**Utah State Board of Education**

# School Reopening Requirements Template

Name of LEA     Vanguard Academy Charter School

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://ww.vanguardcharter.org/about/reopening-plan/

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<br><br>● Educate and train students and caregivers on school's protocols and action plan; post and/or make accessible to school communities<br>● Make materials available to families in their respective preferred/primary language | ● The Vanguard Academy Building Leadership Team, in consultation with our nursing team, will continue to communicate safety guidelines and protocols, and provide training and support for employees and students.<br><br>● Teachers will be supported through their grade level and department teams, Vanguard professional learning opportunities, and Academic Operation Managers.<br><br>The Reopening Plan, approved by Vanguard's governing board, follows guidelines issued by the Utah County Health Department and the Utah State Board of Education. Updates will be emailed and posted online.<br><br>● School personnel at Vanguard will be available for questions or specific concerns. Concerns and questions can be mailed to kathleen.kingston@vanguardcharter.org. |
| Appoint a point of contact for each school available for questions or specific concerns. | **Indicate assurance:**<br><br>☒ Yes |

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|  | ☐ 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 | 1. Process students/families and staff to identify as high risk for severe illness due to COVID-19.<br>    a. Students/families may identify as high risk for severe illness due to COVID-19 by contacting the Counseling Center to be set up for alternate learning arrangements or receive a 504 Plan where special accommodations will be made.<br>    a. Staff may identify as high risk for severe illness due to COVID-19 by contacting the Human Resource office where work re-assignments or accommodations may be made.<br>2. Process for students/families & staff who identify as high risk due to COVID-19 to request alternate learning arrangements, remote learning, or instruction, or work re-assignments.<br>a. Students/families will meet with the school counselor to determine the level of risk and needs for alternate learning arrangements. A 504 Plan will be determined and carried out.<br>a. Staff will meet with the Human Resource department to determine accommodations and best placement for staff working assignments.<br>2. Options available for students/families and staff to identify as high risk for severe illness due to COVID-19.<br>a. Student's Options<br>.Every course at Vanguard will be set up as a dual live/online course. All assignments will be available through Vanguard's Canvas grading system. All content available through the live class will also be made |

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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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| | available online through Canvas. Each teacher will provide policies and procedures of what the online coursework will look like in their classroom. Student's will have the option of completing coursework outside of the classroom through an online approach if needed. Student's may be allowed to check out a Chromebook and/or hotspot when needed.<br><br>i.Students may also be given special accommodations with masks, shields, distant seating arrangement, etc. that will give them extra protection from possible illnesses.<br><br>a.      Staff that has identified as high risk may choose to teach remotely and/or at a distance from the students. Staff members may be assigned a facilitator/assistant to provide close proximity instruction when needed. |
| Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk | Steps will be taken to maintain cleanliness and disinfect areas to minimize or mitigate risk for employees who identify as high risk.<br><br>Staff members may also be provided with extra protection such as masks, shields, and a distant work environment. |
| 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:**<br><br>☒   Yes<br><br>☐   No |

## Enhanced Environment Hygiene & Safety

| State Requirement ("What") | Implementation Plan ("How") |
|---|---|
| Develop protocols for implementing an increased cleaning and hygiene regimen | **Indicate assurance:**<br>☒    Yes<br>☐    No |

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| 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 | Vanguard Academy will provide face coverings (masks, face shields, etc.) for all staff and students along with training with information for all stakeholders according to the State Public Health Order and provide updates.

**Guidelines for Staff**

● Every employee and student will be expected to have a mask or face covering and wear it in common areas, in classrooms, during transition times, and when arriving and dismissing from school. Allowances may be made under the discretion of the teacher with appropriate distancing.

● Wash your hands frequently and avoid touching your face. Provide opportunities for students to wash their hands.

● Be mindful of your own, students' and co-workers' health and safety concerns.

