Utah State Board of Education

School Reopening Requirements Template

Name of LEA | Lakeview 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:

https://www.lakeview-academy.com/saratoga-springs/july-2020

School Reopening Requirements Template

Contents

Repopulating Schools

Communication and Training

State Requirement ("What")	Implementation Plan ("How")
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	Lakeview Academy will develop administrator/teacher/staff education and training on school's reopening protocol and action plans. Lakeview Academy will educate and train students and caregivers on the school's protocols and action plan. The plan will be posted on the school website, and shared with families through the school newsletter, email, and text message. Lakeview has appointed Perry Goodger as its point of contact to be available for questions or specific concerns. He can be reached at pgoodger@lakeview-academy.com. Lakeview Academy will improve and reevaluate it's reopening plan as necessary while the required reopening plan is implemented.

Appoint a point of contact for each school available for questions or specific concerns.	Indicate assurance: ☒ Yes ☐ No

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	Students/families will be supported during an enrollment process to select the education option that best meets their needs. This enrollment process will allow for those who are high risk to request alternative learning arrangements. A remote learning option is available for all. Staff will be directed to e-mail the school Director for any request for re-assignment. The Director will address each request. If a request cannot be accommodated reasonably, the staff member will receive additional support from the HR department referring to federal supports and processes.
Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk	Employees who identify as high-risk will be directed to share their concerns with the Director. The Director will discuss options for the employee with regards to minimizing and mitigating risk.
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	Indicate assurances: ☒ Yes ☐ No

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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.

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Enhanced Environment Hygiene & Safety

State Requirement ("What")	Implementation Plan ("How")
Develop protocols for implementing an increased cleaning and hygiene regimen	Indicate assurance: ☒ Yes ☐ No
Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible	PPE has been ordered for all employees. Procedures on when to wear have been provided to employees and is included in back to school training meetings. A FAQ is posted on our website to help define rules to face coverings.
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: ☒ Yes ☐ No

School Schedules

State Requirement ("What")	Implementation Plan ("How")
Due to the unique nature of school schedules, USBE has not provided state-wide requirements.	LVA will utilize a modified schedule that allows for on campus learning to take place and for students who enroll in online learning to be supported by certified teachers. This schedule will allow teachers time to support online learners with virtual instruction and intervention times. Additionally, the schedule will allow for students affected by the COVID-19 and are required to miss school for a period of time. Students will be allowed options to change their enrolled option at the end of each term. The students will not be on-campus for 180/990 but will have a blended learning experience that does require additional hours of work outside of the on-campus learning experience that will make up those non-campus days during the year.

Monitoring for Incidences

State Requirement ("What")	Implementation Plan ("How")
Develop administrator/teacher/staff education and training on your LEA's protocol for symptom monitoring	This education and training has been developed and is included in our plan to families and employees. Training will be

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	conducted during teacher orientation week and back to school sessions.
Establish a plan to assist families in conducting symptom checking at home	Our plan is to educate families on the recommended process from the CDD found here. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	Families will be directed to communicate with the school nurse if they need assistance to fulfill appropriate symptom checking requirements.
Monitor staff/student symptoms and absenteeism carefully	Indicate assurance: ☒ Yes ☐ No
Educate and promote to staff/students: "If you feel sick; stay home"	Indicate assurance: ☒ Yes ☐ 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: ☒ Yes ☐ 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	Lakeview Academy will consult with local health departments as needed regarding procedures to contain a potential outbreak. Training will be given as required.
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	Lakeview Academy will consult with local health departments as needed 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.

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Quarantine/Isolation Protocol[2]

State Requirement ("What")	Implementation Plan ("How")
Designate quarantine rooms at each school to temporarily house students who are unable to return home	Indicate assurance: ☒ Yes ☐ No
Communicate health and safety issues transparently, while protecting the privacy of students and families	Lakeview Academy will collaborate and cooperate with local health departments, as well as communicate health and safety issues transparently, 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	LVA will develop a plan to temporarily close school if necessary. This will be done in consultation with the local health department and USBE.
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	LVA plans to consult with local health department on how to respond to confirmed cases and coordinate temporary closure of the school if necessary. LVA will follow the provided flow chart in responding to confirmed cases.
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.	LVA will contact the local health department in order to trigger the plan.

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[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.

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Transition Management Preparation

State Requirement ("What")	Implementation Plan ("How")
Develop a communication procedure for students and faculty in the case there is a temporary reclosure	LVA will email students and faculty in the case of a temporary reclosure. This email will also be posted on the school website and sent as a text to all families and staff.
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: ☒ Yes ☐ No
Analyze remote learning capabilities	Indicate assurance: ☒ Yes ☐ No
Explore extracurriculars/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	LVA will review and explore all other school related activities in the case of reclosure. Families and staff will be communicated with regarding all decisions made in this area.

