



School Reopening Requirements Template

Name of LEA

Canyon Grove Academy

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>Using the https://coronavirus.utah.gov/ website as a guide for information and procedures, a required training has been developed for Canyon Grove Academy. This training will be for all administrators, teachers, and staff and will take place during the week of August 3rd – 7th. This same information will be posted to our school website as well as sent home to parents, families, and our school community in their primary / preferred language.</p> <p>Our school protocols and action plan will be posted to our school website.</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>

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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	<p>Parent survey will be sent out to all parents to assess needs for students who are at high risk for COVID-19.</p> <p>CGA has alternative learning plans that include blended learning options, at home learning, remote instruction and alternative arrangements within the school setting.</p>
Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk	Employees who identify as high-risk will have the option to work remotely as necessary.
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>
Per State Public Health Order ² , each individual, including an employee, student, or visitor, on school property or on a school bus is	

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.

² <https://drive.google.com/file/d/1gNsoR0BYsQXM8MgvG9oWHpNn6KO9NKcK/view>

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required to wear a face covering. See the State Public Health Order for exceptions based on individual circumstances and for certain activities	
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 <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>	

Monitoring for Incidences

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring	
Establish a plan to assist families in conducting symptom checking at home	Daily symptom checking protocol will be provided to families via video training, email, website, and social media outlets on a daily basis.
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	CGA has purchased additional thermometers to keep on hand should we have families express financial need or lack of equipment for daily symptom checking. Thermometers will be distributed as needed via administrative discretion.
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

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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	Administration will provide a virtual as well as in person training for all staff. This training will be a required training and will be reviewed monthly throughout the year.
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	Calls have been placed to Utah County Health Department for verification that tracking system in place at CGA is sufficient protocol.

Quarantine/Isolation Protocol³

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	As needed, information will be provided to families regarding any cases of coronavirus without divulging names of students or staff involved.

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	Administrators, teachers, and staff have already planned during the summer for in school, online, and blended programming. If there is a temporary reclosing instituted, staff is ready to transition families to full distance education without a break in education.

³ “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>Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school</p>	
<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>https://coronavirus-download.utah.gov/School/COVID-19_School_Manual_FINAL.pdf</p> <p>As adopted by the state’s request on 8/10/2020, Canyon Grove Academy will “Implement proactive planning, protocols and procedures for outbreak scenarios as recommended in the Department of Health’s COVID-19 School Manual.”</p>

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>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>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Analyze remote learning capabilities</p>	<p>Indicate assurance:</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>All extracurricular activities have been suspended for the upcoming school year.</p> <p>Assemblies, concerts, and group activities have been suspended for the upcoming school year, or they will be recorded and presented virtually to students.</p>

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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.

Per [State Public Health Order](#), each individual, including an employee, student, or visitor, on school property or on a school bus is required to wear a face covering. See the State Public Health Order for exceptions based on individual circumstances and for certain activities.

Setting	State Requirement(s)	Isolate Symptoms	Minimize Outbreak
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction groups, 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 have assigned seating - Classrooms will not collaborate with other classrooms throughout the day. - Lunch times will stagger two classes at a time, sitting six feet apart as they eat. - 	<ul style="list-style-type: none"> - Individual work spaces - Periodic wiping of surfaces throughout the day - If collaboration is necessary, students will use hand sanitizer after interacting - Individual supplies and materials. -

K-12 Reopening Plan Assurances

Transitions	<ul style="list-style-type: none"> - Identify high traffic areas and apply floor markings or signage to direct traffic 	-	-
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"> - ID Scan has been purchased by the school to 	-
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 	<ul style="list-style-type: none"> - Masks will be worn by staff and students. - One student per seat if possible. - Multiple bus runs as needed to ensure safe practices. - Disinfecting of seats between use. - Driver will wear mask and seats directly behind and beside will be left open - Driver will exit the bus and stand near the door as the students unload the bus 	-

K-12 Reopening Plan Assurances

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 	-	-
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 	-	-
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 	-	-

K-12 Reopening Plan Assurances

<p>Unique Courses with Higher Risk of Spread</p>	<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 	<p>-</p>	<p>-</p>
<p>Recess and Playground</p>	<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 	<p>-</p>	<p>-</p>
<p>Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)</p>	<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 - Reference State Public Health Order for face covering exceptions based on individual circumstances 	<p>-</p>	<p>-</p>