

School Reopening Requirements Template

Name of LEA

Davis 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:

<https://resources.finalsite.net/images/v1594657911/davisk12utus/xvfmwrqtsy3cawmbukwm/OpeningSchoolsguide.pdf>

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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>On June 29th, the Davis Learns Together plan was shared with district leadership and principals. On July 3rd, the plan was distributed to all staff and on July 6th to parents and guardians. Distributed in English and Spanish with translations in other languages by request. The Davis Learns Together plan is also available on the district website from the homepage.</p> <p>Training has been and will continue to be provided to principals in coaching sessions and small group meetings from their directors.</p> <p>Videos are available for each of the sections of the “Big Five.” Each section has a video for elementary, secondary and adult audiences. The videos will provide instruction for each of the “Big Five.”</p> <p>At District Summer Leadership, the district opening plan will be a focus of the superintendent’s address to leadership.</p> <p>Under the direction of the school directors, each school will provide clear guidance/training for expectations/procedures to students and families. This will take place in a letter from the school principal to families to go out the first week of August.</p>

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<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>
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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>Staff and families will have the opportunity to voluntarily complete a health check list which will identify health conditions relative to COVID-19. In addition, school nurses will review all health plans and from this data create a quick list. This quick list will assist the Health Department in contact tracing and notification.</p> <p>At-risk staff will have the opportunity to apply to Davis Online. Parents, if they choose that the Davis Learns Together Plan is insufficient for their child may choose Davis Online.</p>
<p>Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk</p>	<p>The “Big Five” identifies steps being taken to minimize and mitigate risk such as face coverings, sanitization, physical distancing, and staying home when sick.</p>
<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>

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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Per State Public Health Order ² , each individual, including an employee, student, or visitor, on school property or on a school bus is required to wear a face covering. See the State Public Health Order for exceptions based on individual circumstances and for certain activities	Face coverings are provided for all students and staff by DSD.
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>	DSD has three schedules that we are prepared to implement depending on the status of COVID-19 in Davis County. The three schedules are Full Opening, Alternate Day, and Soft Closure. The decision to implement any of the three schedule choices will be made by the District in consultation with the Davis County Health Department. The Alternative Day Schedule will provide for in class instruction on alternate days with Friday being a full remote day. This will provide for half the students physically in class with the other half home remotely engaging in instruction. Students will be divided alphabetically K-12 so that students in the same family will be on the same schedule. Accommodations will be made at the building level.

² <https://drive.google.com/file/d/1gNsoR0BYsQXM8MgvG9oWHpNn6KO9NKcK/view>

Monitoring for Incidences

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring	<p>We will adopt the new Utah School Nurse Association (USNA) protocol for symptom monitoring.</p> <ul style="list-style-type: none"> • These protocols will be emailed to all DSD staff. • School nurses will verify each site administrator has the protocols and answer questions. <p>School Nurse will review these protocols in opening staff meetings.</p>
Establish a plan to assist families in conducting symptom checking at home	<p>We will adopt the new Utah School Nurse Association (USNA) checklist for symptom monitoring @ home.</p> <ul style="list-style-type: none"> • This checklist will be posted on the DSD website. • Schools to post the document on their website. <p>School nurses will provide this checklist to families as needed.</p>
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	<p>Thermometers will be available at each school to check for symptoms. Thermometers and additional PPE will be available to families through contact with the school COVID-19 contact person.</p>
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>
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>

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	Each school is required to establish a dedicated health room as well as an isolation room for suspected exposure to COVID-19. Staff will receive symptom identification training from the school nurse.
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	Through a partnership with Davis County Health Department, each elementary school will be staffed with a 19.5 COVID-19 aide and each secondary school with 2 such aides. These aides will work under the direction of the school administrator with COVID-19 responsibilities as well as the school nurse. The COVID-19 aide will be provided training by both the Davis County Health Department as well as the school nurse.

Quarantine/Isolation Protocol³

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	Training will be provided in the area of student and staff health privacy issues. Appropriate information, with protections for privacy, will be shared with the appropriate individuals/groups which may include the district health individual, building principal, staff, and parents.

