



COVID-19 Reopening Plan

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INTRODUCTION

A. Purpose of the Plan

In order to minimize and mitigate the risk of COVID-19 as Utah's students return to schools in the Fall of 2020, the Utah Board of Education and the Utah Governor's Office of Management and Budget are requiring each local education agency to develop comprehensive reopening plans. The local school board or charter school governing board must approve these plans in an open and public meeting. The approved plan must be made available to the public on the LEA's and schools' websites by August 1st, 2020.

Renaissance Academy recognizes the need to return students to the classroom in order to provide the best educational opportunities. The LEA leadership understands the challenges presented by COVID-19 and hopes to use this plan to minimize and mitigate the exposure students, staff, and visitors face during school hours and school events. Potential exposure to the virus cannot be eliminated completely. This plan seeks to balance the need for students to be in the classroom, the ability for families to decide what is in their best interest, and mitigating requirements to minimize potential exposures to the virus.

This plan will cover the following areas, as required by the USBE:

- Repopulating Schools
 - Communication and Training
 - Accommodating Individual Circumstances (e.g. high-risk, personal decisions)
 - Enhanced Environment Hygiene and Safety
 - School Schedules
- Implementation of Mitigation Actions in School Settings
 - Classrooms
 - Transitions Between Spaces
 - Office Spaces
 - School Transportation
 - Restrooms
 - Cafeterias
- Monitoring for Incidences
- Containing Potential Outbreaks
- Temporarily Reclosing (if necessary)






B. Duration of Plan

The protocols outlined in the plan will be in place as long as required by the Utah Governor's Office, the Utah State Board of Education, and the Utah County Health Department. Once this plan is no longer required, Renaissance Academy will return to normal operations, taking into account the lessons learned throughout the COVID-19 pandemic.






C. Principles of Virus Spread & Transmission¹

In designing the plan, the following guiding principles were used to guide decisions and new protocols to address COVID-19. Understanding the virus and how it spreads is key to minimizing and mitigating potential exposure.

Key Factors of Transmission and Spread






What the virus is doing.		How the virus is doing it.		
				
Reproduction	Infectiousness	Close Contact	Respiratory Droplets	"Fomite" Contact
Incubation period of the virus roughly 14 days. Patients are contagious 2 ½ days before and 7 - 9 days after symptoms.	The reproduction number (or "R") measures the virus' spread. If $R > 1$, the virus will spread exponentially. R can go up or down based on social behavior.	Spreads through close contact (roughly 3 – 6 feet)	Spread through respiratory droplets from the nose or mouth (i.e., breathing, coughing, sneezing, laughing)	Spreads through touching surfaces or objects and then touching the eyes, nose, or mouth.

