



Honors Academy of Literature Reopening Plan

The Honors Academy of Literature conducted a survey in June 2020 to find out stakeholders' priorities in re-opening school in fall of 2020. The plan was developed to meet the needs and priorities stakeholders expressed. To best meet the needs of our families and scholars and respect state guidelines, we propose a hybrid model with contingency for whole-school closure should the need arise.

Stakeholder Reopening Top Priorities

- Limited classroom seating to allow for social distancing
- Regularly scheduled hand washing
- Temperature checks upon arrival
- Flexibility through a hybrid model which would allow families to select to attend in-person, online, or a combination of both

Hybrid Learning Plan

- Families will be able to choose if their scholar will attend virtually or in-person daily.
- Fridays will be virtual for all scholars. Staff will be available to scholars needing extra help with assignments (in-person and virtually), intensive intervention will be scheduled (in-person and virtually), and supervision and academic support by licensed and non-licensed staff will be available to all scholars at the school site 8:30 am-2:00 pm.
- Teachers will make meaningful contact with scholars daily through in-person attendance, work completion, Zoom meeting, email, Slack, and/or text.
- Daily contact with scholars will be documented in Infinite Campus.
- All scholars will complete attendance survey daily.
- All scholars will complete and submit all assignments through Altitude.

In-Person Work Flow

1. Scholars will arrive at staggered times to avoid crowding
 - a. 8:15-8:45 am arrival time for 6th-8th grade scholars with an 8:45 am start time
 - b. 8:30-9:00 am arrival time for K-5th grade scholars with a 9:00 am start time
 - c. 9:00-9:15 am scheduled arrival time for K scholars whose parents wish to walk them to class or scholars who require parent support to transition to class
2. Upon arrival, scholars will be screened for a fever over 100.4 F. Scholars must remain in their vehicle or with their parent if walking up until the temperature measurement has been taken. Scholars with a temperature over 100.4 F will not be allowed to attend in person until

- their temperature is measured below 100.4 F upon arrival without the assistance of fever reducing medications.
- a. If a scholar develops a fever above 100.4 while at school, parents will be notified, the scholar will be isolated in the office, and must be picked up within 30 minutes of parents being notified.
3. At 8:50 am all scholars will line up outside of their 1st period classroom on distance marked spots. They will be required to sanitize or wash hands upon entering the classroom.
 - a. No personal belongings may be brought into the classroom. All outerwear and lunchboxes must fit in the scholar's assigned cubby, hook, or locker. **Backpacks will not be allowed in classrooms and should not be brought unless special arrangements for storage are made with school admin.**
 - i. No toys or balls from home will be allowed at school.
 4. Scholars will attend their classes and transition between classrooms as needed while maintaining social distancing to the extent possible.
 - a. Disinfecting wipes will be available for scholars in the classrooms. They will be prompted to disinfect their area and supplies at the beginning and end of each class.
 - b. Hand washing stations will be in each classroom. Scholars will wash or sanitize hands when entering and exiting the classroom.
 - c. Scholars will have a supply caddy that will travel with them to each class. Included in the caddy will be all supplies they will need for class, a personal bottle of hand sanitizer, a personal hand-held pencil sharpener, and a personal package of tissues.
 - d. Scholars must bring a personal water bottle that is clearly labeled with their name. Water bottles may be refilled at fill-stations on each floor. No drinking fountains will be available.
 - e. Scholars will engage in whole group and small group direct instruction. Whole group lessons will be recorded, and added to assignments in Altitude after the lesson is taught.
 - f. All assignments will be completed and turned in on Altitude.
 5. Recess will operate on the following schedule:

Time	Classes	Location
9:10-9:30 am	Ms. Chris Ms. Ronna Ms. Nikki Ms. Holly	Lot & Courtyard
10:00- 10:20 am	Ms. Julie	Courtyard
10:30- 10: 50 am	Mr. Ben Mr. Daniel Ms. Nicole Ms. Taylor	Lot & Courtyard/ Classroom (alternating by day)
11:00-11:20 am	Ms. Trish Ms. Sheree Ms. Meredith	Lot & Courtyard
12:00- 12:20 pm	Ms. Julie	Courtyard
1:15- 1:30 pm	Mr. Ben Mr. Daniel Ms. Nicole Ms. Taylor	Lot & Courtyard/ Classroom (alternating by day)
2:00-2:25 pm	Ms. Chris Ms. Holly Ms. Nikki Ms. Ronna	Lot & Courtyard/ Classroom (alternating by day)

* Subject to change

6. Lunch groups will be reduced by having 1 class from each lunch block eat in their classroom one day a week, and will operate on the following schedule to allow time for disinfecting between lunches:

11:00-11:25 am	Kinder
11:35-12:00 pm	Primary
12:10-12:40 pm	Elementary
12:50-1:15 pm	Middle

* Subject to change

7. Fridays will be virtual for all scholars. Staff will be available to scholars needing extra help with assignments (in-person and virtually), intensive intervention will be scheduled (in-person and virtually), and supervision and academic support by licensed and non-licensed staff will be available to all scholars at the school site 8:30 am-2:00 pm.

Notes:

- We will comply with social distancing guidelines to the extent possible.
- We will comply with all state regulations on building and room capacity to the extent possible.

- We will comply with state regulation on mask wearing to the extent possible (i.e. as of July 2020 we would require scholars in grades 4-8 to wear masks to the extent possible, scholars in grades K-3 may wear a mask if they or their families choose to, all staff would be required to wear a mask and/or face shield*, **, ***).
- Our cleaning regimen and supplies meet CDC cleaning standard recommendations.
- Only one scholar will be allowed in restrooms at a time. Scholars waiting to use the restroom must wait outside on distant marked spots.
- Scholars will have a minimum of 5 graded assignments (not per class) each week. Not all lessons will be turned in for a grade. Graded assignments will be entered into IC by the assigning teacher. All graded assignments and assessments must be submitted through Altitude (except for paper packet scholars).
- MAP and SBAC testing may happen in person as directed by the Nevada Department of Education and school admin.

*Facemasks will not be worn during direct instruction where the instruction requires scholars to be able to see how the teacher is moving their mouth such as in phonics instruction. Teachers will wear a Face shield during such instruction.

** Scholars and staff who are required to wear a facemask per state guideline but cannot due to a medical condition must notify school admin, provide written documentation from a medical professional stating why a facemask cannot be worn, and maintain social distancing to the extent possible. Per FERPA regulations, the school may not release any information to other scholars or families if a scholar has a medical facemask exemption.

*** Facemasks will be treated as part of the school uniform for scholars required to wear a facemask per state guidelines.

Online Work Flow

1. Scholars will log into Altitude daily and access Homeroom Weekly Card (see example 1). This card will be created by the Homeroom Teacher and will be assigned to all scholars by period 1 teacher.
 - a. First: Review Weekly Learning, and answer the question on the card.
 - b. Daily: When scholars click the Card for that day, there will be a list of the cards assigned for that day. Card names should follow the following format: month/day-class.
 - i. Teachers are responsible for designing and assigning the following Lessons to each scholar:
 - a. Lesson 1- ELA teacher
 - b. Lesson 2- Math teacher
 - c. Lesson 3- Elective 1 teacher
 - d. Lesson 4- Elective 2 teacher (3rd-8th scholars)

Notes:

- Scholars will have a minimum of 5 graded assignments (not per class) each week. Not all lessons will be turned in for a grade. Graded assignments will be entered into IC by the assigning

teacher. All graded assignments and assessments must be submitted through Altitude (except for paper packet scholars).