Temporarily Reclosing (if Necessary)

Preparation Phase

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on school’s	Such a decision will be made by the DSD Board of Education in consultation with the Davis County Health Department. As a

³ “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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protocol for temporarily reclosing schools if necessary	result of the Soft Closure in the Spring of 2020, staff is prepared to move to a reclosing of schools if necessary. Through the use of email and Microsoft Teams, communication will be facilitated to include all faculty and staff.
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	Since February 2020, Davis SD representatives and Davis County Health Department officials have been meeting at least weekly. These meeting will continue weekly until the pandemic is completed.
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.	All decision relative to school schedules and potential change in delivery will be made by the DSD School Board in consultation with the Davis County Health Department.

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	Communication procedure will flow from the School Board to the Superintendent, to the school directors, to the school principals to the staff and families in the respective school.
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 temporarily postponed/canceled or transitioned to virtual	<p>Schools are creating protocols, which can be found in their individual plans, regarding postponement or cancelation of extracurricular/in person events.</p> <p>Coordination at the high school level will be made with our region partner schools.</p>

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.

Per [State Public Health Order](#), each individual, including an employee, student, or visitor, on school property or on a school bus is required to wear a face covering. See the State Public Health Order for exceptions based on individual circumstances and for certain activities.

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"> - Students will be assigned seats/work areas to facilitate contact tracing. - Students and staff suspected of illness will be sent to the nurse station/room for evaluation. 	<ul style="list-style-type: none"> - Identify and utilize unused large spaces such as gymnasiums, stages, auditorium, lunch area for classroom space. - Maximize classroom space for physical distancing 	<ul style="list-style-type: none"> - Minimize transition time and address schedules to provide for maximum physical distancing. - Have teachers and staff rotate from classroom to classroom rather than students. - Attempt to keep students in cohorts. 	<ul style="list-style-type: none"> - All employees will be provided and required to wear face coverings when within a 6-foot distance. - Each employee will be issued a cloth face mask and face shield. - Where required and requested, additional PPE will be available to staff. - Where possible, improved air filters and increased air flow. 	<ul style="list-style-type: none"> - All individuals will be required to sanitize hands entering and exiting classrooms and similar spaces. - All classrooms and areas will be provided either hand sanitizers and/or sinks to facilitate hand sanitization. - Desks and workspaces will be disinfected after each use. - All schools will be provided electrostatic cleaning machines.

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 	<ul style="list-style-type: none"> - Students and staff suspected of illness will be sent to the nurse station/room for evaluation 	<ul style="list-style-type: none"> - Student walk on the right side of the halls, to allow for the smooth flow of foot traffic - Designate set patterns for the flow of foot traffic - Stagger transition times - Excuse/release students in an orderly manner so as not to have all released at one time. - 	<ul style="list-style-type: none"> - Eliminate use of hallway lockers and allow for backpacks in classrooms - Instruct and practice movement outside the classroom with students to provide for appropriate physical distancing - Have protocols for drop off and pick up of students. 	<ul style="list-style-type: none"> - Enforce face coverings 	<ul style="list-style-type: none"> - Provide and require use of hand sanitizers throughout the building
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"> - Volunteers and visitors will be required to submit to a temperature check, a symptom checklist and face coverings to enter the building. - Maintain only one visitor entry/exit point per school. 	<ul style="list-style-type: none"> - Utilize sign in and sign out procedures that include location being visited. - Provide for floor and direct signage. - Provide for hand sanitizing stations where visitors enter the building. 	<ul style="list-style-type: none"> - Provide for floor and direction signage. - Provide for visitors' instruction in the DSD Big Five. 	<ul style="list-style-type: none"> - Ensure that all visitors who clear the checkpoint are wearing face coverings at all times. 	<ul style="list-style-type: none"> - Hand sanitizing stations at entrances. - PPE available for all visitors who do not have their own.
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 	<ul style="list-style-type: none"> - Isolate potentially sick students at the front of the bus and notify school to isolate and check for symptoms. 	<ul style="list-style-type: none"> - Seating chart for all busses - Hand sanitizing station at the front of the bus required to be used by all riders. 	<ul style="list-style-type: none"> - Assigned seating - Where possible, only one student per seat or staggered seating. - Bus is disinfected before and after every route. 	<ul style="list-style-type: none"> - Mandatory face coverings for all individuals on the bus. 	<ul style="list-style-type: none"> - Hand sanitizing upon entering and exiting the bus.