● Follow protocol for maintaining a disinfected/sanitized environment. |
| 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:**<br><br>☒   Yes<br><br>☐   No |

## School Schedules

| State Requirement ("What") | Implementation Plan ("How") |
|---|---|
| *Due to the unique nature of school schedules, USBE has not provided state-wide requirements.* | |

# Monitoring for Incidences

| State Requirement ("What") | Implementation Plan ("How") |
|---|---|
| Develop administrator/teacher/staff education and training on your LEA's protocol for symptom monitoring | Staff professional development will be provided professional development via live sessions and/or Zoom conferences as part of our beginning of year onboarding |

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[2] https://drive.google.com/file/d/1gNsoR0BYsQXM8MgvG9oWHpNn6KO9NKcK/view

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| | PD and will be available through our staff resources on our website. |
| | **Symptom Monitoring Guidelines** |
| | ● Each department should implement monitoring measures to assist students, staff and visitors in checking for symptoms. |
| | ● Thermometers will be provided to utilize as part of the school plan. |
| | ● Monitor staff and student symptoms and absenteeism. |
| | ● Students and employees showing COVID symptoms should not return to school or work until they have followed all of the criteria established by the local health department or their health care provider. |
| Establish a plan to assist families in conducting symptom checking at home | We will obtain and provide informational flyers from county health departments.  Flyers will be available on our web page, in our offices, and in our student registration packets. |
| | **Guidelines for Parents** |
| | ● Monitor your child each morning for symptoms and do not send them to school if they exhibit any of the following: |
| | ○ Fever greater than 100.4 degrees |
| | ○ Cough, shortness of breath, or difficulty breathing |
| | ○ Chills or muscle aches ○ Sore throat |
| | ○ Can't smell/loss of sense of taste |
| | ○ If exposed to someone who has tested positive for COVID-19 in the last two weeks |
| | ● If symptoms of COVID-19 are present, follow the protocol from the school nursing team and/or contact the Salt Lake County Health Department, 385-468-4100 (see the "COVID-19 Screening Flowchart" attached below). |

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| Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements | Thermometers will be provided for use in our front entry as part of the school plan for families who do not have access to them at home. |
| Monitor staff/student symptoms and absenteeism carefully | **Indicate assurance:**<br><br>☒ Yes<br><br>☐ No |
| Educate and promote to staff/students: "If you feel sick; stay home" | **Indicate assurance:**<br><br>☒ Yes<br><br>☐ 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:**<br><br>☒ Yes<br><br>☐ 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 | Staff professional development will be provided professional development via live sessions and/or Zoom conferences as part of our beginning of year onboarding PD and will be available through our staff resources on our website.<br><br>● Vanguard has identified a quarantine area for students and staff who are sick and unable to return home.<br><br>● If symptoms of COVID-19 are present, follow the protocol from the school nursing team and/or contact the Salt Lake County Health Department, 385-468-4100. |
| 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 | We will monitor available flyers and information on the Salt Lake County Health Department website and provide regularly updated information to families via our school's SwiftK12 communication system as well as on the school's website.<br><br>If symptoms of COVID-19 are present, we will follow the protocol from the school nursing team and/or contact the Salt Lake County Health Department, 385-468-4100. |

| | We will utilize assigned seating for students and specific rooms for teachers and staff for ease in identifying those who have come into contact with individuals testing positive. |
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## Quarantine/Isolation Protocol[3]

| State Requirement ("What") | Implementation Plan ("How") |
|---|---|
| Designate quarantine rooms at each school to temporarily house students who are unable to return home | **Indicate assurance:**<br>☒ Yes<br>☐ No |
| Communicate health and safety issues transparently, while protecting the privacy of students and families | The Reopening Plan, approved by Vanguard's governing board, follows guidelines issued by the Utah County Health Department and the Utah State Board of Education. Updates will be emailed and posted online. |

# 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 | Student and department progress will be monitored and measured through weekly and/or monthly Management Reporting Packets (MRP).<br><br>Education and Training will be provided prior to school opening and will be ongoing and updated as needed on a weekly basis. Training will be provided via video conferencing software such as Zoom and the Big Blue Button. |
| Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school | If symptoms of COVID-19 are present, follow the protocol from the school nursing team and/or contact the Salt Lake County Health Department, 385-468-4100.<br><br>Students and employees showing COVID symptoms should not return to school or work until they have followed all of the criteria established by the local health department or their health care provider. |

