

Washington Schools 2020 Reopening Plan Template

Each school district, charter school, and state-tribal education compact school (“local education agency” or “LEA”) must adopt a reopening plan for the 2020–21 school year through local board resolution. The Office of Superintendent of Public Instruction (OSPI) developed this Washington School 2020 Reopening Plan Template in consultation with the State Board of Education (SBE).

[LEAs must use the 2020 Reopening Plan Template and file their plan with OSPI and the SBE within two weeks of the LEA’s fall starting date by completing the online survey.](#)

The LEA’s reopening plan must be approved by its governing body and posted on the LEA’s publicly available website prior to the opening of school. There are three major sections of the template with attestations or descriptions required for the components of each major section. Please fill out the template completely.

Each LEA should continue to monitor its reopening plan throughout the year and update as needed. We strongly urge you to continue your work engaging your parents, families, students, employees, and community partners while developing your reopening plan.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

2020 SCHOOL REOPENING PLAN:
(INSERT LEA NAME)

Planned school reopening date: **(INSERT DATE)**

Planned last day of the 2020–21 school year date: **(INSERT DATE)**

Part I - MANDATORY Health Requirements

The local educational agency (LEA) must use the [Department of Health \(DOH\) and Labor and Industries \(L&I\) guidance](#) to create reopening plans aligned to health and safety requirements. All LEAs should maintain consistent communication with their local health authorities as reopening plans evolve.

Please attest (and describe where appropriate) to the health mandates below.

- 1) Our district has identified our primary **local health officer(s)**.
 - Yes
 - a. Please list the name(s) of your primary local health officer(s): _____

- 2) Our district has identified a primary **district-level point of contact** for our reopening effort.
 - Yes
 - a. Please list the name and contact information for your primary district-level point of contact:

- 3) We have reviewed the U.S. Centers for Disease Control and Prevention (CDC) definition of **high-risk employees** and we have clearly communicated with staff their opportunity to identify themselves as high-risk.
 - Yes
 - a. We are engaging self-identified high-risk employees to address accommodations consistent with L&I requirements and the Governor's proclamation about high-risk employees.
 - Yes

- 4) We have reviewed our **drop-off and pick-up plans** to provide proper physical distancing and minimal opportunities for parents and other adults, who are not staff, to enter our buildings.
 - Yes

- 5) We have a **daily health screening plan** in place for students and staff.
 - Yes
 - a. Please identify which health screening protocol best fits your school district planning.
 - Our plan will rely primarily on a screening process conducted at school or on buses.
 - Our plan is to rely on attestations, but to screen staff who do not

provide an attestation that a screen was done at home before school and students who do not provide an attestation that a screening was conducted by a parent, guardian, or caregiver before school.

- 6) We have altered our indoor classroom and common spaces and reconfigured our processes to ensure **six feet of physical distance** between all persons in our school facilities as a planning framework.

Yes

a. We are using additional common spaces to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

Yes

No

b. We are using additional community-based spaces outside of our school facilities to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

Yes

No

c. We understand that this is a planning framework and there will be limited times when students and/or staff may need to be within six feet for short periods of time.

Yes

d. We understand there are limited exceptions to the six-foot rule, but we will accommodate students with disabilities or others who meet the exceptions in order to deliver equitable services, which may include providing additional personal protective equipment (PPE) to staff and/or the student.

Yes

- 7) We have altered physical spaces, reconfigured schedules, and adopted necessary plans to provide **meals to students** that ensures six feet of physical distance between all persons as a planning framework.

Yes

- 8) We have established clear expectations and procedures to ensure **frequent hand washing** in all of our facilities for students and staff.

Yes

- 9) We have established clear expectations with students, staff, and families that all persons in our facilities will be wearing **face coverings** consistent with DOH and L&I requirements, including any of the narrow exceptions identified by DOH and L&I in guidance.

Yes

a. We have an adequate supply of face coverings on our premises to accommodate students who arrive at school without a face covering.

