



School Reopening Requirements Template



Name of LEA

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:



Fast Forward Charter High School Reopening Requirements

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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 <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 	<ul style="list-style-type: none"> • Regularly communicate to staff, students, and families on best practices for at-home preventive care. • Use a variety of audiences including email, voice messaging, website, social media, and print mailings. • Evaluate, improve, and reevaluate school plans, as necessary. • In consultation with local health, pre-write/draft statements for varying situations regarding outbreaks, positives cases, etc. • Train teachers and staff on new school protocols and cleaning procedures.
Appoint a point of contact for each school available for questions or specific concerns.	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



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

State Requirement (“What”)	Implementation Plan (“How”)
Create a process for students/families and staff to identify as high risk ¹ for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements, remote learning or instruction, or work re-assignments.	Students or families that identify as high risk for severe illness will meet with the school counselor to setup online learning until the situation presents itself for their return to in-person learning.
Take reasonable steps to minimize and mitigate risk for employees who identify as high risk.	Employees who identify as high risk will communicate with the school principal to create a plan to best protect their wellbeing.
Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.	<p>Indicate assurances:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Enhanced Environment Hygiene & Safety

State Requirement (“What”)	Implementation Plan (“How”)
Develop protocols for implementing an increased cleaning and hygiene regimen.	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Faculty and staff will wear face coverings when physical distancing is not feasible. As well as, follow any protocol issued

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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	by local health department, state health department, Utah State Board of Education, or Governor’s office.
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>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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>	Students will be staggered throughout the day in an AM and PM schedules. This will allow for smaller class sizes and allow for physical distancing.

Monitoring for Incidences

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring.	At the beginning of the school year and throughout the school year, faculty and staff will be trained in the new procedures that students will be held to (temperature checks, etc.) and how to report students with symptoms to the contact person.
Establish a plan to assist families in conducting symptom checking at home.	<ul style="list-style-type: none"> • Create a pamphlet to educate parents on the at-home expectations for monitoring student health. • Students who have to stay home due to illness or family circumstances will be able to participate in their classes online remotely. • Attendance policy will be flexible to assist with students who are unable to attend due to COVID-19 circumstances.
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements.	If parents or caregivers are unable to check symptoms, then they can request for the school to check the student’s symptoms.
Monitor staff/student symptoms and absenteeism carefully.	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Educate and promote to staff/students: “If you feel sick; stay home”	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>



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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.	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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Containing Potential Outbreaks

Preparation Phase

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on school’s protocol for containing potential outbreaks.	<ul style="list-style-type: none"> • A quarantine area has been designated for students how show symptoms. • A general waiting area has been designated for limited visitors and students with unscheduled needs. • Minor injuries and first aid will be taken care of in the classroom rather than the main office.
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.	<ul style="list-style-type: none"> • Administration will use all tools at their disposal including classroom seating charts, video surveillance, and interviews to identify individuals who may have come in contact with a positive individual.

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	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Communicate health and safety issues transparently, while protecting the privacy of students and families.	Health and safety issues will be communicated with all stakeholders through all communication possible while maintaining privacy for the individual.

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”)
Develop administrator/teacher/staff education and training on school’s protocol for temporarily reclosing schools if necessary.	<ul style="list-style-type: none"> Administration/teachers/staff will be trained during the first of year PD with on-going throughout the school year. Teachers will also receive training on the expectations for continuing education during the closure(s).
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school.	<ul style="list-style-type: none"> Bear River Health Dept. (BRHD) will be consulted with to implement best practices and procedures for the closure and reopening of the 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.	<ul style="list-style-type: none"> BRHD will be notified if any student or family has been infected and a plan will be developed immediately with actions following the examples in the “State Requirement” section.

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.	<ul style="list-style-type: none"> All forms of communication will be utilized (phone, email, text, social media, etc.) to inform all stakeholders of a temporary outbreak.
Review original Continuity of Education Plans that were implemented during the spring 2020 soft closure and analyze lessons learned. Consider making changes accordingly and incorporating into transition management plans.	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Analyze remote learning capabilities.	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Explore extracurriculars/in-person events that may also need to be	<ul style="list-style-type: none"> All large gatherings (50+) will be cancelled until further notice or based upon the recommendations from the Governor’s office, USBE, or BRHD.



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temporarily postponed/canceled or transitioned to virtual.	
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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.

