

# School Reopening Requirements Template

Name of LEA

Utah Career Path High

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).

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**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

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

<https://careerpathhigh.org/dynamic/content/1224/108/school%20reopening%20template%20->

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## Repopulating Schools

### Communication and Training

#### State Requirement (“What”)

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

#### Implementation Plan (“How”)

CPH will make available to every student, parent and staff member comprehensive trainings regarding the important aspects of school reopening. The initial training will be provided via audio/visual recorded messaging sent via email and posted to the school website by August 10<sup>th</sup>.

Staff will receive further training in interactive professional development sessions during before school professional development.

Students and parents will receive further information and have the ability to ask questions upon scheduled laptop and equipment pick up times the week before school start.

After school start frequent updates and reminders will be sent through a weekly newsletter and website postings.

Trainings and messaging will be ongoing through the school year as needed.

Stacey Hutchings, CPH Director/Principal will be lead on school communications.

Appoint a point of contact for each school available for questions or

**Indicate assurance:**

Yes

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specific concerns.

No

## 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 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</p>	<p>Parents will be asked to sign a Consent to Return to School prior to school start. Parents will be given 3 Pathways to choose from 1) Fully distance, 2) Fully on campus 3) Blended – approx. half on campus half virtual time. On campus classes will be streamed for at home participation and there will be additional virtual classroom and flex support from teachers for all students. Students either on campus or at home will have continuous instructional opportunities or teacher support throughout the school day.</p> <p>A schedule will be created for teachers to be able to provide a mix of on campus and virtual instruction during designated class periods giving sufficient time for each mode and avoid overlap as much as possible.</p> <p>Time will be established to provide social and emotional learning and social breaks in between instructional periods both on campus and online.</p>
<p>Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk</p>	<p><b>Employees will be given access to PPE for their use on campus including masks, shields, gloves and a variety of cleaning supplies. They will also be given assignments that allow them to keep a physical distance for much of their time on campus. In the case of heightened risk levels high risk individuals will be able to conduct their work from home.</b></p>
<p>Systematically review all current plans (e.g., Individual Healthcare</p>	<p><b>Indicate assurances:</b></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 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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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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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## Enhanced Environment Hygiene & Safety

### State Requirement ("What") Implementation Plan ("How")

Develop protocols for implementing an increased cleaning and hygiene regimen	<b>Indicate assurance:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Faculty and staff will be required to wear face coverings while on campus.
Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use	<b>Indicate assurance:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## School Schedules

### State Requirement ("What") Implementation Plan ("How")

<i>Due to the unique nature of school schedules, USBE has not provided state-wide requirements.</i>	Rotations by grade level will be established to keep on campus numbers to help meet physical distancing requirements and provide teachers the ability to dedicate time to virtual instruction. I.e – 9 <sup>th</sup> & 10 <sup>th</sup> grade on campus "A Days" and 11 <sup>th</sup> & 12 <sup>th</sup> grade on campus "B Days".
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## Monitoring for Incidences

### State Requirement ("What") Implementation Plan ("How")

Develop administrator/teacher/staff education and training on your LEA's protocol for symptom monitoring	Training specific to the CPH protocol for symptom monitoring will be developed and shared via video clips and documented in the staff and student handbooks.
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Establish a plan to assist families in conducting symptom checking at home	Detailed and easy to read instructions will be sent home regarding symptom checking at home.
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	If a family does not have access to a thermometer for a daily temperature check students may notify the office in advance and arrive at school 15 minutes early to be checked by school staff with a non touch thermometer each day. Symptom checking training will be provided to parents, teachers and staff. Symptom checklists will be posted at school and sent home.
Monitor staff/student symptoms and absenteeism carefully	<b>Indicate assurance:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educate and promote to staff/students: "If you feel sick; stay home"	<b>Indicate assurance:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<del>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</del>	<del><b>Indicate assurance:</b>  <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</del>

## 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	Quarantine rooms will be designated to temporarily house students who show symptoms and are not able to return home. Enhance first aid kits to include a non-touch thermometer. A protocol will be put in place detailing the process that must be followed once a student presents symptoms of COVID 19.
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	Special attention will be paid to establishing processes that will enhance the school's ability to provide contact tracing information to the local health department upon the case of an outbreak.

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## 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	Communications and the communication process will be created to provide health and safety transparency while 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	<p>CPH will make available to every student, parent and staff member comprehensive trainings explaining the pre-established closing plan. The initial training will be provided via audio/visual recorded messaging sent via email and posted to the school website as soon as reclosing has been approved.</p> <p>Staff will receive further training in interactive professional development session on the first day of closure or before if possible.</p> <p>Students and parents will receive further information and have the ability to ask questions when their assigned Success Coach calls them personally to review the plan.</p> <p>Frequent updates and reminders will be sent through a weekly newsletter and website postings.</p> <p>Trainings and messaging will be ongoing through the school closure as needed.</p> <p>Stacey Hutchings, CPH Director/Principal will be lead on school communications</p>
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	A closure plan will be developed based on lessons learned from school dismissal in the previous year and reviewed with Davis County Health Department officials and Davis Technical College.

<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.

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<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, communications, contact tracing, etc.</p>	<p>The Davis County Health Department will be contacted immediately in the event of an outbreak to determine the level of closure necessary to mitigate exposure. This includes class or school dismissal, timeline, cleaning/sanitization plans, communications and contact tracing.</p>
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## Transition Management Preparation

State Requirement (“What”)	Implementation Plan (“How”)
<p>Develop a communication procedure for students and faculty in the case there is a temporary reclosure</p>	<p>In the case of a temporary reclosure faculty will be informed in a staff meeting / web call about the details of the reclosure. Students and parents will receive immediate messaging through the One Call system that sends phone calls and texts to alert them of the reclosure and where to get more detailed information . More detailed information will be sent via email and posted on the school website. Success Coaches will then call each of their students to review the reclosure plan with them and answer any questions. Continual messages will be sent via One Call, school newsletter and minimum weekly phone calls with their Success Coach.</p>
<p>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>	<p><b>Indicate assurance:</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Analyze remote learning capabilities</p>	<p><b>Indicate assurance:</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><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>	<p>Clubs and presentations will be moved to a virtual platform in the case of school closure.</p> <p>Dances and family activities will be postponed.</p>

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