

School Reopening Requirements Template

Name of LEA

Kane County School District

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:

School Reopening Requirements Template

Contents

Repopulating Schools	2
Communication and Training	2
Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions).....	3
Enhanced Environment Hygiene & Safety	4
School Schedules.....	4
Monitoring for Incidences	5
Containing Potential Outbreaks	5
Preparation Phase	5
Quarantine/Isolation Protocol.....	6
Temporarily Reclosing (if Necessary)	6
Preparation Phase	6
Transition Management Preparation	7
Mitigation Tactics for Specific School Settings	8
LEA Mitigation Strategies for Specific School Settings	8

Repopulating Schools

Communication and Training

State Requirement ("What")	Implementation Plan ("How")
<p>Develop administrator/teacher/staff education and training on school's reopening protocol and action plans</p> <ul style="list-style-type: none"> Educate and train students and caregivers on school's protocols and action plan; post and/or make accessible to school communities Make materials available to families in their respective preferred/primary language 	<p>Faculty and staff will be trained during the district opening institute (August 13, 2020) and provide ongoing professional development during faculty meetings. Additionally, the district's SafeSchools portal will provide training resources.</p> <p>Parents and students will receive the KSD school reopening plans through Remind, district email, newspaper notifications, and available hard copies in the school offices. Administrators will use the Remind portal to record their voice to disseminate the relative information. The need for language translation will be provided on a case-by-case basis. District social media platforms will be utilized. Students will be trained in their individual classrooms on procedures and practices. Additionally, the Kane School District's plan will be provided to the parents in the school registration materials.</p> <p>Point of contact at each school will be the local building administrator.</p>
<p>Appoint a point of contact for each school available for questions or specific concerns.</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>



School Reopening Requirements Template

Accommodating Individual Circumstances (e.g., High-Risk, Personal Decisions)

State Requirement ("What")	Implementation Plan ("How")
Create a process for students/families and staff to identify as high risk ¹ for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements, remote learning or instruction, or work re-assignments	<p>The Kane School District will accommodate high-risk students individually through IEP, 504, and individual health care plans. Parents must complete a district form to identify at-risk students and give the option of blended learning.</p> <p>Teachers will provide live streaming instruction/recording to students at home or in alternative settings. Recordings will be posted to Canvas (7-12) or Google Classroom (K-6).</p> <p>Emotional and social needs will be addressed for teachers and students through school counselors and the district's behavioral health professionals. Teachers will work with building administrators to discuss workloads, office hours and classroom expectations.</p>
Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk	Kane School District will take reasonable steps to mitigate risk factors for employees who identify as high-risk as outlined by Utah Leads Together Plan and by ADA. Employees will work with their building administrator to arrange for the accommodations.
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	<p>Indicate assurances:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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

needed to decrease their risk for exposure to COVID-19

Enhanced Environment Hygiene & Safety

State Requirement ("What")	Implementation Plan ("How")
Develop protocols for implementing an increased cleaning and hygiene regimen	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Faculty and staff will wear face covering (e.g., masks or shields) when physical distancing is not feasible. During small group instruction and in close proximity (6 ft. or less), teachers will wear 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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

School Schedules

State Requirement ("What")	Implementation Plan ("How")
<i>Due to the unique nature of school schedules, USBE has not provided state-wide requirements.</i>	Schools will adjust schedules based on the local health department recommendations. Plan A (All areas including monitoring, face coverings, social distancing, transportation and lunch found in Plan B apply to Plan A). Seat students 6 feet apart where possible; otherwise, students should be seated as far apart as reasonably possible. Plan B If 6 ft. spacing is required: Split students alphabetically with alternating A/B schedules, Monday and Wednesday / Tuesday and Thursday. Fridays: Split alphabetically (A-H / I-Z) and alternate A /B schedules on Fridays. No school-wide assemblies or social gatherings.



School Reopening Requirements Template

Monitoring for Incidences

State Requirement ("What")	Implementation Plan ("How")
Develop administrator/teacher/staff education and training on your LEA's protocol for symptom monitoring	Kane School District will provide in-person and online training of our District plan to administrators, teachers and staff.
Establish a plan to assist families in conducting symptom checking at home	Kane School District will provide the COVID-19 Symptom Checklist informing parents how to symptom check at home.
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	Parents will have access to thermometers and other items as needed to fulfill appropriate symptom checking requirements at the school when needed.
Monitor staff/student symptoms and absenteeism carefully	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educate and promote to staff/students: "If you feel sick; stay home"	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do not allow symptomatic individuals to physically return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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	KSD will coordinate with the local health department and provide training to administrator/teacher/staff for containing potential or positive outbreaks, including contact tracing.
Consult with local health department regarding procedures for tracing a positive COVID-19 case by an employee, student, visitor, or those	KSD will coordinate with the local health department and provide training to administrator/teacher/staff for containing potential or positive outbreaks, including contact tracing.

