

## Overview and Purpose of this Document

### Background

Under Emergency Directive 022, all charter schools must develop reopening plans for the 2020-21 school year that contemplate instruction offered through:

1. In-person instruction following social distancing protocols;
2. Distance education under an approved Path Forward Program of Distance Education; or
3. A combination of distance education and in-person instruction.

Re-opening plans must be based on *Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings* and include a Path Forward Program of Distance Education<sup>1</sup> in accordance with the minimum requirements set forth by the Nevada Department of Education (NDE).

With an understanding that developing a reopening plan is complex and time intensive, **the State Public Charter School Authority (SPCSA) has developed an *optional* reopening plan template which covers the topics outlined in NDE's minimum requirements and the Path Forward Framework.** This document should be seen as a resource for schools and not a mandate. Whether schools decide to use this template or develop their own, the topics and guiding questions can serve as a tool for ensuring a comprehensive plan.

### Forms

- Certification for Path Forward Program of Distance Education:  
<https://www.dropbox.com/s/fztw6wiwm06en2w/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20FPDE.docx?dl=0>
- Request for Calendar Adjustment:  
<https://www.dropbox.com/s/0ez1fhjckqn6ln/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20Calendar%20Adjustment.docx?dl=0>
- Request for Additional Professional Development Days:  
<https://www.dropbox.com/s/j85x58e5t8s9jez/Path%20Forward%20Distance%20Education%20Guidance%20Memo%20Certification%20for%20Professional%20Development.docx?dl=0>

### Resources and References

#### School Re-Opening

- Declaration of Emergency Directive 022:  
<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/2020-06-09.Declaration-of-Emergency-Directive-022.pdf>
- Guidance for Path Forward Programs of Distance Education:  
[http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News\\_Media/Guidance\\_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05\(1\).pdf](http://www.doe.nv.gov/uploadedFiles/ndedoenvgov/content/News_Media/Guidance_Memos/2020/PathForwardDistanceEducationGuidanceMemo20-05(1).pdf)
- Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings:  
[https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Nevada\\_Path\\_Forward\\_6.9.20\\_FRAMEWORK.pdf](https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Nevada_Path_Forward_6.9.20_FRAMEWORK.pdf)
- Nevada Summer Learning and Activity Guidance:  
<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Summer-Learning-and-Activity-Guidance-6.9.20.pdf>

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<sup>1</sup> Schools that had previously (prior to March of 2020) been approved by the Nevada Department of Education and the State Public Charter School Authority to serve 100% of students through a full-time program of distance education are not required to develop a Path Forward Programs of Distance Education, but must still develop a re-opening plan that contemplates the applicable topics within Nevada's Path Forward Framework.

- Nevada Interscholastic Activities Association Re-Opening Guidance:  
<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/NIAA-Reopening-Guidance-6.9.20.pdf>

#### **Face Coverings**

- Declaration of Emergency Directive 024:  
<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/Directive-024-Face-Coverings.pdf>
- Guidance on Face Coverings:  
<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/06/6.22-Guidance-on-Improvised-Facial-Coverings-JH-V1.pdf>

**School Name: Pinecrest Academy of Nevada**

**COMMUNICATION**

**COMMUNICATION**

- *How will you communicate important information to families about the re-opening process?*
- *How will you communicate with students, families, staff and other stakeholders about the actions your school will be taking to keep people safe and healthy?*
- *How will you communicate with students, families, staff and other stakeholders about the actions individuals should take to protect themselves and others?*
- *What is your plan to ensure that Parents receive general updates regarding the district/school's implementation of distance education at least weekly? If English Learners comprise at least 10 percent of the student population, the school will be required to make these weekly updates available in any language that is the native language of at least 50 percent of English Learners enrolled in the charter school.*

Important information will be sent via Infinite Campus and Principal videos.

Families will be communicated with at a weekly minimum regarding updates beginning August 1.

Parent Impact meetings will be held to engage in stakeholder discussions and feedback.

A letter will be sent via Infinite Campus to parents, students, staff regarding all new and existing hygiene measures being taken, including when to stay home and the proper measures to take if sick. Students with infectious symptoms will be sent home, even without fever.

List of forms developed:

1. Health Information for Parents/School Year 2020/2021
2. Teachers Guide for Sending Students to the Health Office
3. Reopening of School and Changes in School Healthcare of Students
4. Mask Requirement Email
5. Athletic/Activities Requirements

**REOPENING SCHOOL BUILDINGS**

**REOPENING APPROACH**

- *How will your school building(s) re-open (see options in section 6 of Directive 022 and within the Path Forward Framework)?*
- *Will the school request a calendar adjustment as part of your reopening approach?*
- *How will you approach re-opening for students whose families are not comfortable with them returning to school or who are identified as "vulnerable populations"?*
- *Under a hybrid learning model how would the school determine which students receive in-person instruction at which times?*
- *What circumstances/scenarios will warrant a change in the approach?*
- *If a change in approach is warranted, how will that transition be made?*

All campuses will be prepared to implement full Remote Live learning in the event of a positive case on site or another shutdown directive. The Nevada's Path Forward Framework states that anytime a person who has been present in the school building tests positive with COVID-19 (within 72 hours of being in the building) then the school should expect a closure of at least 2-5 days to clean, disinfect and contact/trace affected individuals.

All students K-12 will take a diagnostic assessment (iReady, Cert) within the first month of school to determine students' academic needs as a result of the Covid-19 pandemic.

**Plan A (A/B Model Hybrid Model):**

Students attend school for face-to-face instruction two days each week.

Students learn online outside of school three days each week.

- Students on A Schedule will attend in person on the first 2 days of the week, with B days of Remote Live Instruction on the last 2 days of the week.

- Students on B Schedule will attend Remote Live Instruction on the first 2 days of the week, with B days in person on the last 2 days of the week.
- Wednesday will be a cleaning day. Students will work on completing assignments and blending learning expectations. Students will have the ability to check in with teachers via scheduled office hours.
- Families that are not comfortable with sending their child to school will have a full Remote Live option. They will select this option for a minimum of 1 semester. These students will log in to Remote Live Instruction and submit assignments via Google Classroom.
- Holiday weeks will have an adjusted schedule that will be communicated to families.

**During Remote Live Learning:**

- All teachers are expected to create a Google Classroom prior to the first day of school.
- Students should be taught how to access and utilize the Google Classroom platform.
- Parents should be provided with information about how to access and utilize the Google Classroom platform.
- Teachers will be responsible for all classes in their schedule, including electives.
- Students will be responsible for all classes in their schedule, including electives, as assigned by grade level.
- Distance Education content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- The school is required to contact/interact with each student daily. Contact/interaction means a student:
  - submitted an assignment/blended learning.
  - filled out a Google Form.
  - attended a live, online session.
  - accessing Google Classroom.
  - e-mail or documented phone call.
- Grade level/subject consistency of summative assignments at each campus.
  - Teachers will continue to follow long-range plans and prepare students for standardized assessment.
- Content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- Weekly grades entered into Infinite Campus per grading guidelines.
- Weekly attendance protocols will be followed.
- All classes will have live instruction/office hours available to students/families to answer questions, as required by administration.
- Continuation of blended learning programs including i-Ready, Accelerated Reader, ST Math, and Reflex/Arcademics.
- Teachers will be required to attend grade level/department meetings as scheduled.
- Special education services and support will continue during Remote Live Learning.

**For K & 1 Only- Half Day Option**

- This option will be provided to families on campuses that are able to offer logistically and based upon family request.
- Students attend AM or PM options in a 3 hour session, Monday, Tuesday, Thursday, Friday.
- Wednesday is reserved for deep cleaning of school. Students will work from home completing blended learning, class assignments, specials, and office hours.
- Lunch will still be provided to Free and Reduced Lunch students.

**Calendar:**

A calendar revision will be made to reflect the following for Semester 1, utilizing the additional 5 days of professional development when teachers return:

2020

Mon-Tue, July 27 - 28	New Teacher Academy (Optional-Tentative)
Monday, August 3	Teachers Return
August 03-07	Professional Development Training for Teachers
August 10-14	Professional Development Training for Teachers
Friday, August 14	Meet the Teacher (Virtual)
Monday, August 17	First Day of School

Monday, September 7	Labor Day (No school for students and staff)
Monday, September 14	Professional Development Day (No school for students)
Monday, October 5	Professional Development Day (No school for students)
Friday, October 9	End of First Grading Period
Friday, October 16	Parent-Teacher Conferences (No school for students)
Friday, October 30	Nevada Day Observed (No school for students and staff)
Monday, November 2	No School for students and staff
Monday, November 2	First Contingency Day (if needed)
Tuesday, November 3	Professional Development Day (No school for students)
Wednesday, November 11	Veteran's Day (No school for students and staff)
Wed-Fri, November 25-27	Thanksgiving Break (No school for students and staff)
Tue-Fri, December 15-18	MS/HS Exam Days (Half day of school for MS/HS students only)
Friday, December 18	Data Day (Half day for all students)
Friday, December 18	End of Second Grading Period/End of First Semester
Mon-Thur, December 21-31	Winter Break (No school for students and staff)

**Backup Option B: Phase 3 (Return to Normal with Safety Precautions)**

We will follow all guidelines issued by the Governor and Department of Education.

**Backup Option C: Return to Distance Education**

Due to the COVID pandemic, all instruction was changed over to distance learning. In the case that an emergency school closure occurs in the future, and to ensure a smooth transition to distance learning, Remote Live learning for all classrooms will be implemented. Additionally, providing students with exposure to online learning will prepare them for 21st Century learning.

**During Brick and Mortar Instruction**

Although regular, in-person instruction may be occurring, students, parents, and teachers should be trained in the use of Google Classroom or an alternative online platform approved by campus administration. The regular use of Google Classroom will ensure that the Pinecrest community is proficient in and able to efficiently switch to distance education, if needed.

- All teachers are expected to create a Google Classroom prior to the first day of school.
- Students should be taught how to access and utilize the Google Classroom platform.
- Parents should be provided with information about how to access and utilize the Google Classroom platform.
- Teachers should utilize their Google classroom for instruction weekly.
- Teachers should utilize their Google classroom for assignment submission weekly.
- Distance Education content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- Grade/department level consistency of assignments and grading.
- Content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency.

**During Remote Live Instruction**

- All teachers are expected to create a Google Classroom prior to the first day of school.
- Students should be taught how to access and utilize the Google Classroom platform.
- Parents should be provided with information about how to access and utilize the Google Classroom platform.
- Teachers will be responsible for all classes in their schedule, including electives.
- Students will be responsible for all classes in their schedule, including electives.
- Remote Live content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- The school is required to contact/interact with each student daily. Contact/interaction means a student:
  - submitted an assignment/blended learning.
  - filled out a Google Form.
  - attended a live, online session.
  - accessing Google Classroom.
  - e-mail or documented phone call.
- Grade level/subject consistency of summative assignments at each campus.
  - Teachers will continue to follow long-range plans and prepare students for standardized assessment.