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[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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| | If the number of confirmed cases warrant moving to a temporary closure, Vanguard will follow distance learning protocols. Student and department progress will be monitored and measured through weekly and/or monthly MRP. |
| 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. | ● If symptoms of COVID-19 are present, follow the protocol from the school nursing team and/or contact the Salt Lake County Health Department, 385-468-4100 (see the "COVID-19 Screening Flowchart" attached below).<br><br>● Students and employees showing COVID symptoms should not return to school or work until they have followed all of the criteria established by the local health department or their health care provider.<br><br>● Vanguard has identified a quarantine area for students and staff who are sick and unable to return home.<br><br>● Staff and students will employ the sanitize & cleaning process. |

## 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 | Vanguard's primary mode of communicating information out to parents and staff is via the SwiftK12 software embedded within PowerSchool.<br><br>We will also utilize GroupMe instant messaging system, email, website postings and weekly family newsletters. |
| 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:**<br><br>☒ Yes<br><br>☒ No |
| Analyze remote learning capabilities | **Indicate assurance:**<br><br>☒ Yes<br><br>☐ No |
| Explore extracurriculars/in-person events that may also need to be | Extracurricular activities will be analyzed individually, some will include mask wearing and social distancing where |

| temporarily postponed/canceled or transitioned to virtual | possible. Other events will be postponed or canceled, or may be moved to an online platform rather than in-person. |
|---|---|

## 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.
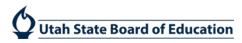
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| Setting | State Requirement(s) | Mitigation Tactics | | |
| --- | --- | --- | --- | --- |
| | | Isolate Symptoms | Minimize Outbreak Probability | Physical Distan |
| | | (e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.) | (e.g., group size, interaction with multiple groups, etc.) | (e.g., maintaining distance, c interaction, frequency of tra |
| Classrooms | - **Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting** | - Utilize quarantine room for students with symptoms. | - Train teachers and provide cleaning materials for reusable materials such as calculators | - Minimize furniture a in classrooms to pro space to more easily student seating. |

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| Setting | State Requirement(s) | Mitigation Tactics | | Physical Distan |
|---------|----------------------|-------------------|--|----------------|
| | | Isolate Symptoms | Minimize Outbreak Probability | |
| | | (e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.) | (e.g., group size, interaction with multiple groups, etc.) | (e.g., maintaining distance, c interaction, frequency of trav |
| Transitions | - **Identify high traffic areas and apply floor markings or signage to direct traffic** | -Vanguard has a dedicated quarantine room that will be used as needed. | - Vanguard will implement staggered transition times. | - Students will be train maintain 6 ft distanci expectation of wearin masks/face covering |
| Entry/Exit Points | - **Establish protocols for any visitors and non-regular staff, including at a minimum temperature checking and the wearing of face coverings**<br>- **Establish protocols for drop-off/pick-up and communicate updates and expectations to families**<br>- **Limit nonessential visitors and volunteers to campuses and programs; each school is to determine essential versus nonessential** | - Students, staff and visitors will not be allowed to enter or remain if they are exhibiting symptoms of illness according to health department guidelines. | - Temperature of visitors and students exhibiting signs of illness will be checked at the front entry | - Vanguard has design and exit doors at wh and distancing guide monitored and follow |

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| Setting | State Requirement(s) | Mitigation Tactics | | Physical Distan |
| --- | --- | --- | --- | --- |
| | | Isolate Symptoms | Minimize Outbreak Probability | |
| | | (e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.) | (e.g., group size, interaction with multiple groups, etc.) | (e.g., maintaining distance, c... interaction, frequency of trav... |
| | - **Designate entry/exit flow paths to minimize congestion** | | | |
| Transportation | - **Develop protocols for minimizing mixing of students from different households and regularly cleaning and disinfecting seats and other high-touch surfaces**<br>- **Implement strategies to ensure driver safety** | - Students and staff will have their temperature checked prior to entering a Vanguard vehicle and testify that they do not have COVID-19 symptoms. | - Vehicles will be limited to only a necessary number of people at a time. Students/staff will maintain distance and close interaction in the vehicle. | Students and staff will p... distancing to reduce ris... number of students in a... time will be limited by p... empty seat between ea... passenger. Vehicle use... to a minimum. |

