

School Reopening State Requirements Detail Hawthorn Academy

Name of LEA

HAWTHORN 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.

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

Contents

Repopulating Schools	2
Communication and Training	2
Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions).....	3
Enhanced Environment Hygiene & Safety	5
School Schedules.....	6
Monitoring for Incidences	7
Containing Potential Outbreaks	8
Preparation Phase	8
Quarantine/Isolation Protocol.....	9

School Reopening Requirements Template

Temporarily Reclosing (if Necessary)	10
Preparation Phase	10
Transition Management Preparation	11
Mitigation Tactics for Specific School Settings	13
LEA Mitigation Strategies for Specific School Settings	13

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”)

Develop admin/teacher/staff /training on protocols and action plan:

- Summer 2020: Instruction on platforms of delivery. Training videos sent to staff with timeline to complete by Aug. 19. Training videos will be developed by CTE chair and campus administration.
- Pre-service Week: Canvas Course training (Develop Individual Canvas website per School Wide Template (K-9); make and post Assignments (K-9), create instructional Modules (4-9), develop Outcomes (4-9), school protocols. Conducted by campus administrators and CTE chair. Support provided by master teachers on these skills.
- Preservice training will include school plan and protocol for all at-risk
- levels, school nurse on prevention strategies, and Civil Rights to
- pass out lunches in the Classroom in the Blended Model.
- On -going training will happen weekly on Fridays. By end of 1st quarter all teachers to be competent in use of Canvas and providing instruction through this platform.

Changes to the plan will be communicated by the administration.

- Small changes to the plan will be made by the administrative team at Hawthorn Academy and communicated to the Board through the Director’s report each month.
- Changes will be made only if the need arises.

Post link on HA webpage and send through email to parents, to the site that includes the following training and resources for parents and community:

- The school’s reopening protocols and action plans as well as best practices for at-home preventative care.
- Developing training web page.
 - Parent Training on school platforms (Canvas, Aspire, etc.)
 - Creating Student account
 - Creating Parent Account
 - Help resources to access School Platforms
- Provide information on school website from the Office of Child Care in DWS map & child care options.
- First week of school students trained on accessing accounts, completing, and submitting assignments and on school protocols and procedures.
- High-risks groups choosing on-line instruction will receive training

School Reopening Requirements Template

	<p>through live streaming and video recorded instructions. Materials will be available to families in their respective preferred/primary language.</p> <p>Campus Principals will be responsible for updates and weekly communication on the following:</p> <ul style="list-style-type: none"> • Emails regarding timeline of any dismissal: <ul style="list-style-type: none"> ○ Emails to families when protocol and action plans are updated. ○ Maintain weekly communication with our parents. ○ Any change in risk level and change in implemented strategies <p>District Superintendent will be responsible for the following communication steps:</p> <ul style="list-style-type: none"> • Updating and following Governing Board guidance. • Post to website plans for reopening protocol and action plans. • Coordinating the development of a district and school plan for all risk levels
<p>Appoint a point of contact for each school available for questions or specific concerns.</p>	<p>Indicate assurance:</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p>

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 risk¹ 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>Process for students/families/ staff to identify as high risk alternative learning arrangements, remote learning or instruction, or work re-assignments:</p> <ul style="list-style-type: none"> • Students/families will identify as high risk on a case by case basis with administration. <ul style="list-style-type: none"> ○ Administration will work with families and local health department, as necessary, to develop plans to provide, where possible reasonable accommodations for high risk students. High Risk Students will have the option of remote learning <ul style="list-style-type: none"> ▪ Core lessons will be recorded and accessible each day with a related assignment and live streaming will be available when feasible. ▪ Work will be submitted daily (e.g., exit ticket or online submitted assignment). • Reference the definition used by the Utah State Health Department. <ul style="list-style-type: none"> ○ Prior to school starting provide a process where employees can request accommodations they feel they need as a result of their risk category. Administration will work with HR and local health department, as necessary, to develop plans to provide, where
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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.

