HAWTHORN ACADEMY
20-21 SCHOOL RE-ENTRY PLAN

Hawthorn Academy has developed a particular set of protocols for operating during the re-entry phase of the Covid-19 pandemic. These protocols take into consideration the measures provided by the state's Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation, including the recently released requirements and recommendations regarding school reopening, recommendations from the CDC, and standards of care advised by our state and local Health Departments, parent and staff surveys, and administration and Governing Board of Hawthorn Academy.

It is important to note that flexibility will be key in transitioning between precaution levels as the Governor and state Health Department may change the risk level fluidly to protect public health and safety according to the conditions of the pandemic in Utah, and we will follow with precautions communicated. We note that circumstances may occur that could necessitate temporary dismissal for cleaning and contact tracing, and that events may need to be canceled or moved online in response to the situation. Our primary concern is the safety and well-being of our students, families, faculty and staff.

CLOSURE	SOFT CLOSURE Moderate Risk	BLENDED MODEL Low Risk	ALL ATTENDING Normal

1. Follow all recommended general social distancing guidelines.
2. Students do not attend school outside the home.
3. Soft closure of school, online instruction only.
4. Faculty and staff work from home.
	1. Follow all recommended general social distancing guidelines.
	2. Soft closure of school, online instruction.
	3. Small numbers of students may be allowed in the building temporarily for tutoring and/or special services while observing physical distancing guidelines.
	4. Faculty and staff may work in individual classrooms while observing physical distancing guidelines.
	5. Mandated use of face coverings by Utah Department of Health in all K-12 schools. Exemptions will apply when an individual is maintaining physical distancing of at least six feet apart from another individual, when the individual is eating or drinking, and if the individual
		1. Follow all recommended general social distancing guidelines.
		2. Students will have the option to:
		  a. Attend online.
		  b. A/B schedule - attend in person one day, and online the next.
		  c. Parents may elect to have their student attend each day in person.
		3. Symptomatic students and employees will stay home.
		4. Students and Staff will be sent home if exhibiting any symptoms.
		5. Symptom monitoring will take place and onsite area will be designated for symptomatic students to stay until picked up from school.
		6. Attendance and small group lesson participation will be recorded to support contact tracing.
		7. Plan changes will be made under the direction of the
			1. Follow all recommended general social distancing guidelines.
			2. Increased cleaning and hygiene regimen (See Enhanced Environment Hygiene & Safety, below).
			3. Symptomatic students and employees will stay home.
			4. Students and Staff will be sent home if exhibiting any symptoms.
			5. Symptom monitoring will take place and onsite area will be designated for symptomatic students to stay until picked up from school.

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	has a medical condition, mental health condition, or a disability that prevents the wearing of the face covering.	District Superintendent and Campus Principals. Changes will be communicated to parents/staff as needed and the Board monthly. 8. Mandated use of face coverings by Utah Department of Health in all K-12 schools. Exemptions will apply when an individual is maintaining physical distancing of at least six feet apart from another individual, when the individual is eating or drinking, and if the individual has a medical condition, mental health condition, or a disability that prevents the wearing of the face covering.	
School Access & Schedule	**School Access & Schedule**	**School Access & Schedule**	**School Access & Schedule**

1. Access to school buildings is restricted.
2. May be accessed by administration only for emergencies and maintenance.
3. All students will attend school remotely.
	1. Access to school buildings is restricted.
	2. Accessible as needed by faculty and staff and small groups of students authorized for special services.
	3. All students will attend school remotely.
		1. To the extent feasible, stagger lunch periods, recesses and class breaks.
		2. Students enter and exit school through grade level doors.
		Instructional Platforms
		3. Blended A/B schedule.
		    a. Students attend one-day in person, and one-day remotely.
		4. Online learning platform for both days rather than in person attendance.
		    a. Students will complete a daily assignment and communicate with the teacher to track student learning.
		5. Parents may request to their campus principal for their student to attend in-person daily:
		    a. Students whose parents work at the school.
		    b. Families for whom it would be a financial hardship for child care will be given priority for daily in-person attendance..
		    c. Families where both parents work
			1. Regular school schedule.
			2. Building accessible to all students/parents/faculty and staff.

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		may petition for daily in-person attendance.
		    d. Learning platform for student
		6. Calendar and bell schedule changes may be necessary based on state and/or county regulations and requirements or state board waivers.
		7. Online learning: assignments for Online students and students and students on their online A/B instructional day will include the following:
		    a. instructional videos and live streaming where feasible provided daily
		    b. Students complete daily assignment & communication with teacher to track student learning.	