- Content to be aligned with the Pinecrest Academy Instructional Model and curriculum to ensure consistency from the classroom environment.
- Assignments and content delivered and due on a weekly basis.
- Weekly grades entered into Infinite Campus per grading guidelines.
- Weekly attendance protocols will be followed.
- All classes will have live instruction/office hours available to students/families to answer questions, as required by administration.
- Continuation of blended learning programs including i-Ready, Accelerated Reader, ST Math, and Reflex/Arcademics.
- Teachers will be required to attend grade level/department meetings as scheduled.
- Special education services and support to continue in a distance education environment.

#### **PHYSICAL HEALTH SCREENING**

##### *● How will you screen staff and students?*

- Parents/guardians will check students at home to rule out fever and/or signs or symptoms of illness prior to departure from home.
- Train staff on the use of PPE, taking temperatures, proper handwashing technique and appropriate environmental cleaning for health offices and classrooms. Encourage teachers to do basic first aid in the classroom and during recess to decrease the number of students coming to the health office to minimize exposure to students who are ill.
- Staff and parents to notify administration immediately if exposed to COVID-19.
- Notify HCP, health dist., follow CDC guidelines for quarantine and return to campus.
- Individuals who do not have a medical issue should not use the Health Office as a walk-through, use the restrooms, etc.
- Isolate students that are ill, even if no fever.
- Students and staff will receive a daily temperature check before entering the building.
- Review and revise health office guidelines for when to use the isolation area and when to send home.

#### **PHYSICAL HYGIENE**

##### *● How will you address and reinforce hand hygiene and respiratory etiquette?*

##### *● How will face coverings be used? Please refer to Emergency Directive 024 and the associated guidance which outline the requirements for face coverings.*

- At arrival at school, students will follow all instructions related to personal preventive measures, including wearing a cloth face covering. These guidelines will be communicated to families via email.
- Social distancing will be observed at all times as students enter and move throughout the building. Social distancing stickers will be placed throughout campuses.
- Students will utilize hand sanitizer when entering the building/classroom.
- Good hygiene practices will be taught and followed- including handwashing, covering cough, staying home when ill, monitoring temperatures.
- The health office will allow for two spaces for student care:
  - Healthy students coming for routine needs: medication, diabetic checks, basic first aid/injury assessment
  - Second area for students/staff who are ill and being evaluated for possible infection and/or pick up.
- Review and revise health office guidelines for when to use the isolation area.
- If a second area is used for isolation, an additional staff member will be trained to supervise that area when necessary.
- Students/staff to maintain 6 feet distance from others and students/staff in grades 5 and up required to wear face masks unless medical conditions are prohibitive. All students/staff will be required to wear masks during arrival/dismissal/transitions. Cloth masks to be provided by parents but the front office will have backup masks available for students on campus if they become lost/soiled/damaged.
- Identify other means to address uniform violations other than sending to the health office. Another area and staff to help the student or ignore uniform violations for this school year.
- Students can do distance learning at home if sent home ill and/or in quarantine.

- School nurses may be required to perform health assessments in another location than the health office. Mass vision/hearing screening may need to be performed in individual classrooms if a large room to maintain distancing is not available.
- Starting inventory (for health office use only) to include:
  - Infrared thermometers
  - Masks (N95 for FASA and Nurse when available; will need to be fit tested and have an OSHA approved respirator program or contract with one).
  - Gloves (10 bx)
  - Face shields
- School nurse and FASA to wear PPE (mask/gloves/ face shield) when working with students and gown if suspected infectious illness and needs to be close to the student.
- Use appropriate disinfectant that has a kill claim for COVID-19 (follow CDC and SNHD guidelines)
- Hand washing prior to and after each student, if touching students (even if wearing gloves) or use of alcohol hand sanitizer if soap/water is not available.
- All surfaces to be cleaned in between student use by health office personnel (cots and chairs).
- Frequent and routine cleaning of commonly touched surfaces. Custodians to clean and disinfect all surfaces daily and most frequently touched areas during the day.
- Teachers will have the necessary supplies to clean tops of desks, chairs during the day.
- Thorough cleaning of all surfaces in the health office to be done by custodial staff daily.
- Refer students/staff that are considered “high risk” to their medical provider to determine when school re-entry for their individual health concerns is recommended. Documentation will be provided to administration.

#### **School Supply Lists for Families**

- All supply lists will be individual. No shared items.
- Supply lists will include supplies needed for the general education classes as well as all specials and electives.
- Supply lists to include facemasks provided by families.
- Supply lists to include personal water bottles.

#### **TEAMS Before/After School Care**

- Students will report directly to their assigned classroom for TEAMS.
- Snacks will be delivered to students in classrooms.

#### **SOCIAL DISTANCING**

- *How will you maintain social distancing in line with the Path Forward Framework, Governor’s Emergency Directives, and Nevada Department of Education guidance?*
- *How will you transition as necessary when the prevailing guidance shifts in response to public health conditions?*

#### **Phase 2 Hybrid Model:**

- School facilities will operate at 50% of the maximum capacity for each space/area.
- No more than 50 individuals (students and staff) should be in an enclosed space within a school facility while maintaining social distancing. For example, no more than 50 individuals should be in a single office suite, classroom, gymnasium, or other confined space at a single time.
- All instruction must be held in spaces that allow students and staff to remain at least six feet apart. Desks/seats should be placed to allow students and staff to remain at least six feet apart.
- Whenever possible and developmentally appropriate, there should be no group or pairs work that would require students to regularly interact within six feet, recognizing that this is not possible for early childhood students and some students with disabilities.
- Students on campus should not participate in activities that would make it difficult to maintain consistent social distancing or with the likely potential for spreading the virus through respiratory droplets.
- Whenever possible, students should not be brought together in gatherings outside of their class group unless distancing of 30 feet between groups can be maintained.
- Whenever possible, consistent groupings of people (students and staff) should be maintained to minimize virus spread in the school community.

- Plans for entry and exit procedures will reduce the number of people congregating in large spaces or mixing in hallways, including potentially organizing one-way hallways.
- Signage and floor markings will be utilized to maintain social distancing and provide guidance to individuals to enter one at a time.
- Students will eat lunch at their desks or assigned seats in the cafeteria to maintain social distancing.
- Recess times will be staggered to allow for physical activities and brain breaks while maintaining social distancing guidelines.
- Volunteers on campus will not be allowed unless prior approval is granted by administration.

## HUMAN RESOURCES

### STAFF RETURN TO WORK

- *How will staff return to work?*
- *How will you address circumstances where staff are not comfortable returning to work or are identified as “vulnerable populations”?*
- *How will your staffing approach ensure strong implementation of your overall reopening approach?*
- *How will you prepare for the possibility of increased staff absences due to illness and ensure that staff who are sick are able to stay home?*

### Changes/Additions to the Staff Handbook

The following changes to the Staff Handbook are being made by the Academics legal department and the revised language will be distributed to all schools prior to the report date for teachers to return for the 20-21 school year.

1. **Families First Coronavirus Response Act (FFCRA)** – the policy should follow the federal guidelines and expires on December 31, 2020, unless the benefits are extended by the federal government.
2. **Occupational Safety and Health Act** – This will acknowledge and adopt the most up to date recommendations and directives from state and federal authorities regarding workplace safety as they are released.
3. **Exposure Policy** – Policy regarding employee exposure including the following:
  - a. Require Employees to complete Employee Pandemic Questionnaire to identify employees with non-medical reasons for possible absence during a pandemic (Questionnaire is ADA compliant and available upon request from Academics).
  - b. Administration may send employee home if they display Covid-19-like symptoms.
  - c. Administration may ask employees who report feeling ill at work, or who call in sick, questions about their symptoms to determine if they have or may have Covid-19.
  - d. School may require each employee to have their temperature taken prior to working each day/week.
  - e. Require employees to report travel to any area under a Level-3 travel restriction.
  - f. Follow CDC recommendations regarding self-quarantine related to exposure.
  - g. Require certain person protective equipment (PPE).
4. **Discrimination/Harassment based upon disability or race/national origin perceived to be affiliated with Covid-19** – this will add language to the current discrimination and harassment policies to include any discrimination/harassment based upon disability or race/national origin perceived to be affiliated with Covid-19.
5. **Employee/Student/Parent Interaction Policy** – in order to minimize contact between school employees and students/parents this policy will give suggested guidelines limiting such contact.
6. **High Traffic/High User Areas** – Provide cleaning materials and require those employees/volunteers that use copy machines, employee bathrooms, break areas, etc. to disinfect the equipment and/or areas after each use.
7. **Paid Time Off** – Addition to the current PTO policy which may include the following:
  - a. Requirement for employees who are sent home because they are exhibiting Covid-19 symptoms to use PTO until they satisfy at least one qualification for Emergency Paid Sick Leave or FMLA leave.
  - b. Require employees working from home to keep a log of work activities. For any day a log is not produced, PTO must be used.

### Changes/Additions to the “School” portion of the Staff Handbook

The following changes to the handbook are campus/system specific and are updates that each administrator should consider for the 20-21 staff handbook.

1. **Licensed Employee Evaluations –**  
Temporarily suspend any requirement to use student standardized testing results in teacher or administrator evaluations until such data is available.  
Continue to require scheduled observations and evaluations whether the employee is providing distance or in-person instruction.
2. **Lunch/Prep time accommodations-**  
Teachers and staff will be expected to supervise students eating lunch in classrooms. Administrative teams will create a schedule to allow for teacher breaks throughout the day.  
Teachers may only take students out for breaks as scheduled by administration.
3. **Substitute Coverage related to Covid-19**  
Teachers must immediately notify administration of any positive COVID 19 test which may require an extended absence from the campus (until at least 7 days after all symptoms have subsided is the current guidance).
4. **Expectations of Distance Education/Transition back to Distance Education**  
Teachers will be expected to follow Remote Live Instructions guidelines as listed in Option C above.
5. **Policy regarding arrival and departure of employees –** This policy will put employees on notice that their arrival and departure times may be changed by administration to accommodate and facilitate any required staggered starts.

#### **Teacher's Lounge**

- Staggered seating will be provided or teachers may eat in the classroom.
- Staff to clean commonly used items such as microwave, coffee makers, refrigerator doors, etc. after use.
- Cleaning supplies to be provided.

#### **GOVERNING BODY AND SCHOOL LEADERSHIP ROLE**

- *How will you share consistent and up-to-date information with your governing body and school leadership?*
- *How and to what extent will the governing body and school leadership weigh in on key decisions?*
- Principals will report updates at regularly scheduled board meetings.
- A board member participated in our Reopening Committee meetings to develop our plans.