- A paper packet plan request must be made to school admin. Admin will work with families to develop a plan for measuring academic progress and grading.
- Paper packets and any supplemental supplies will be prepared for pick up by Thursday the week before.
- If there are materials scholars will need to pick up from school (ie books for a book study/literature circles, reading A-Z text, math manipulatives) they will have time assigned by grade band to come to school and get those items the Thursday before.
- Zoom will be used for live sessions and recorded lessons.
- If other teachers work with your scholars (i.e. Maryanne, Melisa...) they will create and assign cards to scholars and schedule virtual lessons.
- All Special Education, EL, and GT services will be provided virtually using Zoom by the service provider.
- Fridays will be virtual for all scholars. Staff will be available to scholars needing extra help with assignments (virtually), intensive intervention will be scheduled (virtually), and supervision and academic support by licensed and non-licensed staff will be available to all scholars at the school site 8:30 am-2:00 pm.
- MAP and SBAC testing may happen virtually as is directed by the Nevada Department of Education and school admin.

Pandemic response was added to The Honors Academy of Literature Emergency Response Plan in 2020. We have included here the school's response and available learnings plans for each level of pandemic.

Level 1: Suspected Human-to-Human Outbreak

Learning Plan: Fully In-Person Learning Plan

- ✓ Review pandemic plan for preparedness and provide ongoing communication to key staff on their roles and responsibilities.
- ✓ Maintain infection control precautionary measures.
- ✓ Keep staff and parents current with updates through the school website and cable access channel, if available; ask Champions to assist with updated messages; make certain that health-related information and pandemic updates have been verified for accuracy by the local health department.
- ✓ Ensure all staff and external contact information is current, including direct lines to the local health department.
- ✓ Open direct link to local health department.
- ✓ Alert principal of the pandemic status and remind them that the Event Level may escalate rapidly to the next Level or Levels.

✓ Monitor scholar and staff attendance daily and report to the local health department any school where scholar and/or staff attendance drops below 90 percent or 10 percent below ADA.

✓ Provide information to the local health department on medically fragile children that may need specialized care at school or at home during a pandemic event; share local health department contact information with the parents of medically fragile children and provide guidance on how and who to contact at the local health department if their medically fragile child or children are at home due to long-term public and school closure.

✓ Inform community agencies (i.e., Red Cross, Board of Health, Traveler's Aid, etc.) of families that may not have access to food on a regular basis (i.e., indigent and homeless), that may have a language barrier that would impede their efforts to seek basic essentials during an outbreak, or other families that would have limited resources during a long-term outbreak.

✓ Meet with all childcare providers that use school facilities or who receive scholars after school to inform them of pandemic response procedures and keep them up to date on health information and operational procedures.

✓ Apply all procedures to after-school programs.

Level 2: Confirmed Human to Human Outbreak

Learning Plan: Fully In-Person Learning Plan

✓ Provide ongoing communication to key staff on their roles and responsibilities.

✓ Maintain infection control precautionary measures.

✓ Keep staff and parents current with updates through the school district website and cable access channel, if available; ask Champions to assist with updated messages; make certain that health-related information and pandemic updates have been verified for accuracy by the local health department.

✓ Alert all principals of Event Level 2 status and remind them that the Event Level may escalate rapidly to the next Level or Levels.

✓ Monitor scholar and staff attendance daily and report to the local health department any school where scholar and/or staff attendance drops below 90 percent or 10 percent below ADA.

✓ Develop continuous direct link to local health department; make plans with the local health department to establish daily communications if a widespread outbreak occurs overseas.

✓ Continue surveillance of staff, scholars, school visitors, and other personnel to help the local health department to monitor illness symptoms; it would be helpful to local health departments if these reports at this level could be provided on a daily basis.