School Reopening Requirements Template

	<p>possible, reasonable accommodations for high risk staff.</p> <ul style="list-style-type: none"> • Systematically review current plans (e.g. individual healthcare plans, IEP, 504, etc.) for accommodating students with special healthcare needs, update plans as needed to decrease risk. <ul style="list-style-type: none"> ○ Individualized Health Care Plans - School Nurse ○ IEP - Special Ed ○ 504 - Counselor <p>Accommodate personal decisions of families and students who prefer continuing remote Learning.</p> <ul style="list-style-type: none"> • Parents will have the option of online learning with licensed teacher support for any level of COVID-19. <ul style="list-style-type: none"> ○ Daily videos of lessons will be posted, live instruction when feasible and assignments available with ongoing feedback for students choosing to attend school through the online option. ○ Hawthorn Academy will use a common platform (Canvas) for grades K - 9 to enhance parent and student accessibility for online learning.
<p>Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk</p>	<p>Steps to minimize and mitigate risk for employees</p> <ul style="list-style-type: none"> • Minimize and declutter all surface areas. • Sanitizing solution in each classroom for teachers to sanitize tables and high touched surface areas frequently. • Addition of hand sanitizer dispensers in high traffic areas (i.e., cafeteria, bathrooms, etc.) • Atomizing with disinfectant completed in classrooms on schedule. • Students will be instructed and practice the required use of hand sanitizer when entering and exiting the classroom at the beginning of the year by classroom teachers. • Students will be instructed by the classroom teacher proper hand washing and hygiene standards the first week of school and on-going as a part of regular instruction. • Teachers will sanitize student work areas every day • Students will be instructed in, practice, and be expected to sanitize their individual work areas at the end of each period or class change. (i.e. work area and/or common device, etc.) This will be done by classroom teachers during the first week of school. • Students will not share school supplies. If supplies are needed by the student, it must be obtained from the classroom teacher. <ul style="list-style-type: none"> ○ Common use supplies (e.g. scissors, pencils, rulers, textbooks, electronic devices, etc.) will be sanitized by the teacher after each use. • Work with HR to address, provide support and, where possible, provide reasonable accommodations on a case-by-case basis for employees who identify as high risk. <ul style="list-style-type: none"> ○ Staff may apply for online instruction options that are open and where feasible to provide quality instruction. • Face Coverings: Mandated use of face coverings by Utah Department of Education apply when an individual is maintaining physical distancing of at

School Reopening Requirements Template

	<p>the individual is eating or drinking, and if the individual has a me disability that prevents the wearing of the face covering.</p> <ul style="list-style-type: none"> • School staff will wear face masks and/or shields when social distancing of 6’ is not possible. • Student tables will be distributed about the room to increase proximity to each other. Unnecessary furniture will be removed so allow more room to separate tables/desks • Temperature Checks will be done randomly by the administration and in classrooms when two or more students indicates they are not feeling well. • Maximize social distancing whenever feasible. • In classrooms where there is a 1:1 device, students will go to the physical computer lab.
<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>	<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”)
<p>Develop protocols for implementing an increased cleaning and hygiene regimen</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible</p>	<p>Faculty and staff are required to wear mask and/or shields in accordance with state and local law/orders when physical distancing is not feasible. Request all employees to provide their own face covering.</p> <p>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.</p> <p>-Maintain a supply of extra masks and/or shields at school to provide to employees and students when necessary.</p>

School Reopening Requirements Template

<p>Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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School Schedules

State Requirement (“What”)	Implementation Plan (“How”)
<p><i>Due to the unique nature of school schedules, USBE has not provided state-wide requirements.</i></p>	<p>Blended Level A/B schedule at risk</p> <ul style="list-style-type: none"> • Every other day in person and every other y remote • Students have the option to participate in online learning platform for both days rather than in person attendance • Daily In-person attendance may be applied for to the campus principal by the following families <ul style="list-style-type: none"> ○ Families of staff students ○ Families for whom it would be a financial hardship for child care will be given priority for daily in-person attendance. ○ Families where both parents work may petition for daily in-person attendance for student(s) ○ It is the best learning scenario for that student(s) • Calendar and bell schedule changes may be necessary based on state and/or county regulations and requirements or state board waivers. <p>Soft Closure - all students are remote.</p> <p>For all remote learning</p> <ul style="list-style-type: none"> • Online learning option available for all scenarios <ul style="list-style-type: none"> ○ assignments, instructional videos and live streaming where feasible provided daily ○ teacher assigned to each online student ○ Students will complete a daily assignment and communication with teacher to track student learning. <p>To the extent feasible, stagger lunch periods, recesses and class breaks.</p> <p>Students enter and exit school through grade level doors.</p>