| | | Mitigation Tactics | | |
|---|---|---|---|---|
| Setting | State Requirement(s) | Isolate Symptoms | Minimize Outbreak Probability | Physical Distan |
| | | (e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.) | (e.g., group size, interaction with multiple groups, etc.) | (e.g., maintaining distance, c interaction, frequency of trav |
| Restrooms | - **Provide education and display signage on proper hand hygiene**<br>- **Create schedule for cleaning high-touch areas (e.g., faucets, paper towel dispensers, door handles)**<br>- **Ensure PPE (gloves, masks) is available for staff providing support in restrooms, including custodians**<br>- **Provide training for proper cleaning protocols for COVID-19** | We will ensure that any student in isolation will use the single-user restroom alone and the restroom will be sanitized immediately after they're done. | - Sanitize high-touch areas frequently | - Limit number of stud bathroom at one tim |
| Cafeterias | - **Mark spaced lines and designate serving line flow paths**<br>- **Remove self-service salad bars and buffet**<br>- **Student hand hygiene routines (i.e., hand washing or sanitizer) before and after meal services**<br>- **Increase cleaning and disinfecting of high-touch areas** | Students will be trained how to follow marked lines and line flow patterns at lunch.  We will serve a grab and go meal each day.<br>Students in isolation will eat lunch in the quarantine room.  All areas will be cleaned and disinfected on a scheduled time line several times throughout the lunch service. | - Frequent sanitization of high-touch areas.  Self-service stations will be eliminated and designated serving staff will prepare grab and go meals. | - Designated service f markings on the floo |

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| | | Mitigation Tactics | | |
|---|---|---|---|---|
| Setting | State Requirement(s) | Isolate Symptoms | Minimize Outbreak Probability | Physical Distan |
| | | (e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.) | (e.g., group size, interaction with multiple groups, etc.) | (e.g., maintaining distance, c interaction, frequency of trav |
| 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** | - Limit assemblies where and when possible and utilize online platforms such as Canvas and Zoom along with our website to improve student engagement and involvement. | - Limit assemblies where and when possible and utilize online platforms such as Canvas and Zoom along with our website to improve student engagement and involvement. | Break into smaller g example 2 grade leve instead of the whole<br>- Where possible mov posted on Canvas |
| 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** | Students will already be self-monitoring their symptoms, and structures are currently in place to track which students are in each class.<br><br>- | Group sizes will be consistent and minimal sizes.<br><br>Students will stay in the same teams to limit multi group interaction.<br><br>- | Athletics and Choirs will b allow maximum distancing<br><br>Groups will be spaced in t classrooms for Foods and<br><br>Students will be asked to v when carpooling.<br><br>- |

# K-12 Reopening Plan Assurances

| Setting | State Requirement(s) | Isolate Symptoms | Minimize Outbreak Probability | Physical Distan |
|---|---|---|---|---|
| | | (e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.) | (e.g., group size, interaction with multiple groups, etc.) | (e.g., maintaining distance, c interaction, frequency of trav |
| 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** | - Students will be closely monitored to maintain appropriate distancing and other safety guidelines as outlined by the SL County health department, particularly during lunch time when students are in the lunchroom, fields and courts. | - Students will be closely monitored to maintain appropriate distancing and other safety guidelines as outlined by the SL County health department, particularly during lunch time when students are in the lunchroom, fields and courts. | - Students will be cl monitored to main appropriate distan other safety guide outlined by the SL health departmen particularly during when students are lunchroom, fields |
| 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**<br>- **Reference State Public Health Order for face covering exceptions based on individual circumstances** | Students will already be self-monitoring their symptoms, and structures are currently in place to track which students are in each class.<br><br>- | Group sizes will be consistent and minimal sizes.<br><br>Students will stay in the same groups to limit multi group interaction.<br><br>- | Special Education and Co Services/appointments wil allow maximum distancing<br><br>Groups will be properly sp classrooms for Group stud meetings.<br><br>Students will be asked to v Plexi-glass will be used be and students.<br><br>- |

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