#### **LOGISTICS**

##### **FACILITIES MANAGEMENT**

- *What adjustments will be made to the facility or use of the facility to support your reopening plan and to minimize the risk of spreading COVID-19?*
- *How and how frequently will you clean and sanitize various parts of the facility to minimize the risk of spreading COVID-19?*

Operations Managers will directly assist school administration in their responsibility to evaluate school-based custodial personnel and inspect their work performance.

- Daily Cleaning - Custodial staff will work during each school day to support the learning environment.
- Enhanced Cleaning - Custodial staff will work between student cohorts to clean and disinfect all high-touch surfaces throughout the school.
- Disinfectant Cleaning - In the event of a COVID-19 confirmed positive, Operational services will initiate an electrostatic spray cleaning of school.
- No Field Trips or have Virtual Field Trips.
- Limit or no volunteer opportunities with parents.
- Eliminate or reduce student /office aides.
- Lines may be drawn on hallways to display right of way.
- Dots 6 feet apart may be displayed in waiting/standing areas.
- Library usage- reservations/sign up, wait to enter.
- Lockers- students may be given limited set times to access lockers (before and after school, before and after lunch).

**Arrival Procedures**

- Thermometer check stations at entrances.
- Hand sanitizer at door of each room for students to sanitize upon entering.
- Hand sanitizing stations at all entrances, throughout halls, front entry, MP room.
- No Opening Ceremonies, students go straight to class.
- No families walking students to class or drop off items.
- Increase coverage/security at all entrances/exits.

**Classroom Setup**

- Desks 6 feet apart.
- No carpet whole group area.
- Limited or no shared supplies.
- Curriculum orders to ensure no sharing of textbooks or workbooks.

**Recess Procedures**

- Staggered times assigned for blacktop, carloop, or field use.
- Playground structures closed.
- Walks around carloop permitted by classes as scheduled by administration.
- Brain breaks scheduled throughout the day as scheduled by administration.

**Restroom Procedures**

- Every other urinal and sink blocked off or partitioned.
- Restrooms will be cleaned every hour and checklist will be signed.

**Water Fountains**

- Cover all water fountains.
- Students must bring their own water.
- Water will be available for emergencies.

**Dismissal Procedures**

- Within the classroom for carloop, students stay in the same class.
- Separate walk-up/bicycle dismissal area, spread out 6 ft.
- Place dots 6 ft apart in waiting areas.

**School Supply Lists for families**

- No shared items.
- Personal masks provided by families.
- Individual water bottles (no drinking fountains).

**Before and After School Care**

- Go straight to assigned classrooms rather than gathering in the MP room.

**Teacher's lounge**

- Stagger tables or eat in classrooms.
- Microwaves- staff required to clean before and after use.
- Cleaning supplies provided on counters.

**Cleaning/Sanitizing Schedule** (checklists in areas for staff signature when complete).

- Handrails, elevator buttons, door handles- every hour.
- Restrooms- every hour.

**Nurse's Office Procedures**

- A well area and a sick area/room.
- Waiting area seats 6 feet apart.

**NUTRITION SERVICES/BREAKFAST & LUNCH**

- *How will the school adjust meal-time procedures to minimize the risk of spreading COVID-19?*
- *If the school provides meals, what precautions will be taken during meal preparation and service to minimize the risk of spreading COVID-19?*
- *How will the school ensure that students have access to nutrition services to which they are entitled?*

**Lunch**

- Students will eat lunch in classrooms or in the MP room if socially distanced and no more than 50 present.
- Establish procedures with the goal to reduce corridor/hallway traffic.

- Equipment sanitized at regular intervals.
- Hand washing/sanitizing reminders for staff and students.
- Require/provide face coverings for all staff.
- Require/provide gloves for all staff handling lunches.
- Maintain social distancing during distribution and meal time.
- No use of drinking fountains.
- Support Staff will pick up the cart with lunches and take it to their designated room.
- 20 minute seat time requirement is currently waived.
- Eliminate POS pin pad; use rosters and have Kitchen Managers enter the information into IC after lunch
- Academica/NSLP school staff will need to coordinate and provide NSLP training to support staff to ensure they are accurately counting and claiming meals.

#### **TRANSPORTATION/ARRIVAL & DISMISSAL**

- *How will the school adjust arrival and dismissal to minimize the risk of spreading COVID-19?*
- *If the school provides transportation, what changes will be made to ensure social distancing, proper cleaning and sanitation, and overall mitigation of the risk of spreading COVID-19?*

Our current carloop silent arrival/dismissal procedure will be utilized with social distancing and face mask guidelines.. Walk up and bike areas will continue to be utilized with social distancing and face mask guidelines.

#### **Arrival Procedures**

- Thermometer check stations at entrances.
- Hand sanitizer at door of each room for students to sanitize upon entering.
- Hand sanitizing stations at all entrances, throughout halls, front entry, MP room.
- No Opening Ceremonies, students go straight to class.
- No families walking students to class or drop off items.
- Increase coverage/security at all entrances/exits.

#### **Dismissal Procedures**

- Within the classroom for carloop, students stay in the same class.
- Separate walk-up/bicycle dismissal area, spread out 6 ft.
- Place dots 6 ft apart in waiting areas

#### **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

- *How will the school adjust athletics and/or extra-curricular activities to minimize the risk of spreading COVID-19?*
- *If the school offers NIAA sports, describe your plan for athletics, which should comply with NIAA guidance.*

#### **Phase 2 Guidelines:**

Guidance is based upon the NIAA document released on June 9, 2020 for NIAA Sports. This guidance is heavily based on guidance issued by the National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC), Guidance for Opening up High School Athletics and Activities issued May 19, 2020. This document and the NFHS SMAC guidance are rooted in the belief that "...it is essential to the physical and mental well-being of high school students across the nation to return to physical activity and athletic competition." It is recognized that due to the pandemic, all students may not be able to return to athletic activity in all schools and areas of the state at the same time. It is also recognized that athletic activity may be suspended for an individual, a team, a school, or for an area of the state or the entire state, in a particular sport or several sports as may be dictated by the need for safety resulting from the pandemic.

- With the transition to Nevada Phase 2, school facilities will be opened in accordance with Phase 2 of the White House/CDC guidance. With schools open under restrictions for individuals, Phase 2 of the NFHS SMAC guidance is to be used for school facilities that are open.
- Similarly, Phase 3 of the NFHS SMAC guidelines would apply in Nevada Phase 3.

Decreasing potential exposure to respiratory droplets is the guiding principle behind social distancing and the use of face coverings. It is also the basis of the stratification of risk by sport presented later on in this document. The use of cloth face coverings is meant to decrease the spread of respiratory droplets. As state and local COVID-19 prevalence decreases, the need for strict social distancing and the use of face coverings will lessen. Look to guidance from your state and local health departments.

- The Centers for Disease Control and Prevention (CDC) is additionally “advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.” (“Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission”).
- Recognizing the benefits and potential drawbacks of the use of cloth face coverings during conditioning and physical activity, the NFHS SMAC recommends the following: i. State, local or school district guidelines for cloth face coverings should be strictly followed.
- Cloth face coverings should be considered acceptable. There is no need to require or recommend “medical grade” masks for athletic activity.
- Any student who prefers to wear a cloth face covering during a contest should be allowed to do so.
- In the absence of guidelines to the contrary, we recommend that cloth face coverings be worn by students during Phases 1 and 2 as outlined below. Exceptions are swimming, distance running or other high intensity aerobic activity. Cloth face coverings may continue to be used during Phase 3 when not engaging in vigorous activity, such as sitting on the bench during contests, in the locker room and in the athletic training room.
- Plastic shields covering the entire face (or attached to a helmet) shall **not** be allowed during contests. Their use during practices increases the risk of unintended injury to the person wearing the shield or teammates.
- Coaches, officials, and other contest personnel must wear cloth face coverings at all times during Phases 1 through 3.
- Testing regimens, specific guidelines regarding mass gatherings, and response to a student or team member testing positive for COVID-19 (including contact tracing) are all currently under review, and guidance will come from CDC and state and local health departments. Limited testing availability, lack of resources for contact tracing, and expanding knowledge of the characteristics of COVID-19 transmission could all result in significant changes to the recommendations below.
- Due to the near certainty of recurrent outbreaks this coming fall and winter in some locales, state associations must be prepared for periodic school closures and the possibility of some teams having to isolate for two to three weeks while in-season. Development of policies is recommended regarding practice and/or competition during temporary school closures, the cancellation of contests during the regular season, and parameters for the cancellation or premature ending to postseason events/competitions.
- With the uncertainty of which phase of recovery will be active at the beginning of a sports season or maintained during a season, scheduling contests that require less travel when possible should be considered. Such scheduling will reduce time spent in buses or vans. It will also potentially decrease the need for rescheduling contests as “opening up” may occur regionally. If opponents at the time of a contest are subject to different restrictions, re-scheduling that contest for a later date may be problematic.
- Until a cure, vaccine or very effective treatment is readily available, or so-called “herd immunity” is confidently reached, social distancing and other preventive measures such as face covering will be a “new normal” if workouts, practices, and contests are to continue.

#### **Pre-Workout/Contest Screening:**

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check.
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- Any person with positive symptoms reported should **not** be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- Vulnerable individuals (over 65, pre-existing health conditions) should **not** oversee or participate in any workouts during Phase 2.
- If locker rooms or meeting rooms are used, there must be a minimum distance of 6 feet between individuals at all times. Efforts should be made to encourage students and coaches to limit the use of locker rooms when at all possible by arriving ready for workouts and showering at private residences.
- Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures limited exposure if an individual develops an infection.

- There must be a minimum distance of 6 feet between individuals at all times, whether indoors or outdoors. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur. Appropriate social distancing will need to be maintained on sidelines and benches during practices. Consider using tape or paint as a guide for students and coaches.

**Facilities Cleaning:**

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Weight equipment should be wiped down thoroughly before and after each individual’s use of equipment.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.

**Personal & Clothes/Equipment Hygiene:**

- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place as well as at all practices and contests.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat transmission onto equipment/surfaces.
- Students should be encouraged to shower and wash their workout clothing immediately upon returning to home.
- There should be no shared athletic towels, clothing, or shoes between students.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned intermittently during practices and contests.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use.

**Physical Activity:**

- Lower risk sports practices and competitions may resume.
- Modified practices may begin for Moderate risk sports.
- Maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.

**Hydration:**

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should **not** be utilized.

**Phase 3**

Guidelines will be followed in accordance with NIAA and/or NCSAA recommendations.