School Reopening Requirements Template

Monitoring for Incidences

State Requirement (“What”)	Implementation Plan (“How”)
<p>Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring</p>	<p>Preservice training for school staff addressing protocol for symptom monitoring by the contracted school nurse.</p>
<p>Establish a plan to assist families in conducting symptom checking at home</p>	<p>Make information regarding best practices and list of COVID 19 symptoms from the Utah Health Department available to families</p> <p>Monitor staff/student symptoms and absenteeism carefully. When two or more students/staff are absent for illness in a classroom, temperatures will be taken of class.</p> <p>Educate and promote to staff/students: “If you feel sick; stay home”</p> <p>Do not allow symptomatic people to physically return to school until they meet state local health department criteria to do so or are cleared by a medical provider</p> <p>Campus principals in their weekly communication, remind parents of key signs of COVID and school protocol on students attending school when they are not feeling well.</p> <p>Allow leniency of punitive action on late work for students who are out due to illness.</p> <p>Have parents or caregivers complete an affirmation that they will not send their children to school with symptoms.</p>
<p>Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements</p>	<p>Provide site information where parents can go for testing.</p> <p>Encourage families to monitor their students for symptoms on a daily basis and report any symptoms to the school immediately. Encourage families to purchase a thermometer for regular use at home.</p> <p>Office will take the temperature of a student if requested by the parent and when the student comes to the office saying they do not feel well.</p> <p>Send weekly communication home to parents on symptoms.</p>
<p>Monitor staff/student symptoms and absenteeism carefully</p>	<p>Indicate assurance:</p>

School Reopening Requirements Template

	<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

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	<p>Provide beginning of year, preservice, PD for all staff by district contracted nurse addressing protocol for containing potential outbreaks</p> <p>Train staff on mitigation strategies in the classroom, during drills (fire, etc.), transition, cafeteria, rest rooms, and keeping record of contact for each student (assigned seating)</p> <p>Consult with the local health department if there is a reported case for next step 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> <p>The school's protocol for containing potential outbreaks will be included in the education and training described on page one and will also include the following:</p> <ul style="list-style-type: none"> - Before school starts - train office staff, by school nurse, on proper steps to contain any potential outbreak when a student/staff/visitor comes to the office sick. Office will have access to school nurse to answer questions on symptoms. - Ensure that each school office has two digital thermometers.

School Reopening Requirements Template

	<ul style="list-style-type: none"> - Limit the number of students in the office or health room by managing minor injuries and first aid in the classrooms.
<p>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</p>	<p>The superintendent or designee will notify and consult local health department regarding procedures for tracing exposure and next step procedures each time the school is informed that an employee, visitor, student, or student’s family member has tested positive for Covid-19. The local health department will also be notified and consulted when any such individuals have come into contact with an individual who has tested positive for Covid-19. Track those staff who move between campuses to ensure accurate records of contact tracing for the health department.</p>

Quarantine/Isolation Protocol²

State Requirement (“What”)	Implementation Plan (“How”)
<p>Designate quarantine rooms at each school to temporarily house students who are unable to return home</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Communicate health and safety issues transparently, while protecting the privacy of students and families</p>	<p>Communicate with families through weekly updates. Avoid the disclosing of personally identifiable student or employee data outside of the school without the consent of the individual when feasible. Communicate only the health steps that families will need to take.</p> <ul style="list-style-type: none"> - Consult with legal team when serious questions or issues arise.

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.

Temporarily Reclosing (if Necessary)

Preparation Phase

State Requirement (“What”)	Implementation Plan (“How”)
<p>Develop administrator/teacher/staff education and training on school’s protocol for temporarily reclosing schools if necessary</p>	<p>In developing protocol applicable to temporarily reclosing, the school will utilize (and improve) its original School Closure Continuity of Education Plan what was implemented during the Spring 2020 soft closure. The school will also use its SCSB Distance Program and accompanying Technology Plan and Continuing Enrollment Policy.</p> <p>The Superintendent will first make contact with the local health department and coordinate with campus administration on the school’s plan in the event of an outbreak, which may include: class dismissal and/or school dismissal and communication with families. Longevity of dismissal is based on community spread, cleaning and sanitation, and contact tracing,</p> <ul style="list-style-type: none">• Classroom and/or school will be deep cleaned over 1-2 days to complete this action.• Communication will be sent home immediately and students will all move to online instructional delivery for the duration of which the school is closed.• Staff will provide for the local health department all information available for contact tracing. <p>Pre-service Administration/Teacher/Staff training on the school’s protocol for temporarily reclosing schools will be conducted including the following areas:</p> <ul style="list-style-type: none">• Contact tracing• Communication with families• Reporting of contact with someone who is identified as having COVID.• Review with staff the 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 before school begins. <p>Training will also be provided on the school’s online learning platform:</p> <ul style="list-style-type: none">• For parents: tutorials posted with videos and instructions. translated to Spanish and small group training for languages other than Spanish<ul style="list-style-type: none">○ Encourage all parents to set up accounts before school begins• For students: training will happen during the first few days of class

