pick Up Areas	Students will be dropped off and picked up in designated areas. Most students will be transported by bus.
Front Office	N/A

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
P/T or SEP Conferences	Facemasks will be required if social distancing is not possible, we will provide face masks for those who need one. We will ask all individuals/staff to sanitize personal space after each meeting.
Safety and Fire Drills	N/A
Patron Meetings/ Student intakes	Meetings will be held by appointment only; facemasks will be required if social distancing is not possible, we will provide face masks for those who need one. We will ask all individuals/staff to sanitize personal space after meetings.

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Library/Media Centers	N/A
IEP/Special Ed Meetings/	Meetings will be held by appointment only; facemasks will be required if social distancing is not possible, we will provide face masks for those who need one. We will ask all individuals/staff to sanitize personal space after meetings.
Auditoriums	N/A

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Gyms	N/A
Hallways	N/A
Athletic Events	N/A

K-12 Reopening Plan Assurances

Setting	Mitigation Strategies
Assemblies/Performances	N/A