**INFORMATION TECHNOLOGY**

- *What technology resources are necessary to implement your re-opening plan?*
- *How will you ensure that the school has all necessary technology resources to support your re-opening plan?*
- *What actions will you take to expand access to technology and internet connectivity for students, families and educators?*

- 1:1 deployment of Chromebook devices where possible or provided upon request and availability
- GoGuardian content filtering for all students.
- Arrange to have all students on-boarded to the COLEGIA platform to improve Zoom classroom security, ease of transition between virtual classes, and easy access to all related instruction software programs. This should be completed during the summer/start of the school year.
- Ensure all students have devices and connectivity needed to participate in Remote Live Instruction.
- Assess and choose online services to meet school needs (Colegia, Zoom, Google) and make sure all student and teacher accounts are active and ready for the start of the school year.

**Remote Live Learning:**

- Expectations should be set for a Remote Live instruction model, at home, attending a virtual class schedule

throughout the school day according to the teacher provided schedule for the grade level. This model improves student engagement, eases the burden on families/parents who would otherwise be “homeschooling” children with materials provided by the school, and has been shown to meet or exceed student educational growth in the traditional classroom model during Academics Florida’s Spring 2020 semester (comparing i-ready test growth during same periods in 2018 and 2019)

- Student expectations may include appropriate dress, location appropriate to learning, school appropriate language and behavior, and limited distractions in background. Progressive discipline applies to Remote Live instruction.
- Meetings and classrooms are not made public.
- All teacher accounts will utilize all available safety features, such as waiting rooms and required full names.
- Screen sharing options should be set to “Host Only”. Teachers can allow students to share their screen for presentations.
- Provide IT and Curriculum support/information for families to enable them to better help their students if needed.
- Use CARES/ESSER funding to purchase needed devices.

## **WELLNESS AND RECOVERY**

### **SOCIAL-EMOTIONAL LEARNING – TIER 1**

- *How will the school provide tier 1 (universal) social emotional support to students?*
- The school nurse should work closely with the school counselor and mental health professionals to manage student mental health / anxiety.
- Safe Voice and Report A Bully links are provided on websites.
- Counselors and Safe School Professionals will continue to meet with students in all Phases.
- Safe School Professionals will visit classrooms where possible and where needed to provide coping and resilience skills.

### **TRAUMA-INFORMED PRACTICES – TIERS 1-3**

- *How will the school monitor students, staff and families who may be struggling and evaluate their social emotional needs?*
- *What tier 1 (universal) trauma-informed practices will be in place?*
- *What tier 2 and tier 3 additional supports will be available to support students, families and staff that may be in need of more intensive support?*
- Counselors and Safe School Professionals will continue to meet with students in all Phases.
- Staff will receive training in trauma-informed practices.
- Local and community resources will be communicated to families in need.
- Staff will monitor and refer students of concern to Safe School Professionals and Counselors.
- Administration will follow up on all reported staff concerns regarding social and emotional concerns as a result of the Covid-19 pandemic and refer to appropriate resources.

## **ACADEMICS – Path Forward Plan of Distance Education**

*(required for all schools not already approved by the Nevada Department of Education to provide full-time distance education to 100% of students)*

### **INSTRUCTIONAL APPROACH**

- *How will instruction be provided to students (describe synchronous and asynchronous approaches, as applicable)?*
- *What accommodations will be provided to students without access to technology, which may include distance education through paper correspondence?*
- *How will the school ensure that students who are quarantined on the advice of local public health officials have access to distance education?*
- *How will the school ensure that a teacher attempts to contact each student via electronic means or by telephone at least once per day?*
- *How will teachers be accessible to students through the internet or by phone during the school’s regular instructional hours?*

- *What adjustments will be made to specific courses to minimize the risk of spreading COVID-19, such as band, physical education, chorus, or certain CTE courses?*

- Refer to above guidelines regarding in person and remote live instruction expectations.
- Students quarantined based upon a medical recommendation will be able to participate in Remote Live Instruction.
- Teachers will have regular office hours and utilize email/Zoom/phone conferences throughout the week with families.

#### **MEETING STUDENT NEEDS**

- *How will the school adapt to provide appropriate education for English Learners, students with IEPs and students with 504 plans?*
- *How will the school evaluate the efficacy of its implementation of distance learning in the spring of 2020 and determine the academic needs of students due to the disruption in in-person instruction?*
- *How will the school meet students' academic needs based on this determination?*
- *How will the school continue to evaluate the efficacy of their plan to meet students' needs and adjust, as needed?*

- The Special Education Department has both an alternate schedule plan that meets the needs of the students while they are on campus, and a distance learning plan that meets the students needs while they are off campus and participating via distance learning. Each of these plans target the students individualized goals and service minutes.
- In order for the school to determine the efficiency of it's distance learning plan, our students progress towards their goals will continue to be tracked via progress monitoring and ongoing collaboration with both the general education teacher, parent and special education teacher. The collection of this ongoing data will help the team determine the needs of each student.
- Each of our students IEP'S are written to provide the best support for each of our students in the least restrictive environment. The use of the students progress monitoring data and academic scores will give the team the data they need to provide the best support for each of our students and their academic needs.
- The continued use of data tracking will provide the team with the information needed to determine if what they are doing is working or if adjustments need to be made to a student's programming. If adjustments do need to be made then the team will be able to call a revision meeting at any time throughout the school year.

#### **Alternating Days with A/B Schedule**

- Create a schedule that allows for push-in services on days in attendance and pull-out related services provided on Remote Live Learning days to avoid pulling students from the less-restrictive environment, given the reduced in-person instruction time.
- Create a Special Education Alternate Schedule Plan for students whose minutes of service will need to be adjusted in the A/B model, and hold meetings with families.

#### **All Remote Live Instruction**

- Create Special Education Distance Education Plans (Format of plans is created and available to all schools from SESS).
- Virtual Special Education Push In- Ensure SPED teachers and IA's have access to Zoom classrooms.
- Virtual Special Education Pull Out- SPED teachers to create a schedule of classes for Zoom group or individualized instruction.
- Virtual Related Services- Arrange for virtual access to all service providers where applicable (special accommodations may be needed for physical therapy, audiology, or other services which cannot be modified to virtual instruction).

#### **GATE Instruction**

- GATE will continue to provide services through push-in, pull-out, project based learning, and virtual extension coursework.

#### **ATTENDANCE AND ENGAGEMENT**

- *How will the school track student attendance in Infnidte Campus?*
- *How will the school engage parents and families to communicate and reinforce the importance of attendance?*

Regardless of which instructional option (traditional, virtual, or hybrid) is selected by the schools, any Infinite Campus attendance codes or alternative attendance procedures will have to be approved by the state and be in accordance with the NAC and NRS. Attendance options will be pushed into the appropriate Infinite Campus model. Once established, attendance rules will be posted in parent handbooks. Each charter system/school will need to decide if a state approved code will be reflected as excused or unexcused. Each reflects equally regarding chronic absenteeism.

- Attendance can be tracked through in-person presence, participation in Zoom sessions, submitting assignments, completion of blended learning, email, phone calls, and Google Form submissions.
- Teachers and administrators will maintain contact logs and reach out to families with attendance and engagement concerns.
- Videos and newsletters will be sent to families weekly to communicate the importance of attendance and engagement.

#### **PROFESSIONAL LEARNING**

- *What professional learning will be provided to educators and staff regarding high-quality distance education and health and safety requirements related to preventing the spread of COVID-19?*
- *Will the school request additional professional development days and if so, how will these professional development days be used?*

- We are requesting the 5 additional PD days in addition to our current professional development calendar for the year.
- Staff will be trained on how to wear and clean a mask, hygiene and hand washing/sanitizing procedures, social distancing guidelines, temperature checks, and conducting symptom checks.
- Students will be instructed on wearing and cleaning a mask, social distancing procedures, hygiene and hand washing/sanitizing procedures.
- Staff and students will be trained on hygiene procedures.
- Social and emotional professional development will be provided.
- Teachers will be trained in implementation of online platforms, including Google Classroom, Colegia, and Zoom.
- Professional development will be provided to maintain high quality education in a virtual format.

#### **SUPPORTING PARENTS/FAMILIES**

- *What resources will be provided to parents/families so that they can support students?*
- Counselors and Safe School Professionals will continue to meet with parents/students in all Phases and provide support to families.
- Local and community resources will be communicated to families in need.
- Staff will monitor and refer students of concern to Safe School Professionals and Counselors who will then contact parents.
- Families will be provided resources for devices, connectivity, technical support, and use of online platforms.
- Teachers will provide office hours to answer questions, provide homework support, and address concerns.
- Teachers will contact parents of students displaying a drop in grades, social and emotional concerns, and/or poor attendance.
- Families that are directly impacted by Coronavirus will receive support to continue learning virtually.
- Families that cannot obtain connectivity and/or technology access will be provided access through paper correspondence.



## DECLARATION OF EMERGENCY

### DIRECTIVE 022

**WHEREAS**, on March 12, 2020, I, Steve Sisolak, Governor of the State of Nevada, issued a Declaration of Emergency to facilitate the State's response to the COVID-19 pandemic; and

**WHEREAS**, on March 15, 2020, I directed that "...[a]ll kindergarten through 12<sup>th</sup> grade schools will close to students effective March 16, 2020..." and "...may reopen no earlier than April 6, 2020, and only upon the approval of the Chief Medical Officer of the State of Nevada after a review of the risk of transmissions within the geographic areas defined by the Chief Medical Officer"; and

**WHEREAS**, on March 20, 2020, I issued Declaration of Emergency Directive 005 directing the closure of all County School District school buildings, Charter School buildings and Private School buildings until April 16, 2020, requiring all County Districts and Charter Schools to submit a Request for an Emergency Program of Distance Education to the Superintendent of Public Instruction, and enrolling each pupil then enrolled in the County School District or Charter School in the Emergency Programs upon approval of said Programs; and

**WHEREAS**, on March 31, 2020, I issued Declaration of Emergency Directive 014 directing that County School Districts, Charter Schools, and Private Schools may reopen no earlier than April 30, 2020; and

**WHEREAS**, on April 28, 2020, I issued Declaration of Emergency Directive 015, directing that all kindergarten through 12<sup>th</sup> grade school buildings would remain closed for onsite education for the duration of the 2019-2020 instructional year; and

**WHEREAS**, on April 30, 2020, I introduced the *Nevada United: Roadmap to Recovery* plan that outlined a phased approach to reopening Nevada businesses and industry; and

**WHEREAS**, the *Nevada United: Roadmap to Recovery* plan set forth a collaborative partnership between state and local governments that included the formation of the Local Empowerment Advisory Panel ("LEAP") to serve as a resource to local governments and local communities; and