Communication & Training 1. Contact the Superintendent or your Campus principal with questions or concerns. 2. Teachers complete professional development in online instruction.	**Communication & Training** 1. Contact the Superintendent or your Campus principal with questions or concerns. 2. Teachers complete professional development in online instruction.	**Communication & Training** 1. Contact the Superintendent or your Campus principal with questions or concerns. They will work with the school nurse when applicable. 2. Weekly communication on at-home preventive care and crisis response provided via email, text, website, and/or social media. 3. Faculty/Staff complete professional development in online instruction and school plan. Training materials may include such items as resources provided by USBE and local health department and school nurse, the CDC, and the American Academy of Pediatrics. 4. -Education and training provided on reopening	**Communication & Training** 1. Contact the Superintendent or your Campus principal with questions or concerns.

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		protocol and action plan (in accessible language and posted on school website) to administration /teachers /staff and students/families	
Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions)	**Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions).**	**Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions).**	**Accommodating Individual Circumstances (e.g. High-Risk, Personal Decisions).**

1. No physical contact in conjunction with school.	1. Faculty and staff may choose to work from home.	1. -Prior to school starting families may identify as a high risk categories and will work with their campus administration on a case by case basis.
		2. Students/families will have three different options for instruction:
		   a. Online/in-person A/B staggered schedule.
		   b. Online instruction only.
		   c. In-person daily instruction.
		3. Current health plans, IEPs, and 504 plans will be reviewed to accommodate students with special needs by updating plans with reasonable accommodations to decrease risk of exposure to Covid-19.
		4. Process for faculty/staff members to demonstrate high risk. Working with HR, reasonable accommodations will be provided on a case-by-case basis. .
		5. Physical breaks, student/staff workload and social interactions will be considered based on the emotional and social needs of staff and students.
			1. Faculty, staff and students attend school as usual with increased hygiene practices and symptom screening.

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Classroom Mitigation Tactics	**Classroom Mitigation Tactics**	**Classroom Mitigation Tactics**	**Classroom Mitigation Tactics**
N/A	1. Faculty trained on strategies to identify and mitigate infection risk in small group tutoring or special services.	1. Faculty trained on strategies to identify and mitigate infection risk in classroom settings. 2. Reduced array of classroom materials and supplies in classroom work areas. 3. Mandated use of face coverings by Utah Department of Health in all K-12 schools. Exemption will apply when an individual is maintaining physical distancing of at least six feet apart from another individual, when the individual is eating or drinking, and if the individual has a medical condition, mental health condition, or a disability that prevents the wearing of the face covering. 4. Classroom workspaces will be assigned to students to support contact tracing. 5. Spacing between student workspaces maximized. 6. Assign seats and keep accurate daily attendance 7. Follow up with parents to find out reason for absence 8. Permission and documentation required for students to leave the classroom (e.g. hall pass, class log, etc.)	1. Maintain increased hand washing and disinfecting strategies. 2. Track daily attendance 3. Minimize classroom clutter.
Restrooms	**Restrooms**	**Restrooms**	**Restrooms**
N/A	1. Signage displayed on proper hand washing hygiene. 2. Regular cleaning and sanitizing. 3. PPE (gloves, masks) will be provided for staff providing support in restrooms. 4. Schedule for use	1. Signage displayed and education provided on proper hand washing hygiene. 2. PPE (gloves, masks) will be provided for staff providing support in restrooms. 3. Training provided on proper cleaning protocols for Covid-19 to staff providing support in restrooms. 4. Frequent cleaning and	1. Signage displayed and education provided on proper hand washing hygiene. 2. Frequent cleaning and sanitizing of high-touch areas. 3. Soap dispensers are always full. 4. Training for students on proper hygiene.

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		sanitizing of high-touch areas. 5. Limited number of persons allowed in restrooms at one time. 6. Markings placed on the floor to encourage physical distancing while waiting for restroom. 7. Face covering required as per law/order. 8. Students use restrooms in small groups or as individuals.	
Transitions	**Transitions**	**Transitions**	**Transitions**
N/A	1. Face coverings as required by law/order. 2. Students/employees are encouraged to use personal water bottles. 3. Cleaning of high touch surfaces. 4. Directional flow patterns in halls.	1. High traffic areas identified and floor markings used to direct traffic. 2. Staggered transitions. 3. Increased time for transitions. 4. Face coverings as required by law/order. 5. Students are encouraged to use personal water bottles. 6. Cleaning of high touch surfaces. 7. Doors propped during transitions. 8. Directional flow patterns in halls.	1. Students encouraged to use personal water bottles 2. Cleaning of high touch surfaces.
Entry/Exit Points	**Entry/Exit Points**	**Entry/Exit Points**	**Entry/Exit Points**
N/A	1. Entry and exit flow paths designated to minimize congestion. 2. Protocols for pick-up/drop-off communicated to parents 3. Nonessential visitors and volunteers not admitted on school campus. 4. Physical distancing enforced during drop-off,	1. Entry and exit flow paths designated to minimize congestion. 2. Protocols for pick-up/drop-off communicated to parents. 3. Nonessential visitors and volunteers not admitted on school campus. 4. Essential visitors and volunteers undergo	1. Hand sanitizer available at school entry points.

