



Reopening Plan After COVID-19

Framing

With the ever changing COVID-19 information, it is impossible to plan concretely for what will happen in the fall. Our goal is to create a flexible plan, with numerous scenarios and considerations, that can be deployed as needed next year. It is our belief that any one of our presented scenarios could happen next year at any time. Our goal in developing this reopening plan is not to name every action that schools will take, but rather, work with the Board and other stakeholders to identify where our plan could use additional feedback. As we finalize specific parts of the plan, we will share those with the pertinent stakeholders.

In order to ensure that we have stakeholder support, we would propose the creation and utilization of a COVID-19 Development Team. We envision the primary responsibilities of that team to be:

- A team made of representatives from various stakeholder groups
- Create a communication plan that can be deployed utilizing multiple methods of communication
- Assist with developing, implementing, and modifying the reopening plan
- Develop predetermined responses to questions and concerns from community members
- Remain open and receptive to ideas and suggestions
- Determine the most essential needs and resolve those first

Needs Based Inventory

- Scholars
 - Determine how many scholars are expected to enroll to determine class size [Will we have parents choose to keep students home if they are uncomfortable sending them? Is this an option for them? Do we have to provide an online education?](#)
 - Determine how many scholars have pre-existing conditions
 - Determine percentages of how scholars arrive/depart from school
- School Staff
 - Determine how many adults are on staff
 - Determine how many adults have pre-existing conditions or are in an at-risk population
 - Determine how many substitutes will be needed
- Technology
 - Determine how many devices are available/needed
 - Determine how many hotspots are available/needed
 - Determine how many scholars have access to devices and/or internet
- Buses
 - Determine how many busses are available
 - Determine if bus companies have their own policies around social distancing

- Determine max capacity of busses based on occupancy percentages

Scenarios

Scenario 1: 100% Occupancy	Scenario 2: Partial Occupancy	Scenario 3: 100% Virtual	Scenario 4: Intermittent Virtual
<ol style="list-style-type: none"> 1. Review buildings, space options, and reconfigure layouts 2. Determine staff who fall into health-risk categories and consider implications 3. Plan for daily student schedules that limit and/or monitor student movement. 4. Consider all after-school and during school enrichment 5. Determine procedures recommended by local officials 6. Consider transportation safety and social distancing measures on buses and bus routes 7. Develop clear daily cleaning protocols 8. Determine visitor policies and protocols 9. Determine virus exposure self-reporting procedures 10. Create signage, visuals, and markings to communicate student expectations 11. Review budget and make adjustments based on 	<ol style="list-style-type: none"> 1. All considerations in Scenario 1 and 3 2. Determine staff availability for both environments 3. Determine schedule options to best fit student needs, logistics, and planning, including: <ul style="list-style-type: none"> - Specific schedules for certain days of the week - Allowing students to access virtual learning at a time that works best for them - Having some students virtual and other students in buildings with rotating weekly schedules - Having students come to building for specified days and activities (tests, unit introductions, etc.) <p><i>Consider teachers planning for simultaneous online and in-class instruction each week. This sounds like double duty.</i></p> 5. Determine fair and equitable attendance policies 6. Plan for additional virtual professional development and support for staff 	<ol style="list-style-type: none"> 1. Review successes and challenges from CLP and address areas of growth <i>Staff input would be very valuable here. It would be great to collaborate with everyone in order to improve our google classrooms. Possible PD...? I concur-Golson</i> 2. Solidify food service processes, device distribution, delivery sites, and communication plans 3. Plan for additional device and connectivity access 4. Determine platform/tools needed for virtual learning 5. Schedule ongoing staff training 6. Plan for hotline for virtual needs 7. Review/strengthen parent communications, virtual supports, regular family surveys , and offering parent PD sessions 8. Define attendance expectations and time on schooling by grade 9. Determine security and honor code protocols to transition to online tests 10. Identify possible funding sources to provide connectivity and devices needed 	<ol style="list-style-type: none"> 1. All considerations from Scenario 3 2. Develop policies and procedures that clarify expectations if shifts have to occur quickly, including: <ul style="list-style-type: none"> - What students take home with them daily - Student/teacher communication protocol 3. Consider planning to have at least one day each week as virtual learning to prepare and practice transitioning between virtual and in-person instruction <p><i>Remind parents to have emergency childcare on the ready for when we have an unexpected shut down.</i></p> <p><i>Teacher question: What will technology availability look like? Will we have greater access to technology?</i></p>

decisions	7. Consider how to organize teacher leaders to plan lessons and support for 2020-21	11. Consider ways to organize alternative fundraising efforts from a virtual setting	
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Provide Enhanced Learning Supports