**WHEREAS**, the Nevada Department of Education (NDE) released its *Path Forward Plan – Response to COVID-19* on April 29, 2020, and announced the creation of the Re-Opening of Schools Committee (Committee) whose members include State health officials, district superintendents and staff, charter school leaders, school safety experts, and social and emotional learning and school counseling experts who created the *Nevada's Framework for a Safe, Efficient, and*

*Equitable Return to School Buildings* (Framework) and presented the Framework to the State Board of Education on June 4, 2020; and

**WHEREAS**, Nevada Revised Statutes Chapter 385B authorizes the Nevada Interscholastic Activities Association, which is composed of all of the school districts of the State for the purposes of controlling, supervising, and regulating all interscholastic athletic events and other interscholastic events in the public schools; and

**WHEREAS**, Nevada's medical experts indicate that the rate at which COVID-19 is spreading in the State of Nevada has effectively slowed to a level that does not jeopardize the state's healthcare system at the present time due, in part, to Nevadans following strict social distancing measure individually and pursuant to Directives I issued pursuant to the March 12, 2020, Declaration of Emergency; and

**WHEREAS**, our state has experienced a consistent and sustainable downward trajectory in the percentage of positive COVID-19 cases, a decrease in confirmed COVID hospitalizations over the last month, and a decline in our cumulative test positivity rate from a maximum rate of 12.2% on April 24, 2020, to 5.4% on June 7, 2020; and

**WHEREAS**, the State Medical Officer has reviewed the risk of transmission in Nevada and determined that schools may reopen subject to the conditions set forth in this Directive and any subsequent directives that may be issued based on any change in the risk of transmission in Nevada; and

**WHEREAS**, social distancing and behavioral change measures were effective in reducing individual and community risk for spreading and contracting COVID-19, the disease has not been eliminated and measures that protect safety, wellbeing, and public health of Nevadans must remain in effect; and

**NOW, THEREFORE**, by the authority vested in me as Governor by the Constitution and the laws of the State of Nevada and the United States, pursuant to the March 12, 2020, Emergency Declaration,

IT IS HEREBY ORDERED THAT:

SECTION 1: In consultation with the State Superintendent of Public Instruction, county school districts, charter schools, and private schools shall develop plans for reopening school buildings, providing instruction, and related activities for the 2020-2021 school year based on *Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings* and pursuant to any requirements prescribed pursuant to Section 6 of this directive and any additional guidance issued by the Nevada Department of Education. County school districts, charter schools and private schools shall communicate their plans to their school communities, including parents and staff, and present their plans for the 2020-2021 school year to their governing body as follows:

- (1) County school districts shall present their plans to the trustees for the county school district for approval in a public meeting at least 20 days before the first day of the 2020-2021 school year;
- (2) Charter schools shall present their plans for approval in a manner prescribed by their sponsor at least 20 days before the first day of the 2020-2021 school year; and
- (3) Private schools shall present their plans for approval in the manner prescribed by their governing body at least 20 days before the first day of the 2020-2021 school year.

SECTION 2: Effective 12:01 am on June 10, 2020, all Pre-kindergarten through 12<sup>th</sup> grade school facilities may reopen to students, staff, and parents/guardians subject to the conditions set forth in this directive, Directive 021, and guidelines issued by the Nevada Department of Education in consultation with

school districts related to the reopening of schools and social distancing guidelines for the following purposes:

- (1) In-person instruction involving students and staff, including summer school, high school credit recovery, career and technical education, and extended school year programming;
- (2) Other instructional activities such as special education evaluations and individualized tutoring;
- (3) Administrative activities by educators, staff, or students such as locker/classroom clean out and returning/retrieving devices and instruments;
- (4) Planning activities by educators and staff such as professional development and instructional planning; and
- (5) Family and community engagement activities such as school registration, Individualized Education Plan (IEP) meetings, volunteer and partnership planning.

SECTION 3: County school districts, charter schools, and private schools that reopen school buildings or facilities must ensure that occupancy shall not exceed the lesser of 50% of the listed fire code capacity of a single space within a school site or fifty persons in an appropriately sized space that enables all social distancing requirements to be satisfied.

SECTION 4: Sections 2 through 10 of Emergency Directive 005 and shall remain in effect through the conclusion of each county school district or charter school's summer learning and 2019-20 extended school year programming. Emergency Programs of Distance Education approved by the Superintendent of Public Instruction may continue through the conclusion of each county school district or charter school's summer learning and 2019-2020 extended school year programming.

SECTION 5: County school districts and charter schools may offer summer instruction and 2019-2020 extended school year programming through:

- (1) Distance education under an approved Emergency Program of Distance Education;
- (2) In-person instruction following strict social distancing protocols; or
- (3) A combination of distance education and in-person instruction.

Any summer learning opportunities offered in-person must be optional for students; if the learning opportunity is credit-bearing, a distance education option must be provided.

SECTION 6: The Superintendent of Public Instruction shall prescribe minimum requirements and a timeline for each county school district and charter school to develop, receive governing board approval for, and submit to the Department of Education a plan for a Path Forward Program of Distance Education. Such plans will contemplate 2020-2021 school year instruction offered through:

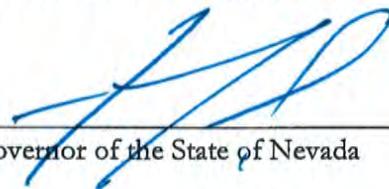
- (1) Distance education under an approved Path Forward Program of Distance Education;
- (2) In-person instruction following strict social distancing protocols; or
- (3) A combination of distance education and in-person instruction.

SECTION 7: County school districts, charter schools, and private schools may reopen school athletic fields and facilities for student athletics training, practices, and competition in accordance with guidance promulgated by the Nevada Interscholastic Activities Association (NIAA) and any applicable conditions set forth by directive regarding athletic events. In promulgating guidance, the NIAA shall consider relevant medical guidance and expertise, including but not limited to guidance issued by the Centers for Disease Control and Prevention (CDC) and the National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC).

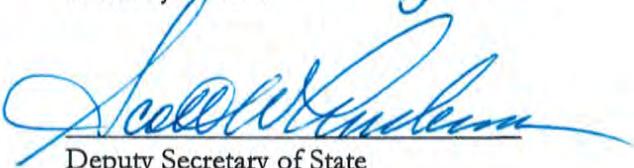
- SECTION 8: County school districts, charter schools, and private schools may reopen school athletic fields and facilities, including tennis courts, golf courses, swimming pools, and gyms to the public in accordance with all applicable reopening guidelines and protocols for such facilities promulgated by the Nevada State Occupational Safety and Health Association (NV OSHA), the Local Empowerment Advisory Panel (LEAP), and the CDC.
- SECTION 9: County school districts, charter schools, and private schools should adhere to all applicable re-opening guidelines and protocols promulgated by NV OSHA, LEAP, and the CDC regarding cleaning practices, quarantine protocols, and social distancing to the maximum extent practicable.
- SECTION 10: County school districts, charter schools, and private schools, may keep any school buildings, facilities, or athletic fields closed to students, staff, parents, guardians, or the public at their discretion in the interest of the health and safety of their school community.
- SECTION 11: This Directive may be renewed by a subsequent Directive promulgated pursuant to the March 12, 2020 Declaration of Emergency to facilitate the State's response to the COVID-19 pandemic.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 9th day of June, in the year two thousand twenty.



  
Governor of the State of Nevada

  
Secretary of State

  
Deputy Secretary of State



Nevada Department of Education

# Nevada's Path Forward:

A Framework for a Safe, Efficient, and Equitable Return to School Buildings

# Nevada State Board of Education

Elaine Wynn, President, Governor Appointment

Mark Newburn, Vice President, Elected District 4

Robert Blakely, Member, Elected District 1

Katherine Dockweiler, Member, Senate Appointment

Tamara Hudson, Member, Assembly Appointment

Cathy McAdoo, Member, Board of Regents Appointment

Kevin Melcher, Member, Appointed District 2

Dawn Etcheverry Miller, Member, Nevada Association of School Boards Appointment

Felicia Ortiz, Member, Elected District 3

Rui Ya Wang, Member, Student Representative Appointment

Teri White, Member, Nevada Association of School Superintendents Appointment

# Nevada Department of Education

Jhone M. Ebert, State Superintendent of Public Instruction

Felicia Gonzales, Deputy Superintendent for Educator Effectiveness and Family Engagement

Heidi Haartz, Deputy Superintendent for Business and Support Services

Jonathan Moore, Ed.D., Deputy Superintendent for Student Achievement

Sarah Nick, Management Analyst to the Superintendent

Jessica Todtman, Chief Strategy Officer

Dave Brancamp, Director, Office of Standards and Instructional Support

Jason Dietrich, Director, Office of Educator Development, Licensure, and Family Engagement

Bill Farrar, Administrative Services Officer, Office of Department Support

Lynn Hoffman, Administrative Services Officer, Office of District Support Services

Will Jensen, Director, Office of Inclusive Education

Dr. Seng-Dao Keo, Director, Office of Student & School Supports

Christy McGill, Director, Office for a Safe and Respectful Learning Environment

Patti Oya, Director Office of Early Learning and Development

Megan Peterson, Management Analyst, Business & Support Services Division Compliance

Craig Statucki, Director Office of Career Readiness, Adult Learning & Education Options

Peter Zutz, Administrator, Office of Assessment, Data & Accountability Management

# Re-Opening of Schools Committee

Name	Role
Alberto Quintero	Education Programs Professional, Office of Educator Development, Licensure, and Family Engagement, Nevada Department of Education
Bart Thompson	Executive Director, Nevada Interscholastic Athletic Association
Bobbi Shanks	Chief School Nurse, Elko County School District
Brian Scroggins	Deputy Director, State Public Charter School Authority
Charles Russo	Coordinator School Safety, Office for a Safe and Respectful Learning Environment, Nevada Department of Education
Christy McGill	Director, Office for a Safe and Respectful Learning Environment, Nevada Department of Education
Dante Merriweather	Senior Environmental Health Inspector, Southern Nevada Health District
Felicia Gonzales	Deputy Superintendent for Educator Effectiveness and Family Engagement, Nevada Department of Education
Jeff Wagner	Interim Chief of Facilities, Clark County School District
Joe Roberts	Coordinator, Clark County School District Crisis Response Team
Katherine Loudon	Administrator/School Counseling & Social Work, Washoe County School District
Kristen McNeill	Superintendent, Washoe County School District
Leslie Allfree	Student Health Services Department, Washoe County School District
Maria Azzarelli	Southern Nevada Health District
Marie DuFresne	Social and Emotional Learning and School Counseling, Nevada Department of Education
Mark Bergtholdt	Supervisor, Environmental Health Division, Southern Nevada Health District
Megan Freeman	<b>Clinical and Policy Advisor on Children's Behavioral Health</b> , Nevada Department of Health and Human Services
Melissa Peek-Bullock	State Epidemiologist, Nevada Department of Health and Human Services
Michael Wilson	Emergency Management, Clark County School District
Pete Etchart	Chief Operating Officer, Washoe County School District
Rebecca Feiden	Executive Director, State Public Charter School Authority
Roy Anderson	Emergency Manager, Washoe County School District
Summer Stephens	Superintendent, Churchill County School District
Susan Keema	Executive Director, Nevada Association of School Superintendents
Tate Else	Superintendent, Eureka County School District
Tony York	Director of School Safety, Academica Nevada

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# Letter from Nevada State Superintendent of Public Instruction

June 2020

Dear Nevada Educators, Families, and Community Members,

Last month, the Nevada Department of Education (NDE) released our *Path Forward Plan – Response to COVID-19* and announced the creation of the Re-Opening of Schools Committee (Committee). I want to recognize the members of the Committee – State health officials, district superintendents and staff, charter school leaders, school safety experts, and others – who dedicated their time and lent their expertise to the creation of this document: ***Nevada’s Framework for a Safe, Efficient, and Equitable Return to School Buildings (Framework)***.