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	roll call, and pick-up. 5. Essential visitors and volunteers undergo symptom check and wear face coverings	symptom check and wear face coverings. 5. Hand sanitizer available at school entry points. 6. Physical distancing enforced during drop-off, roll call, and pick-up.	
Cafeteria & Snacks	**Cafeteria & Snacks**	**Cafeteria & Snacks**	**Cafeteria & Snacks**
1. Grab & Go lunches provided for pick-up at the school.	1. Grab & Go lunches provided for pick-up at the school. 2. Sanitizing dispensers available at the entrance to the cafeteria. 3. Cafeteria workers complete systems monitoring questions and temperature checks each day before shift 4. Face coverings required as per law /order.	1. Staggered lunch periods and alternative eating locations will be provided to reduce the number of students in the cafeteria at one time. 2. Marked spacing placed for students in the lunch line and designated serving line flow paths. 3. Self-serve items suspended. 4. Food service workers will wear face coverings. 5. Implementation of student hand washing hygiene routines before and after meal services. 6. Increased cleaning and disinfecting of high-touch areas in between student use. 7. Use of disposable plates, utensils, trays, etc. 8. Lunch numbers will be entered by food service workers rather than students. 9. Drinking Fountains will be turned off. 10. Personal water bottles encouraged. 11. Group snacks suspended. 12. Individual snacks must be brought from home, no food sharing, no student food preparation. 13. Sanitizing dispensers available at the entrance to the cafeteria. 14. Cafeteria workers complete systems monitoring questions and temperature checks each day before shift . 15. Face coverings required as per law /order.	1. Maintain increased hand washing and disinfecting strategies. 2. Personal water bottles encouraged. 3. Self- serve items reinstated. 4. Sanitizing dispensers available at the entrance to the cafeteria.
Transportation	**Transportation**	**Transportation**	**Transportation**
N/A	N/A	N/A	N/A
Large Group Gatherings	**Large Group Gatherings**	**Large Group Gatherings**	**Large Group Gatherings**
1. Suspended in person and done virtually.	1. Suspended in person and done virtually.	1. Any essential group gatherings organized with health and safety requirements in place and in consultation with the local Health Department.	1. Maintain increased hand washing and disinfecting strategies.

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		2. Non-essential gatherings suspended or moved to a virtual setting. 3. Large group gatherings and /or assemblies held virtually.	
Unique Courses with Higher Risk of Spread	**Unique Courses with Higher Risk of Spread**	**Unique Courses with Higher Risk of Spread**	**Unique Courses with Higher Risk of Spread**

N/A	1. Classes will be held virtually	1. Courses identified that are more at risk and a specific plan will be formulated to mitigate that risk. Plans may include:
		  a. Course/Groups may be suspended temporarily or held virtually.
		  b. Course/Groups may be held outside, students spaced 6' apart.
		  c. Held for a shorter duration.
		2. Extra time will be allowed for sanitation between courses/groups.
		3. Frequent breaks will be given to reduce the face-to-face time within a classroom when appropriate and feasible.
			1. Maintain increased hand washing and disinfecting strategies.

Recess & Playgrounds	**Recess & Playgrounds**	**Recess & Playgrounds**	**Recess & Playgrounds**
N/A	**N/A**	1. Recess & playground areas monitored with health and safety principles and recommendations in place. 2. Recess time scheduled by grade. 3. Hand Sanitizing after recess. 4. Equipment sanitized. 5. Face coverings required outside when physical distancing is not feasible. Students will be encouraged to practice physical distancing.	1. Maintain increased hand washing and disinfecting strategies.
Special Education, Related Services, or School Counseling	**Special Education, Related Services, or School Counseling**	**Special Education, Related Services, or School Counseling**	**Special Education, Related Services, or School Counseling**