- ✓ Activate procedures to isolate scholars and staff that present illness symptoms; encourage parents to keep their children at home if they have symptoms and to let the school know about their child's symptoms; encourage staff to remain at home if they have symptoms and to report these symptoms to the school.
- ✓ Keep relevant groups informed through cable access channel, e-mails, newsletters, fact sheets, social media, and websites (i.e., booster clubs, activity clubs).
- ✓ Remind staff, scholars, and parents of good hygiene practices.
- ✓ Consider cancelling all out-of-country field trips or alert the chaperones.
- ✓ Do not allow scholars or staff into school who are presenting influenza-like symptoms; monitor scholars and staff closely for flu-like symptoms.
- ✓ Prepare to implement educational continuity plans.
- ✓ Apply all procedures to after-school programs.

Level 3: Widespread Human Outbreak

Learning Plan: Hybrid Learning Plan

- ✓ Activate daily direct link to local health department and, if possible, to the State Emergency Operations Center and/or State Health Division via local agencies.
- ✓ Keep staff and parents current with updates through the school district website and cable access channel, and/or social media; ask Champions to assist with updated messages; make certain that health-related information and pandemic updates have been verified for accuracy by the local health department.
- ✓ Alert all staff of Event Level 3 status and remind them that the Event Level may escalate rapidly to the next Level or Levels.
- ✓ Monitor scholar and staff attendance daily and report to the local health department.
- ✓ Alert central office staff to possible full or partial school closure.
- ✓ Continue surveillance of staff, scholars, school visitors, and other personnel to help the local health department to monitor illness symptoms; it would be helpful to local health departments if these reports at this level could be provided on a daily basis.
- ✓ Cancel and call back all out-of-state field trips and ensure that all out-of-country field trips have been cancelled and called back.

- ✓ Sanitize schools daily, as per local health department guidelines; implement sanitizing verification process.
- ✓ Restrict school visitors to parents and vendors; be alert to parents or vendors with illness symptoms.
- ✓ Isolate ill scholars and staff in pre-determined locations in the school with supervision until they can be sent home or picked up by authorized persons.
- ✓ Pre-stage educational continuity plans (e.g., test online instructions capacity)
- ✓ Apply all procedures to after-school programs; provide daily updated outbreak information to after-school programs and staff.

Level 4: Expanded Human Outbreak
Learning Plan: Hybrid Learning Plan

- ✓ Closely monitor staff and scholar attendance and provide reports to the local health department twice daily.
- ✓ Admin reports when any school, service, or support absences escalate beyond daily rates.
- ✓ Admin contacts substitute teachers to determine availability for staffing.
- ✓ Pre-stage implementation of Educational Continuity Plans (i.e., study packets; cable access; local library system; on-line classes, etc.).
- ✓ Pre-stage alternatives to school closure:
 - Limit or cancel gatherings of groups larger than normal class size during the school day (e.g. assemblies, recess).
 - Prepare for possible cancellation of extracurricular activities.
 - All field trips cancelled or called back.
 - Do not accept scholars or staff with illness symptoms.
 - Implement scholar distance spacing strategies to decrease contact with scholars who may be infected but not exhibiting symptoms.
 - It is recommended that scholars' desks/tables be spaced three (3) feet apart.
 - Discourage prolonged congregation in hallways and lunchrooms.
 - Limit group activities and interaction between classes.
 - Cancel or modify school activities that place large numbers of individuals in close proximity.

- ✓ Pre-stage partial school closure or full school closure.
- ✓ Isolate and send home staff or scholars with flu-like symptoms. An appropriate room for isolation should have been designated and will be utilized and supervised at this time. Access to this room should be strictly limited and monitored. Ill scholars and staff should remain in the room until an authorized person is available to pick them up. Staff monitoring the room should wear N 95 masks.
- ✓ Scholars and staff with symptoms will be asked to stay home. Absences should be reported to the school attendance office throughout the school day, instead of once a day.
- ✓ Those allowed into the school building will be screened for illness symptoms. Each person cleared to enter the building will be given something to indicate that they are free to enter the building (e.g. a sticker, a card, a stamp on their hand).
- ✓ Adults and scholars accompanied by an adult may be excluded from entry into the school and instructed to call their health care providers for advice and evaluation if they show illness symptoms.
- ✓ If a person warrants medical evaluation, health services staff?? should alert the local health department that a suspect case needs evaluation so that the health department can provide guidance.
- ✓ Alter school cleaning routines by maintenance staff.
 - Disinfect work areas, counters, restrooms, doorknobs, and stair railings more frequently.
 - The school health office and holding areas for ill children should be cleaned at least twice each day and preferably throughout the day, in the morning before scholars arrive and in the afternoon after scholars leave the area.
 - Air conditioning system filters should be cleaned and changed frequently.
 - Telephones, cellphones, pencils, pens, etc. should not be shared.
 - Specialized cleaning solutions are not essential. Standard cleaning products can disinfect surfaces (note: soap and water may not disinfect surfaces). The frequency of cleaning is most important.
 - Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.
 - Apply all procedures to after-school programs; provide daily updated outbreak information to after-school programs and staff.