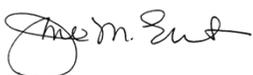
As I write this, there are still a lot of unknowns about COVID-19 and the long-term impact it will have on our communities. In recognition of this dynamic environment, the *Framework* does not provide specific guidelines or mandates, but rather is designed to support local efforts to adapt and prepare for the 2020-21 school year as well as potential future emergencies.

When the Committee began its work, they clearly identified areas of focus related to organizational preparedness: re-opening facilities, human resources, logistics, and staff and student wellness. These are of course not the only areas of concern for our education system. Throughout the school building closures, NDE has been working closely with district and school leaders to develop and disseminate guidance related to assessments, graduation, attendance, special education services, and supports for English Learners. In addition, we have relied on the stewardship of local governing boards and leaders to continue to make decisions regarding curriculum and instruction, grading, student promotion and retention, and other academic considerations that are traditionally under local control.

In the coming weeks and months, NDE will continue to partner with stakeholders and educators across the State to respond to emerging concerns and to provide resources and support. At the same time, we recognize **that each district and charter school is distinct and local leaders are best positioned to address their students’** needs. On behalf of NDE and our State agency partners, I assure you that we will continue do everything within our authority to provide the flexibility necessary so that every student has an equitable opportunity to access the learning opportunities and supports they deserve.

Thank you to the administrators, educators, staff, students, and families who have shown unending patience, dedication, and creativity in continuing teaching and learning and finding ways to maintain a sense of community, even when we are apart. We have a lot of work ahead of us, but our Battle Born spirit will **persevere, and together we will create a more equitable, accessible, and innovative future for Nevada’s** education system.

Sincerely,



Jhone M. Ebert  
State Superintendent of Public Instruction

# Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings

The Nevada Department of Education's (NDE) *Path Forward Plan* includes the establishment of a Re-Opening of Schools Committee (Committee). This Committee supported NDE in developing this *Framework* for districts and charter schools to plan for and implement a safe, efficient, and equitable return to school buildings.

The Committee is comprised of State health officials, district superintendents and staff, charter school leaders, **school safety experts, and others. The Committee's work is not** a substitute for local planning but rather intended to be a foundational resource from which district and school leaders can create local plans for the 2020-21 school year that can also be adaptable for future emergency planning and response.

Nevada's *Framework for a Safe, Efficient, and Equitable Return to School Buildings (Framework)* is based on public health guidance, best practice resources from national and state organizations, and the expertise of Committee members. This document is designed to help districts and schools make community-based decisions regarding the re-opening of school buildings and builds on their unique strengths to address local challenges. We hope the *Framework* will serve as a starting point for conversations. It is *not* formal guidance or a directive. While we hope that the *Framework* will be a valuable resource, districts and schools may apply the concepts and guidelines of the *Framework* at their discretion and as relevant to local circumstances.

The U.S. Centers for Disease Control and Prevention (CDC) offers the following [guidance](#) for ways in which schools can help protect students, educators, and staff and slow the spread of disease:

- Schools must determine, in collaboration with state and local health officials and to the extent possible, whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community.
- Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community.
- [CDC guidance documents](#) are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which schools must comply.

## Equity Statement

NDE advocates for equitable access for all students to the highest quality public education, while developing and supporting school educators and staff at all levels. Equity means the learning needs of every student are supported in an environment where all students are valued, respected, and see themselves in their curriculum and instructional materials while experiencing academic success without regard to differences in age, gender, socio-economic status, religion, race, ethnicity, sexual orientation, ability, native language, national origin, or citizenship status.



# How to Use the Framework and Its Layout

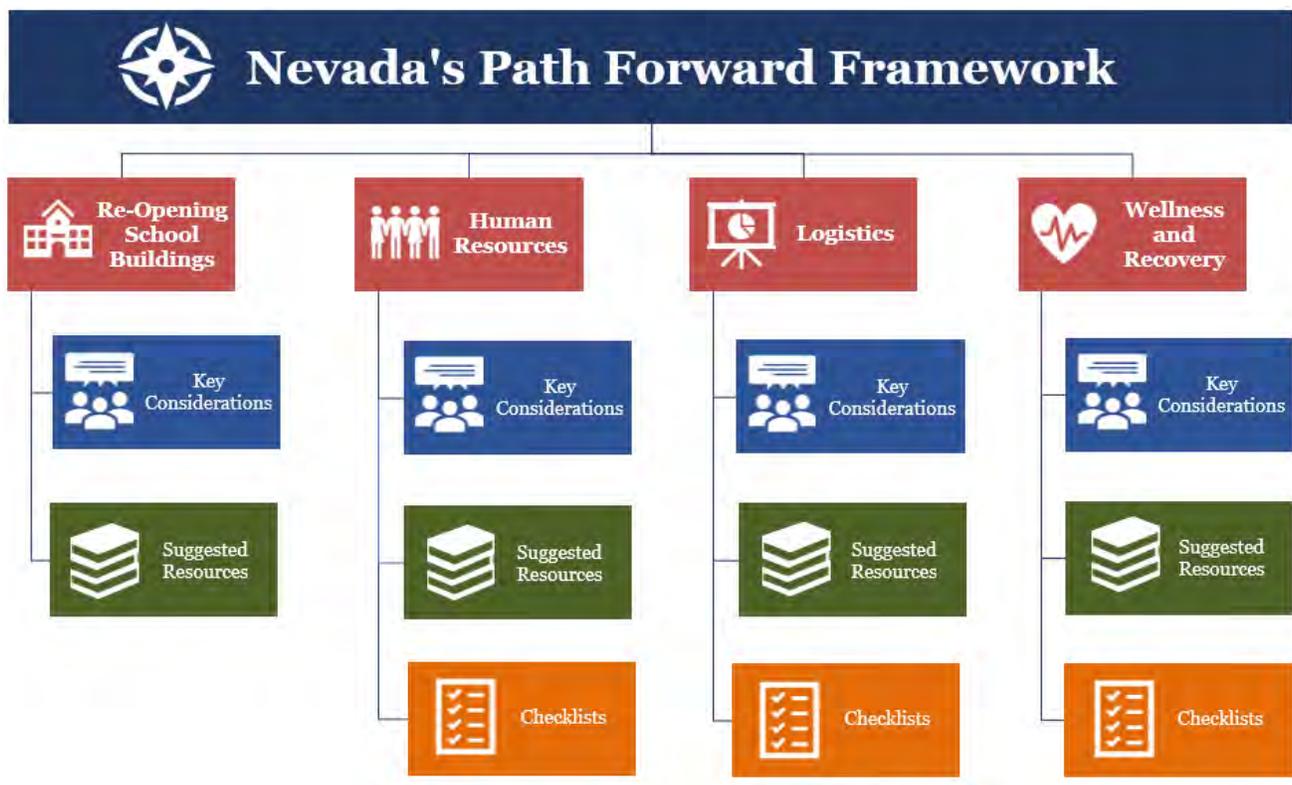
The *Framework* is intended to be a resource that districts and schools can use to support multi-purpose emergency planning and response. The Committee recognizes that specific circumstances surrounding the Coronavirus Disease 2019 (COVID-19) pandemic are unique and therefore certain sections of the *Framework* **have information and resources delineated as specific to Nevada's COVID-19 response and recovery.**

The document begins with background information regarding the importance of family engagement, communications, and emergency management and how to establish Continuity of Operations and Emergency Operations Plans. It is then followed by the *Framework*, which is divided into four key components:

- 1) Re-opening school buildings;
- 2) Logistics;
- 3) Human resources; and
- 4) Wellness and recovery.

Each component may include:

- Key Considerations – a list of questions that district and school leaders should ask themselves as they approach planning
- Suggested Resources – links and excerpts from resources that may include a deeper level of detail to support local efforts
- Checklists – steps that may be taken to develop and implement local plans



Although the academic components of re-opening schools (e.g., evaluating students, curriculum, professional development, etc.) are outside the **Committee's** purview, the Committee has come across several resources that may be valuable to districts and schools. Those resources have been included in the Appendix.

# Family and Community Engagement

Re-opening plans created after a complex public health crisis require a collective approach. Districts and schools should engage, educate, and empower all families and communities at every level of the decision-making process to ensure that re-opening plans are responsive to their concerns and expressed needs and address specific challenges in each community. For families and communities to fully invest in a re-opening plan, they need to have a seat at the table and be empowered to implement the plan in their community. Engaging and collaborating with families and community members throughout the planning and implementation process will help support re-opening efforts and result in a stronger and more sustainable re-opening plan. An upfront investment in engagement can help mitigate the disproportionate harm a public health crisis has caused to vulnerable communities and help address the inequities that existed before the pandemic.<sup>1</sup>

## Communication

Communication throughout the planning and implementation process needs to be transparent in regards to the decision-making process, the factors used to make decisions, and the nature of the decision-making process itself. Most importantly, communication needs to be clear about the actions people can and must take to protect themselves and others. Without effective communication, there is a potential for distrust, the spread of misinformation, and a lack of compliance with re-opening plans that can ultimately put health and safety at risk.<sup>2</sup>

A comprehensive communication plan leverages local media outlets through press releases, updating district and school websites, text messaging, email, and United States Postal Service communications to educators, families, students, community members, and other key stakeholders. Consistent and accurate communication regarding policies and procedures is needed to keep everyone safe:

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as proper handwashing and use of a cloth face-covering).
- Broadcast regular announcements on reducing the spread of illness on public address systems.
- Include messages (e.g., videos) about behaviors that prevent the spread of illness when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
- Disseminate free CDC print and digital resources from the [CDC's communications resources main page](#).
- Ensure student- and family-facing materials are reader-friendly and available in languages all community members can understand.
- Create opportunities for staff training, both overall for pandemic response and tailored to different roles (e.g., teacher, nutrition services, custodian).