Yes

- No
 - b. We will provide adequate face coverings and other PPE requirements to protect all staff in each building and/or worksite consistent with the law and L&I guidance.
 - Yes
- 10) We have developed busing plans to maximize **physical distancing** on our buses as much as possible on a given bus route.
- Yes
 - a. We recognize that busing is an exception to the six-foot rule, as long as we exercise proper cleaning, maximum ventilation when reasonable, face coverings on students and adults, and proper PPE for our drivers.
 - Yes
- 11) We have developed a **cleaning regimen** in our facilities and buses consistent with DOH guidance and the Infection Control Handbook 2010.
- Yes
- 12) We have clearly established procedures, in coordination with our local health authority, to **report any suspected or known cases of COVID-19**.
- Yes
 - a. We understand that contact tracing and any other procedures to identify additional COVID-19 cases are to be conducted and led by the local health authority, the Washington State Department of Health, or a designee at the direction of the public health authority.
 - Yes

Part II – Statutory Education Requirements

13) We have established a school calendar to accommodate **180 instructional days and the required instructional hours** assuming all of the guided learning planned by and under the direction of the certificated teacher counts (in-person face-to-face, distance learning on screen with a teacher, independent learning assigned and evaluated by a teacher, and any other directed learning) subject to the State Board of Education requirements outlined in [WAC 180-16-200](#).

- Yes
- No

- a. We have created a flexible calendar with additional days that may be needed to address short-term school closure in the event that our facilities are not accessible as directed by a public health authority or the Governor, and for which we were not able to make an immediate transition to Continuous Learning 2.0.
- Yes
 - No
- b. Please upload a copy of your school calendar.

14) In order to accommodate the instructional hours requirements, please describe your typical **weekly schedule** for students and professional collaboration. Include any reasonable options to maximize **cohorts** of students to reduce the risk of possible virus transmissions.

- i. For elementary, please describe: _____
- ii. For middle school, please describe: _____
- iii. For high school, please describe: _____

15) We have a plan to take **daily attendance** for all students, regardless of our teaching modality, as well as a tiered approach to supporting students not participating and aligned to the OSPI attendance rules.

- Yes
- a. We have a clear plan for ongoing communication with students and families, and we have provided a means by which all students will be required to check in daily even on days when the student is not physically present at school.
- Yes

16) We have identified **learning standards** across grade levels and/or content areas to ensure instructional time and professional learning are effectively tied to our reopening plan.

- Yes
- No

17) We have determined our 2020–21 **grading policies**.

- Yes
- No

a. If yes: We have reviewed our grading practices, learned from decision-making this spring, and established the following grading system:

- For elementary, please describe: _____
- For middle school, please describe: _____

- For high school, please describe: _____

Part III – Additional Expectations

18) Our district has a specific plan to support students who received **“incompletes”** in the spring of 2020.

- Yes
- No

a. If yes: Please briefly describe that plan: _____

19) Our district developed summer learning and services opportunities for **students who needed additional support** to be ready for success this fall.

- Yes
- No

- a. If yes: What percentage of your students did you provide services to?
- b. If yes: Please briefly describe the learning and service opportunities you provided, including any programs or targeted supports:

- c. If yes: Please briefly describe your process for prioritizing your students furthest from educational justice: _____

20) We have a plan to perform a **universal screening** of each student when they return to school to better understand their strengths, learning needs, and social-emotional needs.

- Yes
- No

a. If no: Please briefly describe the efforts you are engaging in with respect to screening students when they return to school in the fall: _____

21) Our district has developed a **family and community engagement** process that includes strategies to reach non-English speaking families to inform our reopening plan.

- Yes

- a. Please briefly describe your engagement strategy and the organizations or individuals who took part in your planning effort: _____

22) Our district has invested in additional accessible **technology, hardware, or connectivity** for students and educators as we have prepared for fall reopening.

- Yes
- No

a. Please identify the percentage of students that you believe have adequate technology and connectivity to learn remotely during the 2020–21 school year.

- 0 – 30%
- 31 – 40%
- 41 – 50%
- 51 – 60%
- 61 – 70%
- 71 – 80%
- 81 – 90%
- 91 – 100%

b. Please briefly describe your strategy to accommodate students during the 2020–21 school year who do not have adequate technology or connectivity to effectively learn remotely: _____

23) Our district has provided **professional learning** for our educators to prepare them for effective instruction during the 2020–21 school year.

- Yes
- No

a. If yes: Please briefly describe the professional learning provided or facilitated by the district: _____

b. If no: Please briefly describe the professional learning the district will provide or facilitate prepare staff for effective instruction during the 2020–21 school year.

24) Our district has selected a primary **learning management system** for consistent use with students across the district during the 2020–21 school year.

- Yes
- No

a. If yes: Please select or write-in the primary learning management system the district is using with students:

- Google Classroom
- Microsoft Teams
- Schoology
- Canvas
- Seesaw
- Moodle
- Other (write-in): _____