Key Principles for Reducing Spread

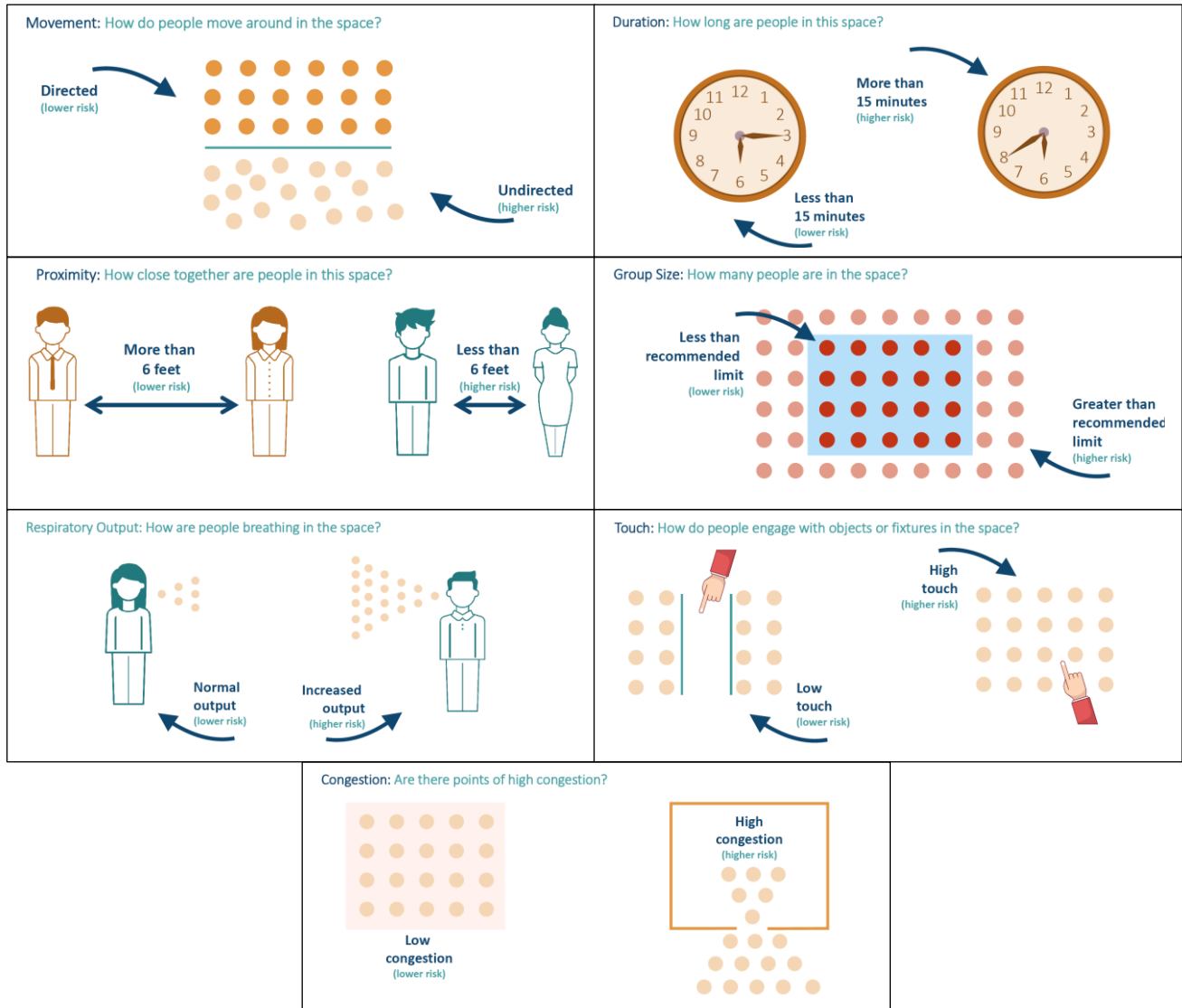
What the virus is doing.		How the virus is doing it.		
				
Reproduction	Infectiousness	Close Contact	Respiratory Droplets	"Fomite" Contact
Slow what the virus is doing.		Mitigate how the virus is doing it.		
Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
Isolate / quarantine for 14 days or at least 7 – 9 days after symptoms subside. Monitor symptoms and engage in contact tracing.	Minimize group interactions to reduce outbreak probability. R can go up or down based on social behavior.	Maintain appropriate distance from others	Exceptional respiratory hygiene to reduce or stop the spread of droplets	Exceptional physical hygiene

¹ The information and graphics in this section are taken from the presentation given by the Utah State Board of Education and the Leavitt Partners on June 29, 2020, to school administrators. Their information comes from The Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). The document in its entirety may be found at <https://schools.utah.gov/coronavirus>.

Levers to Mitigate Risk

What the virus is doing.		How the virus is doing it.		
				