Level 5: Expanded (local) Outbreak

Learning Plan: Hybrid Learning Plan or Distance Learning Plan based on local guidance

- ✓ Maintain daily link to local health department and, if possible, to the State Emergency Operations Center and/or State Health Division via local agencies.

- ✓ Prepare for communication links from public health and/or Nevada Department of Education
- ✓ Admin reports when any school, service, or support absences escalate beyond the average daily rate.
- ✓ Partial school or full school closure or alternatives to closure, as recommended by public health.
- ✓ All field trips cancelled or called back, including local field trips.
- ✓ Cancellation of extracurricular activities and competitive sports and other events.
- ✓ Prepare Educational Continuity Plans (i.e., study packets; cable access; local library system; on-line classes, etc.) for rapid activation.
- Pre-developed Study Packets and suggested activities for scholars
- Web-based education:
 - Online classes
 - Virtual school
 - Education Blogs
 - Home school educational websites
- ✓ Isolate and send home staff or scholars with symptoms, utilizing supervised isolation areas in the school; access to this room should be strictly limited and monitored (i.e., parents picking up their ill children should be escorted to and from the isolation area); a carefully monitored scholar checkout system should be activated. Staff monitoring isolated scholar and staff should wear N 95 masks.
- ✓ Scholars and staff who have symptoms should be asked to stay home; add this information to the information hot-line, website and social media.
- ✓ Absences should be reported to the school attendance office throughout the day, with staffing absences reported to Human Resources as soon as possible, but at least twice daily.
- ✓ Access to the school building will be limited; persons presenting symptoms will not be allowed into the building; if a parent is at school to pick up his or her child before normal dismissal, the scholar will be brought to the parent outside the building; each person cleared to enter the building will be given something to indicate that they are free to enter the building (e.g. a sticker, a card, a stamp on their hand).
- ✓ If a person warrants medical evaluation, health services staff should alert the appropriate medical resources (i.e., public health) that a suspect case needs evaluation so that the referral center can make arrangements for a health assessment.
- ✓ Activate social distancing strategies:

- Cancel gatherings of groups larger than normal class size (e.g. assemblies, recess).
- Cancel all extra-curricular activities and sports events as well as all other events.
- Scholar distance spacing strategies to decrease contact with scholars who may be infected but not exhibiting symptoms.
- Separate scholar desks as much as possible
- Prohibit congregation in hall ways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of scholars in the cafeteria; stagger class changes to avoid large groups of scholars in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.

✓ Expand school cleaning routines by maintenance staff.

- Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important).
- The school health office and holding areas for ill children and staff should be cleaned several times each day.
- Air conditioning system filters should be cleaned and changed frequently.
- Telephones, pencils, pens, etc. should not be shared.
- Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.

✓ Apply all procedures to after-school programs; provide daily updated outbreak information to after-school programs and staff.

Level 6: Health Emergency

Learning Plan: Hybrid Learning Plan or Distance Learning Plan based on local guidance

✓ Based on a directive from public health, the Governor or a joint decision between public health and the local school system, the Department of Education superintendent orders a partial closure or full closure of schools.