School Reopening Requirements Template

who have come into contact with an individual testing positive

Quarantine/Isolation Protocol²

State Requirement ("What")	Implementation Plan ("How")
Designate quarantine rooms at each school to temporarily house students who are unable to return home	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Communicate health and safety issues transparently, while protecting the privacy of students and families	KSD will work with the school nurse and/or local health department to communicate health/safety issues to ensure HIPAA guidelines are followed.

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	KSD will provide ongoing training for staff on blended and virtual learning.
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	KSD will work with the local health department to establish a plan to respond to confirmed cases and outbreaks for the temporary closure of a school.
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.	KSD will work with the local health department to establish a plan to respond to confirmed cases and outbreaks for the temporary closure of a school.

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.



School Reopening Requirements Template

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.	KSD will communicate to students, parents and faculty through Remind in case of a temporary closure.
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	Follow plans to limit large group activities and follow UHSAA guidelines for extracurricular sports and activities.

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	<div><div>- Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting</div><div>Kane School District will provide training to faculty and staff through SafeSchools portal with ongoing training in faculty meetings</div></div>	<div><div>- Assign seats and/or small groups to support contact tracing.</div><div>- Teachers will observe student symptoms and send them to the office.</div><div>- Offices will provide a place for self-isolation for students who may be exhibiting symptoms.</div></div>	<div><div>- Keep the same students and teachers or staff with each group to the greatest extent possible (ex para educators assigned to specific classrooms).</div></div>	<div><div>- Maximize space between seating and desks (remove nonessential furniture and equipment from the classroom) to increase student spacing.</div></div>	<div><div>- Students wear face coverings when engaged in small group contact longer than 15 minutes within 6 feet.</div><div>- Students will be distances as far apart as possible</div></div>	<div><div>- Hand sanitizer will be available to all students.</div><div>- Kane School District will provide face coverings to all employees and students.</div><div>- Classrooms will be sanitized between transition times where possible.</div><div>- Proper hand washing and hygiene will be taught to the student.</div><div>- Kane School District will provide training to faculty and staff on classroom cleaning processes.</div></div>
Transitions	<div><div>- Identify high traffic areas and apply floor markings or signage to direct traffic</div><div>Kane School District will identify high traffic areas and apply signage to accommodate directional flow patterns. Exterior doors will be utilized where possible to minimize congregation of students.</div></div>	<div><div>- Where possible schools will utilize exterior doors.</div><div>- Symptomatic students will be isolated and monitored during transition times.</div><div>- Where possible the PA system will be used to remind students to wear their masks during transition times.</div></div>	<div><div>- Doors will be propped open during transition times where possible.</div></div>	<div><div>- Minimize and monitor congregation of students</div><div>- Signage to encourage physical distancing</div></div>	<div><div>- Encourage staff and students to wear masks during transition times.</div><div>- Minimize the length of transition times where possible.</div><div>- Where possible, we will increase airflow to the buildings.</div></div>	<div><div>- Hand sanitizing stations in the halls.</div><div>- Encourage water bottle usage.</div></div>

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.)
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"> - Kane School District will require visitor sign in when needed. - Minimize the number of visitors who enter the schools. - Temperature checks and face coverings required for visitors who enter the school. 	<ul style="list-style-type: none"> - Kane School District will identify entry/exit doors in the buildings. Visitors will be addressed on the exterior of the buildings to identify non-essential/ essential individuals. - Limit non-essential visitors and volunteers to campus and programs. - Temperature checks and face coverings required for visitors who enter the school. - Essential personnel are employees of the district or invited by the admin. - Nonessential personnel will be minimized. 	<ul style="list-style-type: none"> - Kane School District will communicate each school's pick-up and drop-off protocols, which may include designated locations and times. - Designate entry/exit flow paths to minimize congestion and will use outside access points where possible. 	<ul style="list-style-type: none"> - All visitors admitted into the buildings will be temperature checked and required to wear face coverings. 	<ul style="list-style-type: none"> - Hand sanitizer will be made available upon the entry/exit of schools.
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"> - Students will have assigned seating on the bus where possible. - Students from the same household may sit together. 	<ul style="list-style-type: none"> - Limit nonessential activities. - Kane School District will develop protocols and provide training to bus drivers to clean and disinfect seats/ high-touch surfaces. 	<ul style="list-style-type: none"> - Students from the same households may sit together. - Leave seats vacant where possible. 	<ul style="list-style-type: none"> - Kane School District will adhere to the USBE requirements (students, bus drivers, and staff will wear face coverings). - Face coverings will be provided by the district. 	<ul style="list-style-type: none"> - Bus drivers will sanitize their bus after routes/trips.