## CHECKLIST FOR COMMUNICATIONS

### Messaging

- Provide information and updates to educators, families, students, community members, and other key stakeholders on:

<sup>1</sup> [American Federation of Teachers. \(2020\). \*A plan to safely reopen America's schools and communities\*, p. 16-18.](#)

<sup>2</sup> Ibid.

- The current state of public health
- District and school efforts to keep students safe
- Preventive measures stakeholders can take
- Current effects on district and school operations
- Anticipated timeline(s) for the district and school reopening
- Key changes in district and school policies and practices
- Where to find services and supports in the community to meet basic needs
- Send reminders to stay at home, especially if ill
- Share instructions for ways to prevent spread (e.g., handwashing, respiratory hygiene, social distancing)
- Respond to questions and other inquiries in a timely manner

## Communication Methods

- Ensure contact information is up to date and provide clear directions to stakeholders who may need to update their contact information
- Include key information and resources on district and school webpages in a consistent, easily accessible location
- Translate all communications and provide translation services, as needed
- Survey stakeholders—especially families and staff—to learn communication preferences
- Post at:
  - School buildings
  - Houses of worship
  - Government buildings
- Leverage multiple communication methods:
  - Mail
  - Email
  - Phone calls
  - Text messages
  - Traditional media (e.g., television, radio, newspapers)
  - Social media (e.g., Facebook, Twitter, Instagram)
  - Infinite Campus, ParentLink, and other communication platforms

## Emergency Management

Emergency management is a critical component of organizational leadership. Whether an emergency emerges at the school-, district-, county-, or state-wide level, district and school leaders need to respond by implementing a plan and communicating with stakeholders. In some cases, the Governor will issue a state of emergency declaration that is accompanied by guidance or directives regarding the anticipated response of districts and schools. Based on such direction, each district and school must operationalize that guidance according to expected standards and adapt it to the local context. District and school leaders must also be prepared to enact stricter standards based on local issues if needed.

The key to all re-opening of schools' plans are:

1. Maintaining a communications system;
2. Establishing a decision-making model based on emergency plans and based on community and industry standards; and
3. Initiating a Continuation of Operations system.

### Continuation of Operations Planning

In the event of a pandemic or similar public health emergency, there are special considerations for school operations. Each school's emergency operations plan should include a Continuity of Operations Plan (COOP). The extent to which schools remain operational during a pandemic will largely depend on the severity of the pandemic and the school's plan for continuity of education.<sup>3</sup>

Even if school buildings are closed to students for learning, schools may remain operational in part. To determine the appropriate level of operations and to ensure functionality, a COOP planning team should be established to develop a standard operating procedure for essential functions and processes, such as communications with families, nutrition services, and payroll.<sup>4</sup>

The Federal Emergency Management Agency (FEMA) has instructions on planning for continued operations. All parties involved in the safety and security of schools are strongly encouraged to do the following:

- Use the State's COOP plan, developed by the experts at the Nevada Department of Emergency Management or in consultation with a district emergency manager Plan for business functions and facilities usage, not just education
- Work with the local health authority to develop an outbreak plan

There is an essential need to stress that the "All-Hazards Approach" to the continuity of operations planning is taken, along with the need to work with the local health authority to develop an outbreak plan. According to FEMA, the "[All-Hazards approach](#)" is an integrated approach to emergency preparedness planning that focuses on capacities and capabilities that are critical to preparedness for a full spectrum of emergencies or disasters, including internal emergencies, man-made emergencies, natural disasters, or any combination.

A pandemic can threaten operations by impacting human resources and removing essential personnel for extended periods. Human resource policies need to be reviewed to determine if a school must, may, or cannot compensate, continue benefits, and extend leave to employees during a pandemic.<sup>5</sup> It is also important to include the labor unions and professional associations in decision-making and inform employees of decisions.

In addition to the Prevention and Mitigation strategies previously stated, it is recommended that COOPs for any pandemic include:

- The identification and continuation of essential business functions. Schools should identify positions, skills, and personnel needed to continue essential functions and services that need to continue with little or no disruption. This process should include the identification of:
  - Essential functions by position and lines of authority and succession for making policy determinations and decisions;
  - Functions and services that can be conducted through the use of alternative work arrangements;
  - Protocols for adjusting staffing to maintain essential functions;

<sup>3</sup> Arizona Department of Education. (2020). *Pandemic preparedness*. Retrieved from [https://www.azed.gov/communications/files/2020/03/ADE-Pandemic-Preparedness\\_RVSD3.2020.pdf](https://www.azed.gov/communications/files/2020/03/ADE-Pandemic-Preparedness_RVSD3.2020.pdf).

<sup>4</sup> Ibid.

<sup>5</sup> Ibid.

- Vital files, records, and databases that must be maintained and/or available for staff use:
  - Essential contracts, support services, and other interdependencies that must, may, or cannot be continued; and
  - Critical supplies and the impact of limited access to those supplies.

## Emergency Operations Planning

Emergency Operations Plans (EOPs) are developed by a collaborative planning team with clearly defined roles and responsibilities to help responders understand the situation at hand, as well as identify and prioritize threats (hazards and risks). The EOP will outline who and how to determine goals and objectives in response to and recovery from an event. Furthermore, the EOP will identify the necessary annexes to be included in the plan as well as develop the plan to identify the best courses of action and providing for the access and functional needs of the whole community.

The EOP should be inclusive of the critical elements within Emergency Management Standards:

- Communications
- Resources and assets
- Safety and security
- Staff responsibilities
- Utilities

The extent to which schools can recover from a pandemic is strongly influenced by the overall societal impact of the pandemic. Effective business operation plans will assist in keeping schools operational and being better prepared to resume full operations when appropriate.<sup>6</sup>

## Nevada Requirements for Crisis and Emergency Response for Schools

[Nevada public, private and charter schools are required to have school EOPs](#) that meet the federal definition of a high-quality school EOP; in addition to Nevada Revised Statutes (NRS) requirements.

- [NRS 388.229 - .261 Public Schools](#)
- [NRS 394.168 - .1699 Private Schools](#)

According to NRS (388.229 - .261 and 394.168 - .1699) and presented in the [Nevada Model Plan Requirements for Crisis and Emergency Response guidance Checklist](#), all Nevada school districts, charter, and private schools are required to have an EOP. The EOP must meet all the requirements listed in this Model Plan Guidance Checklist. Districts and schools can use their current EOP as long as all of the requirements listed in this checklist are included in the **school's plan**. Districts and schools may also use [the Readiness and Emergency Management for Schools Technical Assistance Center \(REMS TA\) Interactive Workbook](#) when developing their school EOP. **Furthermore, each district and charter school's governing body must designate a committee to develop an EOP, then if needed, a school may submit a request for any deviation.**

In the absence of a dedicated health district officer, outside the Northern, Southern, and Churchill compact, each district should work to establish protocols to be found in COOP/EOPs.

## Suggested Resources

[School Emergency Response Plans from NV Division of Emergency Management](#)  
[REMS - Readiness and Emergency Management for Schools from US Department of Ed](#)  
[School Emergency Planning & Safety Presentation](#)

<sup>6</sup> Ibid.

## RE-OPENING SCHOOL BUILDINGS

This section provides general considerations regarding the re-opening of school buildings and facilities to staff, students, and the public.

As local planning efforts get underway, NDE is committed to providing districts and schools with the latest available information from reputable resources. Nationally and internationally, the following approaches to re-opening have been considered/implemented:

- Total statewide re-opening for all students and staff.
- Partial re-opening based on local decision-making and approval from local health agencies.
- Blended re-opening that balances in-person learning with distance learning based on student population (e.g. students with disabilities, English Learners), grade level, and other considerations.

*Note: The above scenarios found throughout the Framework are suggestions and are open to interpretation and application.*

Effective school re-opening will require diligent efforts to communicate with families, guardians, educators, and community members. The top priority is the health and safety of students and school personnel. Schools need to provide clear guidance on steps the school is taking, including protocols for self-isolation for individuals who are sick or who have come in contact with someone who is sick.<sup>7</sup>

### KEY CONSIDERATIONS: Re-opening Approach

Thoughtfully designed re-opening plans cannot be implemented if students, parents and guardians, educators, and staff are not confident about the protocols and practices in place. If districts/schools put in place significant modifications to schedules, classroom organization, or logistics, clear and consistent communication is necessary to ensure effectiveness and the promotion of health and safety as intended.

- How do you want to bring students, educators, and staff back to physical school buildings, particularly with social distancing in place? Will your district or school need to adapt to evolving guidance from health officials based on a better understanding of pandemic risks and the related mitigation strategies?
  - Total statewide re-opening for all students and staff.
  - Partial re-opening based on local decision-making and approval from local health agencies.
  - Blended re-opening that balances in-person learning with distance learning based on student population (e.g. students with disabilities, English Learners), grade level, and other considerations.
- How will you decide which reopening is best for your local communities?
- How will you communicate about your re-opening?
- Once you reopen, what will the decision-making process look like regarding the potential need to close again?