Reproduction	Infectiousness	Close Contact	Respiratory Droplets	"Fomite" Contact
Slow what the virus is doing.		Mitigate how the virus is doing it.		
Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
<ul style="list-style-type: none">• Testing• Contact tracing• Symptom monitoring• Self-isolating	<ul style="list-style-type: none">• Group size• Interaction outside of core "bubble"	<ul style="list-style-type: none">• Maintain X ft distance• Close physical interaction• Frequency of travel	<ul style="list-style-type: none">• Face masks/coverings• Appropriate covering of sneeze / cough• Reduce duration spent face-to-face• Air circulation/filtering	<ul style="list-style-type: none">• Personal hygiene• Physical space hygiene• Personal protective equipment

7 Characteristics of a Situation



Repopulating Schools

A. Communication and Training

1. Renaissance Academy will train all administration, teachers, and staff in the protocols and action plans contained in this document during the annual professional development which takes place in the fall before students return to school.
2. Renaissance Academy will train all students in the protocols and action plans they need to abide by the requirements in this document during the first week of school.
3. This plan, along with any supporting documentation, will be provided to families on the Renaissance Academy website.
4. Families needing to access this information in their preferred language may do so on Renaissance Academy's website, using the Google Translate feature.
5. Renaissance Academy will continue to communicate to staff, students, and families the best practices for at-home preventative care.
6. In addition to supporting the health and safety needs of our students and staff, Renaissance Academy understands the importance of supporting parents' return to a normal workday and therefore intends to keep schools open for students unless instructed by the State of Utah or Salt Lake County Health Department.
7. Renaissance Academy will evaluate and improve this plan as new information about COVID-19 is made available by health officials.
8. Renaissance Academy will consult with the Utah County Health Department to create pre-written statements for varying situations regarding outbreaks, positive cases, etc.
9. Renaissance Academy will continue to combat any stigma or discrimination associated with COVID-19.

B. Modified Schedule

1. Families will have two learning options: a hybrid option of on-campus/online or all online. The schedules for each option can be found in the dean of students and families July 2020 school reopening email to parents.
2. Renaissance Academy will ensure continuity of teaching and learning by providing high quality instruction that includes formative and summative assessment strategies. Early release time will be treated as an extension of in-class learning time. As such, teachers will direct what learning activities will occur for students during that time.

C. Distance Learning

1. Students attending school with our distance learning option will have interface time with their teachers Monday - Thursday.
2. Renaissance Academy has developed expectations for teachers and students to ensure that distance learning maintains the same quality as in-class learning.

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

1. Renaissance Academy encourages those who identify as high-risk² to notify the school's administration so accommodations may be made to minimize and mitigate potential exposure to the virus.
2. Renaissance Academy will take all reasonable steps to minimize and mitigate the risk for employees who identify as high-risk as outlined in the Utah Leads Together Plan and by ADA.
3. Renaissance Academy may not require any individual to disclose any personal health information which is protected under FERPA, HIPAA, or ADA law.
4. Renaissance Academy will review all current student plans (Individual Healthcare Plans, Individualized Education Plans, and 504 plans) and adjust any accommodations for students with special healthcare needs to decrease their risk for exposure to COVID-19.
5. Renaissance Academy will respect the decisions of families and students who prefer online learning, as long as resources are available.

DI. Enhanced Environment Hygiene & Safety

1. All Renaissance Academy faculty and staff will wear a face covering, either a mask or face shield covering both the mouth and nose, when maintaining a six-foot distance from others is not feasible or possible.
2. As per the governor's mandate, students will wear face coverings while at school with the exception of recess time where activities will provide for social distancing.
3. Renaissance Academy will abide by and enforce any government mandate or policy with stricter requirements for face coverings than those listed above.
4. Renaissance Academy will increase the cleaning, sanitation, and hygiene regimen of the school as outlined in the Renaissance Academy Coronavirus Cleaning Practices.
5. Each classroom and office space will have hand sanitizer and disinfecting wipes readily available for use by students, staff, and visitors.
6. An assigned staff member at each campus will check soap dispensers multiple times a day to ensure that adequate supplies are available.
7. All Renaissance Academy students and staff will be instructed on the proper hygiene standards, e.g., proper handwashing, within the first week of school and during the school year, as needed.