School Reopening Requirements Template

<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>Training will be reviewed throughout the year as needed.</p> <p>-Communicate immediately with the local health department if there is a potential exposure to COVID. Coordinate with the health department on the temporary closure of the school and the anticipated duration.</p> <p>Communicate to families on the following:</p> <ul style="list-style-type: none"> • Decision of the local Health Department on temporary closure of the school. • How to access online learning platform • Explore extracurricular/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual <p>Communicate with staff the following:</p> <ul style="list-style-type: none"> • Decision of the local Health Department on temporary closure of the school. • Develop a communication procedure for students and faculty in the case there is a temporary re-closure • Analyze remote learning capabilities and based on anticipated duration determine if devices need to be distributed to families. • Provide to the health department contact knowledge of person(s) who may be positive for COVID.
<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 District’s Superintendent will contact the local health department and consult with them to enact the plan for the school and follow their guidance on if this includes class or school dismissal, longevity of dismissal based on community spread. Governing Board President notified. Staff provide for the local health department all information they have on contact tracing with identified staff/student/visitor. Notify the cleaning company to begin cleaning/sanitation and administration send communication home to families immediately.</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>A procedure that utilizes a variety of communication methods to inform employees, students, and/or families will include the following: Weekly emails for faculty with online Zoom/Webex meetings as grade level teams.</p> <p>Weekly communication with families through campus principals.</p>

School Reopening Requirements Template

	Teacher communication weekly with student through online teaching (live) and posted assignments and feedback.
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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Analyze remote learning capabilities	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Explore extracurricular/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	<p>The administrative team will review such activities, programs and events to determine if they should be temporarily postponed, canceled, or transitioned to virtual.</p> <ul style="list-style-type: none">• Re-evaluate all after school clubs to see if they can be held virtually.• All sporting events temporarily postponed/canceled until the Local Health Department indicates it is safe to return.

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.

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.)
Classrooms	<p>- Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting</p>	<p>Students assigned seating</p> <p>Students showing signs or complaining of not feeling well sent to office for temp check</p> <p>Keep accurate and daily attendance records.</p> <p>Contact parents when a student is absent to determine reason.</p> <p>-</p>	<p>Atomizing with disinfectant completed weekly in classrooms</p> <p>Students taught routine of sanitizing individual and shared work areas common devices, at the end of the class period.</p> <p>Students will not be able to share school supplies. Supplies needed by the student is obtained from the teacher.</p> <p>Common use supplies will be sanitized between use</p> <p>Student temperatures will be checked occasionally by the admin and/or main office and if (2+) are reported ill in a specific classroom</p> <p>Movement within the room will be Minimized. Teachers will orchestrate Any student movement.</p> <p>-</p>	<p>Specialists move not students</p> <p>Student tables distributed about the room</p> <p>Unnecessary furniture removed to maximize space between tables /desks</p> <p>Use large areas (gym, cafeteria, kivas, library, Learning Center) to maximize distancing during lunch time and instruction.</p> <p>Reduce the number of students in a classroom</p> <p>In classrooms where there is a 1:1 device, students will not use the computer lab.</p>	<p>School staff will wear face masks and/or shields when social distancing of 6’ is not possible.</p> <p>Face Coverings: 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 has a medical condition, mental health condition, or a disability that prevents the wearing of the face covering.</p> <p>-</p>	<p>Minimize, declutter surface area.</p> <p>Students use hand sanitizer when Entering and exiting the classroom.</p> <p>Sanitizer in each classroom to sanitize high touched areas frequently and student work areas daily</p> <p>Face Shields used between staff and students receiving small group instruction.</p> <p>-</p>