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"> - Where possible, limit bathroom use to specific grades/classrooms. 	<ul style="list-style-type: none"> - Limit the use of bathrooms by groups or classrooms. - Signage in restrooms reminding of 20 second rule. 	<ul style="list-style-type: none"> - Facilitate bathroom use to facilitate smaller groups of students at a time 	<ul style="list-style-type: none"> - Ensure face coverings of all students and staff. - Increase air filtration and air flow 	<ul style="list-style-type: none"> - Video produced on how to hand wash - Ensure that bathrooms are always stocked with soap and towels. - More frequent cleaning of bathrooms by custodial staff.
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"> - Identify and send sick students to the nurse station. - Providing when possible seating charts and/or schedules to facilitate contact tracing 	<ul style="list-style-type: none"> - Additional lunchroom monitors - Signage to facilitate spacing and traffic flow - Eliminate the need for students to use keyboard to enter number 	<ul style="list-style-type: none"> - Allow non-traditional places to eat such as outside, hallways, classrooms. - Signage to facilitate spacing and traffic flow 	<ul style="list-style-type: none"> - Use of face covering at all times other than when eating. - Attempt to limit loitering in the lunchroom. 	<ul style="list-style-type: none"> - Hand sanitizing station in the cafeteria required to be used on entry and exit by all students. - Increased cleaning protocols.
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"> - Signage for illness protocol for denial of entry of potentially sick individuals - Have thermometers available for symptom checking. 	<ul style="list-style-type: none"> - Enforce face coverings and physical distancing. - Control for crowd size appropriate to venue - Ensure physical distancing for school day activities - 	<ul style="list-style-type: none"> - Consider virtual gatherings whenever possible. - During the school day, ensure 6-foot physical distancing. - Limit number of tickets for the venue. 	<ul style="list-style-type: none"> - Required face coverings to enter venue - Increased air filter and air flow. 	<ul style="list-style-type: none"> - Hand sanitization stations throughout venue. - Cleaning of high touch points.

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 	<ul style="list-style-type: none"> Identify and send potentially sick student to nurse station. 	<ul style="list-style-type: none"> Work with health department and department directors to provide for guidance as to maintaining educational quality while maximizing health. Guidance will be provided to all teachers of unique courses such as fine arts, CTE, etc. 	<ul style="list-style-type: none"> Use large areas for larger groups of students. Require for seating charts which maximize physical distancing. 	<ul style="list-style-type: none"> Require face coverings when possible. Increased air filtration and air flow When face covering is educationally inappropriate, emphasize six-foot distancing and contact time of less than 15 consecutive minutes. 	<ul style="list-style-type: none"> Hand sanitizing stations in all classrooms. Provide for cleaning of equipment before and after use. Limit or eliminate the sharing of instruments/equipment
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"> Identify and isolate students who exhibit symptoms. Refer to the nurse room. 	<ul style="list-style-type: none"> Schedule for all use of the playground so as to facilitate contact tracing. 	<ul style="list-style-type: none"> Schedule recess so that fewer students are there at a time. Establish guidelines to provide activities for students that require physical distancing. Monitor of groups by recess monitors. 	<ul style="list-style-type: none"> Ensure that all students appropriately wear face coverings. 	<ul style="list-style-type: none"> Cleaning of outside equipment by a quaternary disinfectant before and after recess groups.
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 Reference State Public Health Order for face covering exceptions based on individual circumstances 	<ul style="list-style-type: none"> Identify and isolate student who exhibit symptoms. Refer to the nurse room. Emphasize to parents to keep sick children home. 	<ul style="list-style-type: none"> Seating charts to facilitate contact tracing. Attempt to limit close contact time between and among students and staff to less than 15 consecutive minutes. 	<ul style="list-style-type: none"> Use available non-traditional spaces to work with students. 	<ul style="list-style-type: none"> All staff will be provided with a cloth face mask and a face shield. Additional PPE (gloves/gowns) are also available on request. When face covering is educationally inappropriate, emphasize six-foot distancing and contact time of less than 15 consecutive minutes. 	<ul style="list-style-type: none"> Hand sanitizing stations in all classrooms. Staff to educate students on how to maintain physical hygiene. Increased cleaning of high touch points and linear surfaces.