OR

✓ Based on a directive from public health, the Governor or a joint decision between public health and the local school system, the Department of Education superintendent closes all school building units and other department building units of the school district; the closure applies to all after-school programs and extracurricular activities.

*NOTE: It is possible that the first “order” or “recommendation” is to close only those schools with pandemic illness absences, so be prepared for partial school closures and preventing scholars from the affected school trying to enroll in other schools).

✓ Confirm closures with the Nevada Department of Education.

✓ Inform the public and school district employees using all means of communication (i.e., press release; hotline recording; website emergency message; cable access; social media, etc.); coordinate news release with public health and the Nevada Department of Education.

✓ Secure all buildings.

✓ Secure information technology and financial systems and integrity.

✓ Maintain communications with the local health department through school admin and/or designated staff.

✓ When possible, collaborate with local agencies to assist families.

✓ Activate Educational Continuity Plan

- Web-based education considerations:
- Cable Access educational television (with closed caption)
- Cable Educational shows (with closed caption)
- Video-streaming (with closed caption)
- Textbook and study guide depositories with drive-through capabilities
- Virtual classes on-line
- Teleconferencing

Levels 7: Recovery – Taking Steps to Reopen Schools

✓ Based on communication with public health and authorization to start the process of recovery, the school will begin the initial stages of preparations for the reopening of school.

✓ Inspect all buildings, facilities, equipment, materials, etc. and determine status and needs for operations. Maintain a status update for facilities not ready for occupancy.

✓ Survey supply vendors to determine when supply chain and delivery system will be partially or fully operational; provide vendors with supply needs.

- ✓ Finance department determines process for fast-tracking purchase orders for essential supplies.
- ✓ Determine information technology status and operational needs; this will be related to financial technology, also.
- ✓ Expand school cleaning routines by maintenance staff.
 - Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important).
 - Air conditioning system filters should be cleaned and changed.
 - The school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.
- ✓ Establish a timeline and staffing threshold for opening school and other buildings for staff, based on reports from Human Resources, building inspections, local emergency management agency, and the local health department. Include other agencies in the discussion about re-opening school, such as public health, mental health, Fire Marshal, law enforcement, emergency management, public transportation, etc.
- ✓ Share timeline for opening with news media and place recording on school's main phone line; also add to school's website and announce via social media.
- ✓ School may remain closed until facility and/or staffing requirements are met.
- ✓ Re-activate information and social media as soon as possible.
- ✓ Revise/update school year calendar and share with staff, parents, and news media.
- ✓ Begin discussions on restructuring and resuming extra-curricular activities and afterschool programs and sports events.
- ✓ Opening of school should be monitored closely by staff.
- ✓ Daily reports of staff and scholar attendance should be closely monitored
- ✓ Even when school re-opens, many scholars may need homebound instruction. A possible shortage of homebound teachers may be mitigated by maintaining the Educational Continuity Plan
 - Parents' web-based education considerations:
 - Cable Access educational television (with closed caption)
 - Cable Educational shows (with closed caption)

- Video-streaming (with closed caption)
- Textbook and study guide depositories with drive-through capabilities
- Teleconferencing

✓ When school re-opens activate social distancing strategies to the extent possible (to minimize possible reinfection spread):

- Gatherings of groups larger than normal class size should be cancelled and avoided (e.g. assemblies, large group recess).
- Scholar distance spacing strategies to decrease contact with scholars who may be infected but not exhibiting symptoms, until school returns to normal operations.
- Separate scholar desks to the extent possible
- Prohibit congregation in hall ways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of scholars in the cafeteria; stagger class changes to avoid large groups of scholars in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity