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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.*

		Mitigation Tactics				
Setting	State Requirement(s)	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	- **Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting**	- Training during orientation week will include for staff how to address student illness, communication to families regarding possible illness, etc.	- Classrooms will be set up to improve social distances, small groups will be limited in both time and size, teachers will provide breaks as needed, teachers enforce school rules on mask wearing and cleanliness.	- Staff will follow school rules on physical distancing during all school activities.	- Staff will follow school rules and plan for face coverings. Staff will help educate students on healthy behaviors to reduce risk to others. Breaks will be provided as needed to support healthy respiratory hygiene.	- Staff will train students on how to use cleaning stations in the classroom and during breaks. Additionally, they will ensure PPE is worn and cared for as expected.
Transitions	- **Identify high traffic areas and apply floor markings or signage to direct traffic**	- Staff will monitor transitions to help isolate any concerns identified during transitions	- LVA will establish a flow pattern by applying floor markings and signage to direct traffic flow.	- Transition times are scheduled to reduce number of students in the hallways and in high traffic areas. Lockers are not utilized to prevent traffic congestion and unnecessary contact during transitions.	- Face coverings are required during transitions when social distancing cannot be accomplished.	- Staff will train students on how transitions will look in order to promote healthy practices.

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.)
Entry/Exit Points	- 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	- Staff will monitor all visitors to LVA following our written check in procedure to include questionnaire, temperature check, and assignment restrictions. -	- Established drop-off/pick-up protocol will be communicated to all staff and families prior to first day of school - Control entrance and exit to the school through established grade level doorways and stairways.	- Staff will monitor students as they enter and exit the school to support physical distancing and face covering.	- Face covering rules will be monitored.	- PPE will be expected to be worn by all visitors
Transportation	- 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	- Face coverings will be worn at all times on the bus. - Staff will be trained on how to address anyone who becomes symptomatic while on the trip.	- Assigned seating on bus - Trips will be minimized during these current health conditions.	- Face coverings will be required as social distancing is not likely to be accomplished.	- Face covering rules will be monitored.	- Hand sanitizer will be used as students enter and leave the bus. - Seats will be cleaned during transitions.
Restrooms	- 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	- Staff will isolate any student who becomes ill while using the restrooms. - Staff will be trained on how to clean and get other staff support to help sanitize bathrooms.	- Staff will limit the number of students using the restroom at any given time.	- Face coverings will be required during restroom use.	- Face coverings will be required during restroom use.	- Hand washing will be required during restroom use and students will be educated on healthy behaviors to follow during restroom usage.

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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.)
Cafeterias	- 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	- No students with symptoms will be sent to cafeteria. - Assigned class tables during lunch.	- Reduce the number of students eating in the cafeteria and follow all required spacing.	- Students will seat in marked areas that follow the social distancing requirements and at assigned tables.	- Face coverings will be worn unless actively eating.	- Students will be trained on healthy behavior at meal times to include hand washing and not sharing food.
Large Group Gatherings (e.g. assemblies, performances)	- Ensure group gatherings are organized with health and safety principles and requirements in place and, as needed, in consultation with local health departments	- No students with symptoms will be allowed to participate in these assemblies	- Assemblies will be reduced and not recommended. - Assemblies will only be approved by administration if they are in full compliance with all requirements.	- Students and staff will be required to follow all expectations for distancing and face coverings as in other school activities.	- Face coverings are expected to be worn during these activities. Exceptions may be approved when social distancing allows.	Students will be expected to follow all cleanliness training in these events.
Unique Courses with Higher Risk of Spread	- Identify courses that would be more at risk and make plans with support from local health departments (as needed) to mitigate the risks	- No additional information for this part	- Follow all rules and procedures that apply to the course	- Follow all requirements as previously described under the classroom. - Staff will communicate any exceptions and/or accommodations to administration and families.	- Accommodations will be made for courses that cannot safely follow required face covering plan.	- Additional training to students on how to improved healthy practices during these courses will be required.

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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.)
Recess and Playground	- Ensure recess and playgrounds are managed with health and safety principles and requirements in place and, as needed, in consultation with local health departments	- No students with symptoms will be allowed to participate in recess.	- Lakeview Academy will alternate recess, playground time, and the use of outdoor spaces as needed.	- Social distancing games will be encouraged and planned to promote social distancing games.	- Face coverings will only be required when social distancing is not followed.	- Lakeview Academy will disinfect playground/gym equipment regularly as recommended by local health departments.
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	- 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	- Students who are symptomatic will be placed in the quarantine clinic.	- Students receiving IEP services will be in small groups and when possible following social distancing during intervention plans.	- Close physical interaction will be limited and monitored by staff. - Staff will work closely with families and medical providers when providing pull out groups and additional interventions. - Staff will follow all rules as expected unless approved accommodations are implemented.	- Face coverings will be required. Any accommodations to this rule will be in writing and only allowed during specific times, allowing all students access to information and learning.	- Staff will work with students to train on healthy practices. - Students will follow hand cleaning as appropriate. - Equipment will be sanitized after used by student.