² 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, people with severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease. (coronavirus.utah.gov, June 2020)

8. School administration will designate an individual to ensure that supply levels of PPE, face coverings, hand sanitizer, soap, etc., are adequate and available.
9. All staff, students, and visitors will be encouraged to maintain a six-foot social distance whenever feasible. However, Renaissance Academy acknowledges that physical distancing is not possible or feasible in many instances.

Implementation of Mitigation Tactics in School Settings

F. Classrooms

1. As part of annual professional development at the beginning of the school year, all Renaissance Academy faculty and staff will be trained how to best implement strategies to identify and mitigate risks in a classroom setting.
2. Renaissance Academy will use the Principles to Mitigate the Spread of COVID-19 and Situational Characteristics developed by Leavitt Partners to assess and mitigate risk from COVID-19. These principles are found in the Introduction Section of this document.
3. Assigned seating will be used in every classroom to support contact tracing.
4. Teachers will maximize space between seating and desks. Renaissance Academy acknowledges that 6 feet of distance between desks is not possible or feasible in all situations.
5. Whenever possible, teachers will remove nonessential furniture and equipment out of their classrooms to increase distancing footprints.

G. Transitions Between Spaces

1. Renaissance Academy will use floor markings to divide hallways up into travel lanes, encouraging students and staff to walk in controlled directions.
2. Stopping in hallways during transition times will not be allowed unless to access a locker.
3. Students and staff who need to meet with others are encouraged to do so in open areas, such as atriums or the cafeteria.
4. Students will be allowed to take their backpacks into classrooms so that they do not need to use their locker if they so choose.
5. Students and staff are encouraged to bring water bottles to school to limit the use of and congregating by water fountains.
6. Teachers will ensure that each student desk, table, and chair is sanitized when students change classrooms.
7. Teachers will ensure that high-touch areas are sanitized when students change classrooms. This includes doorknobs and shared supplies.

9. When feasible, doors should be propped open to reduce the need to touch handles.

H. Entry and Exit Points

1. Renaissance will designate entry and exit points into the building to minimize congestion.
2. Each campus will designate entry and exit points in and out of large gathering areas such as gymnasiums and auditoriums.
3. Nonessential visitors and volunteers will not be allowed in the building.
4. Each campus will designate a boundary for visitors, limiting them to only the areas they need to enter.
5. Office staff will check every visitor or volunteer for COVID-19 signs and symptoms, including a temperature check. Anyone with a temperature of 100.4 or above will not be allowed to enter the building.
6. Every visitor or volunteer will be required to wear a face covering while on campus.
7. Each campus will place signs on every entry point into the building that all visitors and volunteers are required to wear face masks inside the building. These signs will also encourage social distancing.
8. Every visitor or volunteer deemed essential will be required to provide contact information to be used in contact tracing, if necessary.
9. Before the beginning of the school year, Renaissance will review, and if needed, modify their drop-off and pick-up procedures to encourage social distancing and prevent exposure to the virus. Any changes to these procedures will be communicated to families.

I. Transportation

1. All students, staff, and other passengers will be required to wear face coverings while riding on school buses.
2. School bus drivers must sanitize all driving controls before and after operating the school bus.
3. School bus drivers will not be allowed to assist in loading/unloading any equipment or supplies brought by students, staff, or teams.
4. Students riding on school buses will be assigned seats. Seating assignments will be grouped by families whenever possible.
5. Only students pre-approved to ride school buses and assigned a seat will be able to use the shuttle service between campuses.
6. Each seat on the school bus will be sanitized at the end of use each day.
7. When possible, only every other seat on the school bus will be used to accommodate social distancing.