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"> - Kane School District will designate restrooms for age groups where possible. 	<ul style="list-style-type: none"> - Reduce contact with others where possible. - Signage will be displayed on the restroom doors. 	<ul style="list-style-type: none"> - Reduce contact with others where possible. - Signage will be displayed on the restroom doors. 	<ul style="list-style-type: none"> - Ensure proper airflow and ventilation. 	<ul style="list-style-type: none"> - Proper cleaning protocol will be provided by the district to school custodians and other support staff as needed. PPE (gloves, mask) will be provided by the district).
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 	<ul style="list-style-type: none"> - Where possible, lunch will be provided in the classrooms or have assigned seats in the lunchroom. - Utilize outside eating spaces. 	<ul style="list-style-type: none"> - Kane School District will mark spaced lines and designated serving line flow paths when needed. Where possible, schools will provide lunch in the classroom. 	<ul style="list-style-type: none"> - Staggered lunch schedules will be utilized where possible. - Outdoor eating areas will be made available. - Students will be spaced as far as possible 	<ul style="list-style-type: none"> - Food service workers will wear face coverings. - Staggered lunch schedules will be used where possible. 	<ul style="list-style-type: none"> - Hand sanitizers will be made available prior to and after eating lunch. - Custodians will disinfect high-touch areas. - Social distance signage will be posted. - Remove self-serve salad bars and buffets. - Use disposable plates and trays.
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 	<ul style="list-style-type: none"> - Kane School District will ensure group gatherings are organized with health and safety principles and requirements in place and, as needed, in consultation with local health departments. 	<ul style="list-style-type: none"> - Limit large group in-person gatherings (ex. assemblies, recitals, dances). - Electronic broadcasts will be used to limit large group gatherings. 	<ul style="list-style-type: none"> - Limit large group in person gatherings (ex. assemblies, recitals, dances). - Electronic broadcasts will be used to limit large group gatherings. 	<ul style="list-style-type: none"> - Limit large group in person gatherings (ex. assemblies, recitals, dances). - Electronic broadcasts will be used to limit large group gatherings. 	<ul style="list-style-type: none"> - Limit large group in person gatherings (ex. assemblies, recitals, dances). - Electronic broadcasts will be used to limit large group gatherings.

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.)
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>Choir, physical education, weight lifting, CTE, band.</p>	<ul style="list-style-type: none"> Remove students who may have symptoms. 	<ul style="list-style-type: none"> Kane School District will identify courses that would be more at risk such as choir, physical education, weight lifting, CTE, and band, and work with local health department to mitigate the risks. 	<ul style="list-style-type: none"> 6 ft. spacing for students where possible and utilize alternative spaces. Student numbers may be limited to increase student spacing. Classroom design may be used to accommodate student spacing. 	<ul style="list-style-type: none"> Require face coverings when distance is limited and the activity allows. Choir is an inherently high-risk activity due to the increased level of respiratory output; consider layering several other strategies to mitigate, including conducting in outdoor spaces, space at least 6 feet apart, reduce duration spent face-to-face, use of barriers, increasing airflow and ventilation. 	<ul style="list-style-type: none"> Build time into the schedule to provide sanitation
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 	<ul style="list-style-type: none"> Alternate recess/playground time, and use of outdoor spaces. 	<ul style="list-style-type: none"> Kane School District will ensure recess and playgrounds are managed with health and safety principles and requirements in place and, as needed, in consultation with local health departments. 	<ul style="list-style-type: none"> Limit the number of students on the playground at a particular time. 	<ul style="list-style-type: none"> Students will be educated on the need to social distance. 	<ul style="list-style-type: none"> Kane School District will ensure recess and playgrounds are managed with health and safety principles and requirements in place and, as needed, in consultation with local health departments.
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none"> Provide Plexiglas, 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 	<ul style="list-style-type: none"> Kane School District will provide Plexiglas for circumstances that encourage close contact (speech pathologist, school psychologist). 	<ul style="list-style-type: none"> Kane School District will provide Plexiglas for circumstances that encourage close contact (speech pathologist, school psychologist). 	<ul style="list-style-type: none"> Kane School District will provide Plexiglas for circumstances that encourage close contact (speech pathologist, school psychologist). 	<ul style="list-style-type: none"> Kane School District will provide face shields and have students wear face coverings where possible. Plexiglas dividers will be installed where needed in order to provide appropriate special education services. 	<ul style="list-style-type: none"> Plexiglas and surfaces will be sanitized after student use.