Protocols Specific to COVID-19

- No volunteers or parents will be allowed in classrooms
- All visitors must enter the building through the main door and report immediately to the office
- No scholar may attend school in person with a temperature over 100.4 F regardless of the reason for the temperature
- If a scholar demonstrates any flu-like symptoms, they may not attend school in-person
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If a scholar/staff member is exposed to someone who has tested positive for COVID-19 they must:
 - Notify the school immediately
 - Attend school online while quarantining for a minimum of 14 days
 - Seek medical advice to determine if testing for COVID-19 is appropriate
 - If tested, a positive test must be reported to the school immediately

- If a scholar/ staff member test positive for COVID-19 they must:
 - Notify school admin immediately
 - Attend school online while quarantining until they have been symptom free for 3 days (72 hours) with no medication and 14 days has passed since first symptoms appeared, and/or have had a negative test for COVID-19, whichever is longer.
- In the event that a scholar/ staff member tests positive for COVID-19*:
 - Notify families in the scholar/ staff member's class by phone of a possible exposure (those who have been within 6 ft. of the scholar/ staff member for 15 minutes or more)
 - Require those who have possibly been exposed to attend school online while quarantining for a minimum of 14 days and/or until a negative test for COVID-19 is recorded, whichever is longer.
 - Disinfect any spaces where the scholar/staff member may have been in the last 24 hours
 - Notify local health officials
 - Follow the guidance of local health officials

* Confidentiality of anyone who has tested positive will be maintained consistent with the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

Re-opening Plan Appendix

On 8/18/2020 all academy instructional, administrative, and office support staff will be trained in safe practices and reducing the spread of COVID-19 by Pro Group Management in addition to our yearly Blood borne Pathogen training.

The Honors Academy of Literature has partnered with Authentic Connections to administer surveys to identify and prioritize top focus areas to improve well-being among scholars and faculty no later than September 15, 2020. One survey will be administered to families: Student Resilience Survey (SRS) COVID-19 and another to staff: Faculty Resilience Survey (FRS) COVID-19.

Student Resilience Survey(SRS): COVID-19

Logistics	<ul style="list-style-type: none"> • First administration free • ~15 minutes, administered online • Results delivered in ~8-10 days • Designed for students in grades 6 – 12 • Survey opt-out form provided • Best used after at least 1 week of distance learning
What Your School Receives	<p>Student Resilience Survey:</p> <ul style="list-style-type: none"> • Targeted survey, specifically assessing measures of student well-being (i.e., anxiety, depression), and modifiable aspects of student life most relevant to the current climate (i.e., feelings of connectedness, learning efficacy) <p>SRS Report with Interactive Dashboards:</p> <ul style="list-style-type: none"> • Measures of student well-being with the ability to view data by demographic variables (such as grade, ethnicity,...) • Distilled insights from qualitative responses to open-ended questions on student concerns, areas in which the school is doing well, and potential areas for improvement • Top focus areas for improving resilience, including best practices from research, insights from other schools, and suggestions from students <p>Results Debrief:</p> <ul style="list-style-type: none"> • 1-hour discussion with AC team to review results and discuss recommendations

Faculty Resilience Survey: COVID-19

<p>Logistics</p>	<ul style="list-style-type: none"> • First administration free • ~15 minutes, administered online • Results delivered in ~8-10 days • Applicable to all school faculty • Best used after at least 1 week of distance learning
<p>What Your School Receives</p>	<p>Faculty Resilience Survey:</p> <ul style="list-style-type: none"> • Targeted survey, specifically assessing measures of faculty well-being (i.e., burnout), and modifiable aspects of life most relevant to the current climate (i.e., feelings of connectedness, teaching efficacy) <p>SRS Report with Interactive Dashboards:</p> <ul style="list-style-type: none"> • Measures of faculty well-being, with the ability to view data by demographic variables (i.e., school role, number of years employed) • Distilled insights from qualitative responses to open-ended questions on faculty concerns, areas in which the school is doing well, and potential areas for improvement • Top focus areas for improving resilience, including best practices from research, insights from other schools, and suggestions from faculty <p>Results Debrief:</p> <ul style="list-style-type: none"> • 1-hour discussion with AC team to review results and discuss recommendations