J. Restrooms

1. Each restroom will have posted signs encouraging proper handwashing.

2. Renaissance will create a schedule for the regular cleaning and sanitation of high-touch areas (e.g., faucets, paper towel dispensers, hand dryers, door handles). The sanitation of high-touch areas of each restroom will be done at least twice a day.
3. Those assigned to sanitize/clean restrooms must be provided with, and required to use, PPE (gloves and face coverings).
4. Those assigned to clean and sanitize restrooms will receive training on the proper use of PPE and sanitation procedures.
5. Whenever possible, restrooms will be assigned for use by specific grades or classrooms.
6. The number of individuals in a restroom at one time will be limited to a reasonable number based on the size of the restroom. This number will be posted in each restroom.

K. Cafeterias

1. Food serving lines will be designated with flow paths and spaced lines for social distancing.
2. Self-service salad bars and buffet items will not be allowed while this plan is in effect.
3. All food service workers will be required to wear face coverings.
4. All individuals getting food from the school lunch program must use hand sanitizer before they are served.
5. Proper handwashing or using hand sanitizer is required after eating.
6. All high-touch areas, including tables and chairs, will be properly cleaned and sanitized between mealtimes. This includes tables and chairs between student use.
7. Assigned mealtimes will take into consideration the need for sanitation and social distancing.
8. Outdoor seating will be encouraged if available.
9. Cafeterias will use disposable plates and utensils for all food service.

L. Large Group Gatherings (e.g., assemblies, recitals, staff meetings)

1. Renaissance Academy will ensure that all group gatherings comply with the health and safety limits set by the State of Utah and the Utah County Health Department.
2. Nonessential assemblies, dances, performances will be limited or rescheduled as virtual gatherings.
3. All essential visitors who will be in proximity to students will be screened for signs and symptoms of COVID-19, including temperature checks.

M. Unique Classes with Higher Risk of Spread

1. Renaissance will identify any course/subject that would be more at risk and make plans to mitigate the risks.
2. Gym classes are encouraged to hold class outside whenever feasible.
3. Classes in computer labs will be required to include additional time during the class period to clean and sanitize keyboards and other used peripherals before student use.

MI. Recess and Playgrounds

1. Renaissance will ensure that recess and playground equipment is managed with health and safety principles in mind.
2. Playground balls, jump ropes, and other equipment used by students will be sanitized at the end of each day. This includes swing sets and play structures.
3. Playgrounds will be open for use unless local policies necessitate otherwise.
4. Each campus will review their recess schedule to best ensure social distancing and minimize COVID-19 spread between students and classes.

MII. Special Education, Section 504, and School Counseling

1. Accommodations will be made on a case-by-case basis for students who require one-to-one close contact to ensure students with disabilities have equal access to information. These accommodations may include plexiglass barriers, face shields, or auxiliary aids.
2. Accommodations will be made on a case-by-case basis for students who are unable to follow any of these policies or protocols.

Monitoring for Incidences of COVID-19

A. Preparation Phase

1. Renaissance Academy has a protocol to monitor staff, students, and visitors for signs and symptoms of COVID-19.
2. As part of the initial professional development for the school year, all school faculty and staff will be trained on Renaissance Academy's protocol for symptom monitoring.
3. The process of screening students for signs and symptoms of COVID-19 will be shared with families.

B. Symptom Monitoring

1. Before the beginning of the school year, each campus will send out detailed steps to assist families in monitoring students for signs and symptoms of COVID-19.
2. If needed, Renaissance Academy will attempt to help families in accessing thermometers or other items required to perform appropriate checks for the signs and symptoms of COVID-19.
3. At the beginning of the school year, parents will be required to sign a document affirming that they will not send their children to school when they show signs or symptoms of COVID-19.
4. Each campus will follow-up on staff illnesses and absences to track possible exposure to COVID-19.
5. Parents will be instructed to inform each school's administration if their student tests positive for COVID-19.
6. Renaissance Academy will revise its attendance policies to encourage students and staff who feel sick to stay home.
7. As long as this plan is in place, students who choose to stay home due to feeling sick will have their absences excused.
8. Renaissance Academy staff or students who are absent from school due to symptoms of a communicable disease may not return to school unless they have been cleared by a medical provider.
9. Teachers will be required to monitor their students for any signs or symptoms of COVID-19. If student presents signs or symptoms of COVID-19, they will be required to quarantine in the room designated in the quarantine and isolation protocol in the following section.
10. Teachers will encourage students to stay home when sick by allowing students to turn in late work for full credit.