- Develop a plan for assessing students within the first couple of weeks of their return to school in order to identify any learning gaps or areas in which students need to be accelerated in their learning.
- Develop a plan to provide enhanced learning supports to students who are experiencing significant learning gaps or students who could benefit from learning acceleration.
- Give teachers time to collaboratively plan and realign curriculum to account for lost learning.
- Provide access to counseling services for students and staff who may be struggling with the effects of the COVID-19 pandemic.
[Could we dedicate advisory time to address the social/emotional needs of the students re:COVID19? I think we need to take charge of addressing these needs rather than wait for an incident or for students and families to ask for help. It would benefit staff and students. There are Webinars available for educators to learn how to address these social/emotional needs upon reopening.](https://learningpolicyinstitute.org/issue/covid-19-resources#health)
<https://learningpolicyinstitute.org/issue/covid-19-resources#health>

Preparing the School Building

- Follow and stay up-to-date on guidelines and best practices for cleaning and sanitizing the school building.
- Update the facility cleaning plan to include ongoing stringent cleaning protocols for shared spaces
- Create floor markings for adapted plans to direct foot-traffic flow and help students and staff maintain a safe distance with a special focus on:
 - Arrival
 - Dismissal
 - Big groups/Townhalls
 - Passing periods
- Reengage facility vendors to ensure availability and support in answering questions related to your facility's needs
- Complete inspections and repairs of all building systems to ensure the building is ready to go; leverage vendors as needed
 - Alarm Systems
 - Heating and cooling systems
 - Plumbing
- Prominently display signs of COVID-19 symptoms and steps for preventing the spread of the virus.
- Reconfigure shared spaces to encourage social distancing practices.
 - Classrooms
 - Offices
 - Meeting rooms
 - Lunch Rooms
 - Gym
 - Playground
 - Other shared scholar spaces
- Install protective panels for frontline office team members.

Create and Communicate Social Distancing Plan

- Develop school wide social distancing strategies.

- Restrict the use of spaces that don't allow for social distancing.
- Prohibit large groups of scholars, faculty and family members from gathering in shared spaces until it has been deemed safe to do so.
- Develop social distancing guidelines and protocols for school guests and visitors
- Communicate the social distancing strategies you will be implementing with staff, students and parents.

Promote Staff and Scholar Sanitation and Hygiene

- Stock classrooms and common meeting and gathering spaces with cleaning and disinfecting supplies.
 - Face tissues
 - Hand sanitizer
 - Disinfecting wipes
 - Hand washing stations
- Ensure the school is stocked with personal hygiene equipment.
 - Face masks
 - Gloves
- Educate students and their families on proper personal hygiene and sanitation practices.
- Limit the number of shared items in the classroom.
 - Provide or have students provide personal supplies (i.e. pens, pencils, crayons, scissors, glue sticks, etc.). *How will this work out after we've been home since mid - March. After the prolonged absence, Scholars would definitely need conceptual understanding in math. I would need support in providing concrete instruction without the usage of math manipulatives. Those would be considered shared supplies, correct?*
 - Limit the touching of certain items such as remotes, light switches, projectors, other technology items to the teacher.
 - Ensure items that must be shared are wiped down after each use
- Develop the practice of having teachers and students clean their personal workspace and tools.
 - Incorporate a daily routine of having students help clean their classrooms and learning tools.
- Provide students with the opportunity to wash their hands throughout the day.
 - Have teachers incorporate hand washing into their daily schedules and especially before consuming food.
- Develop a plan for ensuring that lunch room spaces are sanitized and students are protected.
 - Install plexiglass shields in the food service line.
 - Ensure food service workers are wearing gloves and masks.
 - Provide more spacing between students at tables.
 - Provide grab and go lunches.

Monitor Staff and Scholar Health

- Track staff and student absenteeism.
- Make sure attendance and sick leave policies are flexible enough to encourage individuals who are ill to stay home.
- Ensure school staff is trained to recognize signs that a scholar is ill and how to care for him
- Hire or contract for school nursing services.
- Notify families when a student or staff member has tested positive for COVID-19
- Educate families on when they should make the decision to keep their child home due to illness.
- Consider temperature screening.
- Designate a specific enclosed room and protocol to isolate any person with COVID-19 symptoms.
- Utilize contact tracing to prevent the spread of the virus.
- Review and, as necessary, revise human resource policies related to illness and support for caregivers

Will vaccination requirements be delayed to the delay in services from caregivers?

Create an Emergency Plan for Outbreaks

- Carefully monitor national, state and local COVID-19 virus spreading indicators. Develop protocol for isolating and individual exhibiting COVID-19 symptoms
- Develop a communication plan for notifying staff, parents and community officials in the event that a student or staff member tests positive for COVID-19.
- Develop guidelines for when the school staff close due to an outbreak and move to an online learning environment
- Develop and continue to make improvements to a robust digital and remote learning plan [We should consider investing in quality, on-line learning programs.](#)
- Develop a plan to provide for for scholars eligible for free and reduced-price meals
- Determine how financial impacts from COVID-19 will impact your school's budget.