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1. Online services provided.	1. Small group meetings will be offered either online or in-person to meet the needs of each student. 2. Communal equipment sanitized after each use. 3. Physical distancing managed as much as possible.	1. Plexiglass, face shields, and/or auxiliary aids provided for needed one-on-one close contact to ensure students with disabilities have equal access to information. 2. Reasonable accommodations offered for students who are unable to wear face coverings. 3. Communal equipment sanitized after each use. 4. Physical distancing maintained as much as feasible. 5. Groups will be kept small in number. 6. Accommodations made for interactions and circumstances that require close contact (i.e., speech therapy, counseling, OT) 7. Physical distancing managed as much as possible.	1. Maintain increased hand washing and disinfecting strategies. 2. Communal equipment sanitized after each use.
SYMPTOM MONITORING	**SYMPTOM MONITORING**	**SYMPTOM MONITORING**	**SYMPTOM MONITORING**
N/A	1. Monitor staff/student symptoms and absenteeism carefully. 2. Temperatures will be taken. 3. Educate and promote to staff/students: "If you feel sick, stay home". 4. Parents/caregivers will complete an affirmation that they will not send their children to school with symptoms.	1. Monitor staff/student symptoms and absenteeism carefully. 2. Temperatures will be taken if two or more students are ill in a classroom. 3. Students/Staff with temperatures over 100.3 degrees will be sent home. 4. Educate and promote to staff/students: "If you feel sick, stay home". 5. Parents/caregivers will complete an affirmation that they will not send their children to school with symptoms. 6. Admin/faculty/staff educated and trained on protocol for symptom monitoring 7. Students and families encouraged to conduct a check for symptoms and report any symptoms to the school immediately. 8. Emails will be sent home with information on symptoms. 9. Families will be encouraged to purchase a thermometer for regular use at home.	1. Students sent home if ill.

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		10. Upon request, the school will check a child's temperature at school. 11. All visitors will be temperature checked and answer questions that they have not been recently exposed or had symptoms	
Containing Potential Outbreaks	**Containing Potential Outbreaks**	**Containing Potential Outbreaks**	**Containing Potential Outbreaks**
1. Consultation with the local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive to Covid-19.	1. Consultation with the local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive to Covid-19. 2. Designated quarantine room to place any student attending in-person who is symptomatic. 3. Transparent communication to families, maintaining the privacy of students and families, regarding school health and safety issues.	1. Consultation with the local health department on protocol for containing potential outbreaks Notification and consultation with local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive to Covid-19. 2. Designated quarantine room to place any student attending in-person who is symptomatic and parents called to pick up student(s). 3. Office staff may communicate with school nurse when applicable in determining symptoms of a student. 4. Transparent communication to families, maintaining the privacy of students and families, regarding school health and safety issues.	1. Consultation with the local health department regarding procedures for tracing a positive Covid-19 case by an employee, student, visitor, or those who have come in contact with an individual testing positive to Covid-19. 2. Designated quarantine room to place any student attending in-person who is symptomatic. 3. Transparent communication to families, maintaining the privacy of students, regarding school health and safety issues.
Temporarily Reclosing	**Temporarily Reclosing**	**Temporarily Reclosing**	**Temporarily Reclosing**
N/A	1. Educate and train faculty and staff on temporarily reclosing school at the beginning of the year and as necessary throughout the year. 2. Consult with the local health department on responding to confirmed cases and coordinating a plan and protocols. 3. In developing protocol, the school will utilize (and improve) its original School Closure Continuity of Education Plan implemented Spring 2020. The school will also use the SCSB Distance Program and accompanying Technology Plan and Continuing	1. Educate and train faculty and staff on temporarily reclosing school at the beginning of the year and as necessary throughout the year. 2. Consultation with the local health department on responding to confirmed cases and coordinating a plan and protocols. 3. In developing protocol, the school will utilize (and improve) its original School Closure Continuity of Education Plan implemented Spring 2020. The school will also use the SCSB Distance Program and accompanying Technology Plan and Continuing Enrollment Policy.	1. Educate and train faculty and staff on temporarily reclosing school at the beginning of the year and as necessary throughout the year. 2. Consultation with the local health department on responding to confirmed cases and coordinating a plan and protocols. 3. In developing protocol, the school will utilize (and improve) its original School Closure Continuity of Education Plan implemented Spring 2020. The school will also use the SCSB Distance Program and accompanying

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	Enrollment Policy..		Technology Plan and Continuing Enrollment Policy.
Transition Management Plan 1. Communication procedure in place for students and faculty in the event of temporary closure. 2. Review, revise and implement the "Continuity of Education Plan". 3. Analyze and prepare for remote learning. 4. Consider events that may need to be postponed, canceled or transitioned to a virtual platform.	**Transition Management Plan** 1. Communication procedure in place for students and faculty in the event of temporary closure. 2. Review, revise and implement the "Continuity of Education Plan". 3. Analyze and prepare for remote learning. 4. Consider events that may need to be postponed, canceled or transitioned to a virtual platform.	**Transition Management Plan** 1. Communication procedure in place for students and faculty in the event of temporary closure. 2. Review, revise and implement the "Continuity of Education Plan". 3. Analyze and prepare for remote learning. 4. Consider and communicate events that may need to be postponed, canceled or transitioned to a virtual platform.	**Transition Management Plan** 1. Communication procedure in place for students and faculty in the event of temporary closure. 2. Review, revise and implement the "Continuity of Education Plan". 3. Analyze and prepare for remote learning. 4. Consider events that may need to be postponed, canceled or transitioned to a virtual platform.