Containing Potential Outbreaks

A. Preparation Phase

1. Renaissance Academy is working with the Utah County Health Department to develop procedures for notifying the health department of any positive COVID-19 case by an employee, student, or visitor.
2. Before the beginning of the school year, Renaissance Academy will create a pre-written notice to be sent home to specific students who may have come in contact with a person who has tested positive for COVID-19.
3. All Renaissance Academy administration, teachers, and staff will be trained on the protocol for containing potential outbreaks of COVID-19 through family notifications and contact tracing.

B. Quarantine & Isolation Protocol

1. Each campus will designate a room where students, staff, or visitors who show any signs or symptoms of COVID-19 may be quarantined if they cannot immediately leave the school.
2. The room designated for quarantining may not be used for any other purpose unless properly sanitized after use.
3. While an individual is quarantined in the designated room, no one else should have contact with the individual unless necessary. All individuals who interact with quarantined individuals should wear full PPE, including face covering, face shield, gloves, and a disposable gown.
4. If a student who attended school is confirmed to have COVID-19, students who were in contact with that individual while they were considered contagious and their parents/legal guardian will be notified through a phone call and email.
5. Renaissance Academy will protect the privacy of students and families by abiding with all FERPA, HIPAA, and ADA laws when answering questions or notifying families about a potential COVID-19 exposure at school. This includes not disclosing the name of any individual who has tested positive for COVID-19 unless advised by local health officials to do so. Please see the document *FERPA & Coronavirus Disease 2019 Frequently Asked Questions* published by the US Department of Education.³
6. Each campus has at least one infrared digital thermometer located in the front office to check the temperatures of students, staff, and visitors for symptoms of COVID-19.
7. Each campus will establish and post a maximum occupancy limit for the office area. When the maximum occupancy of the office is met, students, staff, and visitors will need to wait outside of the office while social distancing.

Temporarily Reclosing (if Necessary)

A. Preparation Phase

1. During the professional development done at the beginning of the year, administration, teachers, and staff will be trained on Renaissance Academy's protocol for temporarily reclosing schools, if necessary.
2. Renaissance Academy is working with the Utah County Health Department to establish a plan to respond to a confirmed case of COVID-19 on campus and temporarily close a campus, if necessary.
3. The plan to temporarily reclose the Renaissance Academy campus will include the process for class dismissal, school dismissal, the longevity of dismissal based on community spread, the cleaning and sanitation of the building, communication, and contact tracing.

³ This document may be found at https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf

B. Transition Management Preparation

1. If Renaissance Academy needs to close a campus due to COVID-19 temporarily, this will be communicated to teachers, staff, and families through email, a blackboard phone message and text, using the school's social media platforms, and on the school's website.
2. The initial communication of the temporary closure should clearly communicate the reason for the closure, when the school plans on reopening, and detailed information on how education will continue during the closure.
3. Renaissance Academy administration will review the Continuity of Education Plan and its implementation during the spring 2020 soft closure and analyze lessons learned. This will include feedback from all stakeholders including parents, students, and faculty.
4. Renaissance Academy administration will consider any changes needed to the Continuity of Education Plan to ensure students, teachers, and staff are met as far as resources allow.
5. Renaissance Academy will continue to use Google Classrooms for distance learning. Renaissance sAcademy will be prepared for distance learning by ensuring that students and families in need of technology resources may access these learning platforms.
6. During a temporary closure of a campus, all extracurricular/in-person events will be temporarily postponed or canceled. If the event may be held in a virtual format, that event may be held as scheduled.