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	<ul style="list-style-type: none"> - Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting 	<ul style="list-style-type: none"> - Teachers will have strict assigned seat policies to ensure that contact tracing is possible. - Teachers will monitor student's appearance and ask for administration/nurse assistance in assessing the well-being of a student. - Thermometer checks will be used if deemed necessary by administration. 	<ul style="list-style-type: none"> - Class size has been reduced to 10-12 students based on the room sizes. 	<ul style="list-style-type: none"> - Desks will be placed 6 feet apart within the classroom. - PE courses will utilize the gym and outdoor field to maximize distancing during high respiratory output. 	<ul style="list-style-type: none"> - Face coverings will be utilized based on the recommendations of the Governor's office, USBE, and BRHD. - Students will sit not facing each other. - Students will also be educated on the appropriate etiquette of sneezing and coughing. 	<ul style="list-style-type: none"> - The last five minutes of each class will be spent cleaning the student desks and surrounding areas. - Teachers will be trained on the appropriate cleaning measure for their classroom. - Classroom teachers will have hand sanitizer available.
Transitions	<ul style="list-style-type: none"> - Identify high traffic areas and apply floor markings or signage to direct traffic 	<ul style="list-style-type: none"> - Video surveillance will be utilized for contact tracing during class transitions that occur in the hallway. - Hallways will be one way. 	<ul style="list-style-type: none"> - Students will all be released at the same time; however, there will be minimal time in the hallway with only 2 minutes of passing period. - All teachers will be in the doorway to monitor student behavior. 	<ul style="list-style-type: none"> - Hallways will be one way. 	<ul style="list-style-type: none"> - Face coverings will be utilized based on the recommendations of the Governor's office, USBE, and BRHD. - Teachers will wear face coverings while standing at the door during passing period. 	<ul style="list-style-type: none"> - Hallways will be swept, and lockers sanitized after each passing period.

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"> - Video surveillance will be utilized for contact tracing during class transitions that occur in the hallway. 	<ul style="list-style-type: none"> - Fast Forward will limit nonessential visitors and volunteers. 	<ul style="list-style-type: none"> - Signage will be posted to encourage physical distancing. - There will be only one entry and exit used within the school. - All entrances and exits will be used to avoid clustering at single points of entry. 	<ul style="list-style-type: none"> - Face coverings will be utilized based on the recommendations of the Governor’s office, USBE, and BRHD. - All visitors will be required to a temperature check and wear a face covering during their visit at Fast Forward. 	<ul style="list-style-type: none"> - Hand sanitizer will be available upon entry/exit to the school.
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 who ride the CVTD to Fast Forward will follow the guidelines laid out by the company. 	<ul style="list-style-type: none"> - Students who ride the CVTD to Fast Forward will follow the guidelines laid out by the company. 	<ul style="list-style-type: none"> - Students who ride the CVTD to Fast Forward will follow the guidelines laid out by the company. 	<ul style="list-style-type: none"> - Students who ride the CVTD to Fast Forward will follow the guidelines laid out by the company. 	<ul style="list-style-type: none"> - Students who ride the CVTD to Fast Forward will follow the guidelines laid out by the company.
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"> - 	<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> - No more than two students will be allowed into a bathroom at a time. - Signage will be posted informing the students. 	<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> - Custodians will disinfect and restock restrooms twice a day.

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.)
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"> - Video surveillance will be utilized for contact tracing during lunch. - There will be only one entry and exit used within the cafeteria. 	<ul style="list-style-type: none"> - Tables will have plexiglass dividers for the individuals at the table and tables will be placed 6 feet from each other. 	-	<ul style="list-style-type: none"> - Students will be expected to have a face covering and wear it when standing in lines and moving around the cafeteria. 	<ul style="list-style-type: none"> - Lunch staff will clean high touch areas and student areas during and after each lunch period. - Disposable plates and utensils will be utilized for lunches with “to-go” boxes being used when usable.
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"> - Video surveillance will be utilized for contact tracing during large gatherings. 	<ul style="list-style-type: none"> - Schools will limit or cancel nonessential gatherings. - Mitigation strategies will be used for safety drills. 	-	-	
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. 	<ul style="list-style-type: none"> - Courses with high risk of spread will be identified and students and families will be informed of the risk prior to or upon registering for the course. 	-	-	<ul style="list-style-type: none"> - Some courses may require students to have and wear face coverings when distance is limited and/or activity requires it. 	<ul style="list-style-type: none"> - Cleaning protocols will be used in increased frequency in between sessions.

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.)
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 	-	-	-	-	-
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 	<ul style="list-style-type: none"> Accommodations will be made for circumstances where close contact is required. All safety precautions will be observed. 	-	-	-	-