K-12 Reopening Plan Assurances

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.)
Transitions	<ul style="list-style-type: none"> Identify high traffic areas and apply floor markings or signage to direct traffic 	<p>Stagger or limit transitions to support contact tracing and minimize interactions with multiple groups</p> <p>Directional flow patterns in halls.</p>	<p>Minimize and monitor congregation of students</p> <p>Increase time for transitions</p> <p>Prop doors open to reduce touch</p> <p>Monitor of high traffic areas and students who want to congregate.</p> <p>Face coverings worn as per law/order except for those with exemptions.</p> <ul style="list-style-type: none"> On the first week, students practice protocol of moving through high traffic areas (e.g., halls, restrooms, lunch room) <p>On the first week of school students and teachers training and practice routine of cleaning areas/devices after use in preparation for next student.</p> <p>-</p>	<p>Use of restrooms minimized to the number in the restroom and the number waiting outside for use.</p> <p>Identify high traffic areas and stagger rotation of students in those areas.</p> <p>Have students enter and exit building through grade level doors to avoid clustering of students.</p> <p>Elementary specialists rotate to the classrooms rather than the students rotating to different rooms.</p> <p>Hold music classes outside or in large areas.</p>		<p>Mark high traffic areas with signage on walls to direct traffic</p> <ul style="list-style-type: none"> Clean high-touch surfaces after transition periods <p>Prop doors to reduce touch</p> <p>Clean high touch surfaces after transition periods.</p>
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"> Entry and exit through multiple doors at the beginning and end of the day for essential visitors - - 	<p>Limit nonessential visitors/ volunteers to campuses and programs.</p> <p>The school will determine and email parents about what is essential versus nonessential.</p> <p>Protocols for visitors and non-regular staff, include a minimum temperature check upon signing in at the office, symptoms check and require face covering. All visitors sign in and out of the office and identify the location being visited. All will be required to go directly to the identified area.</p>	<p>Post signage to encourage physical distancing.</p> <p>Students will enter and exit the building through assigned grade level doors to minimize congestion.</p> <p>Doors monitored by staff from opening to the tardy bell. Students go immediately to classrooms. After the tardy bell, students enter through the front doors. Post visible signage to encourage physical distancing</p> <p>All required to follow traffic flow signage.</p>	-	<p>Hand sanitizer in key areas (e.g., Cafeteria, library, front office, rest rooms, etc.)</p> <p>Hand sanitizer available or sink and soap available in each classroom.</p> <p>-</p>

K-12 Reopening Plan Assurances

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.)
			<p>Students will follow current protocols for drop-off/pick-up with the addition of enter and exit points from the school. Expectations will be communicated the week before school starts and through regular communication to families.</p> <p>Hand sanitizer will be available in high traffic areas</p> <p>Prop doors open to reduce touching</p> <p>High-touch surfaces will be disinfected</p> <p>-</p>			
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 - Face coverings for students, staff, other passengers; LEAs may make exceptions for unique student circumstances 	<ul style="list-style-type: none"> - Identify ways to reduce large gatherings during drop off and pick up by parents 	<p>Students will follow current protocols for drop-off/pick-up with the addition of enter and exit points from the school. Expectations will be communicated the week before school starts and through regular communication to families.</p> <p>Parents will stay in vehicles during drop off and pick up times to limit direct contact.</p> <p>Minimizing exposure when social distancing is not feasible.</p> <p>Work to have pick up time minimized. Drop off is already less than 15 minutes.</p>	<p>Students go out to carpool through grade level doors.</p> <p>Stagger students around the pick-up points of the school.</p>	-	<p>Cleaning of high-touch surfaces.</p> <p>Doors propped open so when students and go there is limited touching of surface</p> <p>-</p>

K-12 Reopening Plan Assurances

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.)
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 	<ul style="list-style-type: none"> - Group students by grade for use in specific bathrooms. 	Systems to reduce simultaneous, multiple users – set up schedule to be followed except in time of emergency.	<p>Minimizing the number of individual in a restroom. Set high traffic time in staggered times (right before lunch and after recess).</p> <p>Make sure that students use designated restrooms. Minimizing the use of upper level students using the bath rooms downstairs.</p> <p>Students by grades are assign restroom times</p> <p>Students use restrooms in small group or as individuals during their time.</p>	<p>Maintenance over the summer to ensure proper ventilation through building</p> <p>Use markings to encourage physical distancing when waiting to use facilities.</p> <p>Face coverings required as per law/orders</p>	<p>Students will be instructed by the classroom teacher proper hand washing and hygiene standards the first week of school and on-going as a part of regular instruction.</p> <p>Signage on proper hand hygiene</p> <p>High touch areas cleaned multiple times each day (faucets, toilet levers).</p> <p>Provide gloves and masks to personnel providing support/assistance in the rest room.</p> <p>Work with Contracted cleaners that they have additional training and instruction on multiple cleaning of high use areas and that soap dispensers are full.</p>
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 	Record seating and attendance to support contact tracing.	<p>One class each day in elementary will eat in the room with lunches being delivered to reduce the number of students in the cafeteria.</p> <p>When feasible the gym will be used for lunch time to allow for distancing between students.</p> <p>Lunches set for grab and go with students spacing 6', where feasible, in line. 1/3 of students in each lunch eat in the classroom with the group rotating.</p> <p>Student taught proper hygiene standards and routines as a part</p>	<p>Designate serving line flow.</p> <p>Students assigned to cafeteria times by cohort and stagger lunch recess and lunch to minimized number in the cafeteria.</p> <p>Staggered lunch times.</p>	<p>Students and employees will be required to wear face coverings as required by law/order</p> <p>Utilize outside areas for lunch when feasible.</p> <p>When feasible the gym will be used for lunch time to allow for distancing between students.</p>	<p>Prepare and distribute lunches in sack or box to reduce time of students standing in line.</p> <p>No self-serve salad bars, or other food items.</p> <p>Sanitizing dispensers available at entrance to cafeteria.</p>

K-12 Reopening Plan Assurances

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		(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.)
			<p>of regular instruction. Sanitizing dispensers added at entrance to cafeteria and exit for before and after meal service.</p> <p>The kitchen manager will take the temperature of each kitchen worker each day at the beginning of his/her shift and answer symptom monitoring questions.</p> <p>All kitchen employees will wear gloves and shields.</p>			
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 	<p>Record attendance and seating location by grade/class of large gatherings to support contact tracing.</p> <p>At special events, screen adults (temperature testing) who will have close contact with students.</p>	<p>Large gatherings will be organized with health and safety principles and requirements such as families sitting together and a space between families.</p> <p>Practice mitigation strategies with students during monthly drills (e.g., masks on when transitioning to outside place during fire drill).</p>	<p>Assemblies will be recorded and shown in each 1st period rather than bring students together into one area. When feasible, multiple sessions of the same assembly will be held to ensure smaller groups.</p> <p>Whole staff training done in smaller groups and/or online or in large areas where social distancing is feasible.</p>	-	
Unique Courses with Higher Risk of Spread	<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>Hawthorn has identified certain courses more at risk and has made plans with support from local health department recommendations.</p> <p>Non-essential assemblies, dances, concerts will be canceled if social distancing for audience and students is not feasible.</p>		<p>Use recordings for choir where students are recorded on their part and the teacher merges the recordings.</p> <p>Ensure good ventilation in the gym areas for PE – running fans rather than just on auto.</p>	<p>Choir classes held in large areas (gym, learning center) or outside where distancing is feasible. When inside alternative means of teaching singing/choir such as humming will be utilized.</p> <p>PE will utilize masks when feasible and hold classes outside until bad weather. Reduce periods when in close proximity of other students.</p> <p>Face coverings required as per law /order.</p>	Sanitize between groups.

K-12 Reopening Plan Assurances

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					Frequent breaks will be given to reduce the face-to-face time within a classroom when appropriate and feasible.	
Recess and Playground	<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>Recess and playgrounds are managed within safety procedures in consultation with the health department.</p> <p>Schedule groups to reduce number out for recess. Cleaning of equipment, when feasible between recesses.</p>	Recess scheduled per grade.	<p>Playground: students assigned to smaller groups and to an activity. Activities are rotated during recess.</p> <ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> Face coverings will be required when physical distancing can't occur outside. 	<ul style="list-style-type: none"> Playground equipment will be sanitized.
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<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 Offer reasonable accommodations for students who are unable to wear face coverings in settings where it is required for other students 	<p>Accommodations made for circumstances that encounter close contact (counseling, psychologist, Small group reading instruction, Special Ed testing , speech, etc.)</p>	<ul style="list-style-type: none"> Accommodations made for interactions and circumstances that require closer distancing (i. e., speech therapy, counseling) 	<ul style="list-style-type: none"> Physical distancing maintained as much as feasible. Group size will be kept to a minimum. 	<p>Teachers will wear shield and/or Plexiglas barriers will be made available when there is one to one or one to small group close contact to ensure students with disabilities have equal access to information.</p> <p>Students who cannot wear face coverings will have reasonable accommodations made in settings where other students are highly encourage to wear masks.</p> <p>Communal equipment sanitized after each use.</p>	<ul style="list-style-type: none"> Communal equipment sanitized after each use.

K-12 Reopening Plan Assurances

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