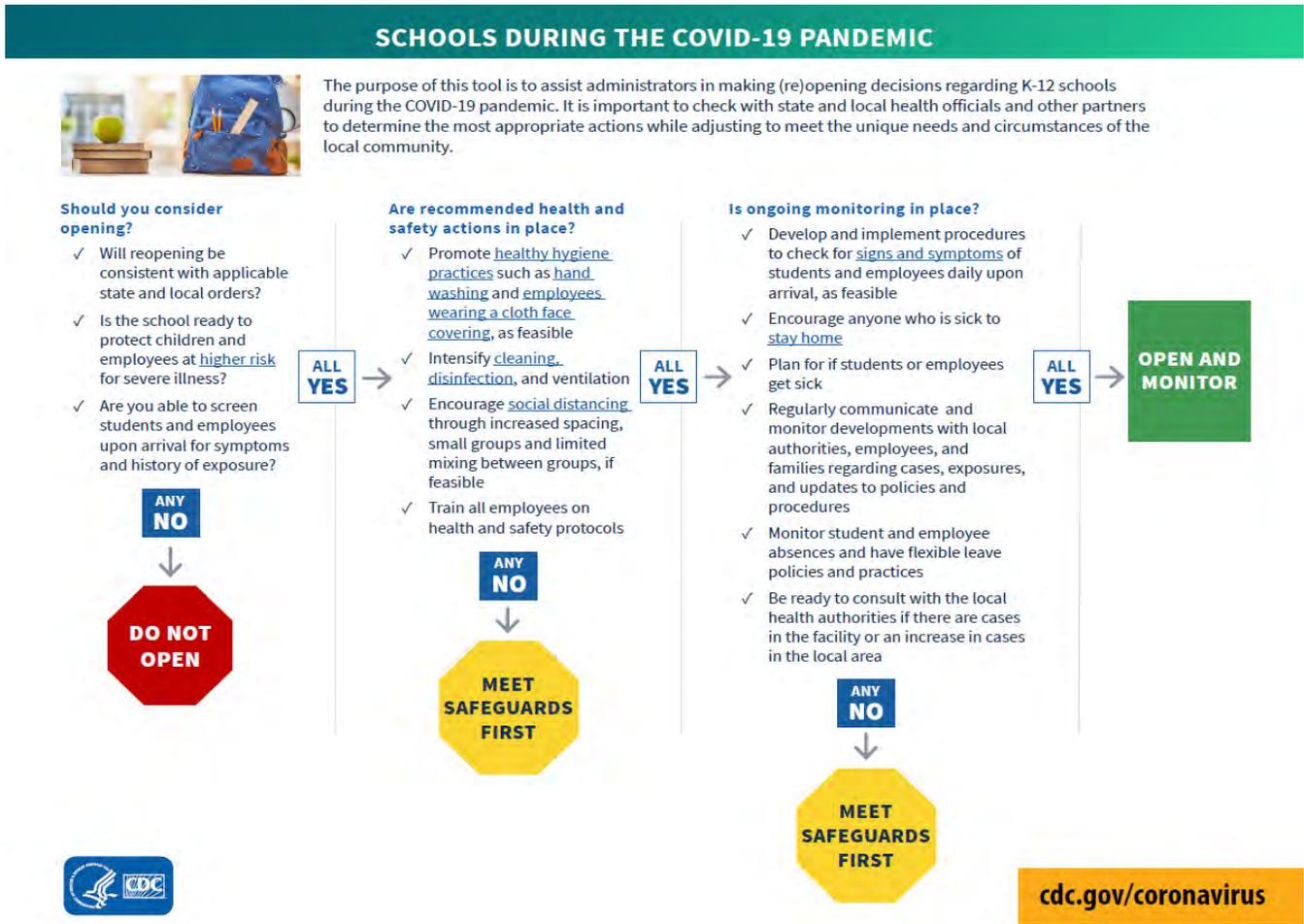
## COVID-19 CIRCUMSTANCES

**Nevada's school building closures were mandated by the Governor's Declaration of Emergency Directives and,** as of the publishing of this document, the Governor has released a new Emergency Directive providing districts and schools local discretion to re-open buildings for instructional, administrative, extracurricular, and planning activities under social distancing protocols. County school districts, charter schools, and private

<sup>7</sup> Bailey and Hess, *A Blueprint for Back to School*, 8.

schools, may keep any school buildings, facilities, or athletic fields closed to students, staff, parents, guardians, or the public at their discretion in the interest of the health and safety of their school community.

Below is the [CDC's Guidance for Schools](#) decision tree for any kind of opening. Nevada districts and schools may consider this guidance when closure authority is returned to local control.



**SUGGESTED RESOURCES**

- [The Return: How Should Education Leaders Prepare for Reentry and Beyond?](#)
- [Ensuring Equitable Pathways for the Class of 2020 Amid the Coronavirus](#)
- [Return to School Roadmap](#)
- [EdTrust's P-12 Education Agenda in Response to COVID-19](#)
- [CCSSO's Phase 2 Restart & Recovery](#)

**KEY CONSIDERATIONS: Physical Health Screening**

As communicated in the [Nevada United Roadmap to Recovery](#), community-based testing is critical to Nevada's effort to reopen the economy and keep it open. Testing for the virus in communities throughout the state will allow local, state, and tribal leaders to assess the effectiveness of preventive measures and to identify and facilitate interventions into future outbreaks.

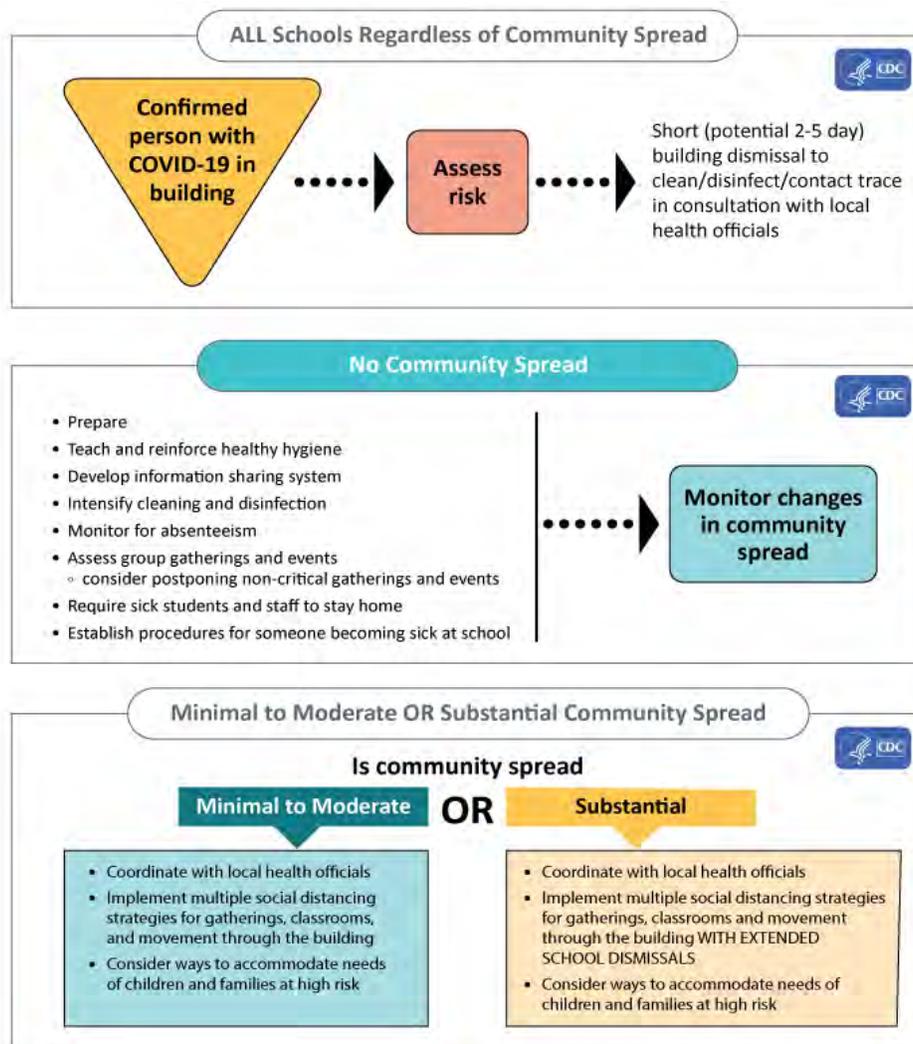
As Nevada progresses through each phase of the re-opening plan, local and state health authorities are collaborating to increase testing capacity, resources, and information sharing.

It is recommended that each district and school, in collaboration with local, county, and/or state health officials, discuss and consider a health screening plan. The CDC gives three examples of screening methods [linked here](#) that districts could use to assist in a screening plan. The following is a list of additional considerations for screening.

- What resources (e.g., funding, facility, technology, human) will you need to effectively and efficiently conduct pre-screen testing for all employees?
- How will you screen students, staff, and other individuals who may visit school campuses to ensure they are healthy and not exhibiting signs of illness?
- How often will screening take place?
  - If feasible, consider conducting daily health checks (e.g. temperature screening and/or [symptom checking](#)) of staff and students safely, respectfully, and in accordance with any applicable privacy laws or regulations.
- Where will the screening take place?

Screenings should be conducted safely and respectfully, and with measures in place to ensure confidentiality and in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.

If there is a confirmed case:



## Immunizations

Districts and schools should communicate to staff, parents or guardians, and students that it is critical to be up to date on all required immunizations. Adding a measles outbreak to an already stressed school and community system would be extremely challenging. Districts and schools should connect with local and state health authorities to determine the impact of clinic closures and health insurance loss on regularly scheduled student vaccinations to determine if additional community and school immunization strategies are needed before school starts. For additional information on school requirements, visit Immunize Nevada at <https://immunizenevada.org/NVSchoolRequirements>.

## COVID-19 CIRCUMSTANCES

According to the CDC, it is recommended that all individuals with flu-like symptoms stay home for 72 hours after symptoms resolve, as COVID-19 symptoms can be similar to flu-like symptoms. [Recovered COVID-19](#) patients can return 10 days after recovery or 72 hours after symptoms resolve – whichever is longer.

If the school suspects a case(s) of COVID-19:

1. Place a face mask on the staff member (or student) immediately regardless if she/he has symptoms or not.
2. Isolate the case in a separate room.
3. Contact your local/state health department as soon as possible.
4. Create a list of all (students and staff) who could have been exposed (contacts).
5. Consider hospitalization for those with severe symptoms.

Please follow the advice of the local/state health department regarding reporting, isolation of cases/quarantining contacts, environmental disinfection, individual hygiene, and the probability of school closure.

## SUGGESTED RESOURCES

[CDC Guidance for Schools—Screening](#)  
[Nevada COVID-19 Dashboard from Department of Health and Human Services](#)

## KEY CONSIDERATIONS: Physical Hygiene

According to the CDC, handwashing is especially important and is one of the best ways to protect and prevent staff and students from getting sick as well as spreading germs. Learning when and how you should wash your hands to stay healthy is essential.

- How will you communicate and teach [personal hygiene](#), especially to younger students?
- How can you work with families to reinforce personal hygiene at home?

## Hand Hygiene and Respiratory Etiquette

Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase appropriate monitoring to ensure adherence among students and staff.

- Plan for additional time and logistical consideration to allow for proper hand hygiene.



- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover [coughs and sneezes](#) with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

### Cloth Face Coverings

Teach and reinforce the use of [cloth face coverings](#). Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to [wash their hands frequently](#). **Information should be provided to staff, students, and students' families on [proper use, removal, and washing of cloth face coverings](#)<sup>8</sup>.**

Note: [Cloth face coverings](#) should not be placed on:

- Children younger than two years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

[Cloth face-coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Cloth face-coverings](#) are not surgical masks, respirators, or other medical personal protective equipment.

### Supplies

Support [healthy hygiene](#) behaviors by providing supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.

<sup>8</sup> Centers for Disease Control and Prevention. (n.d.). Use of cloth face coverings to help slow the spread of COVID-19. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## COVID-19 CIRCUMSTANCES

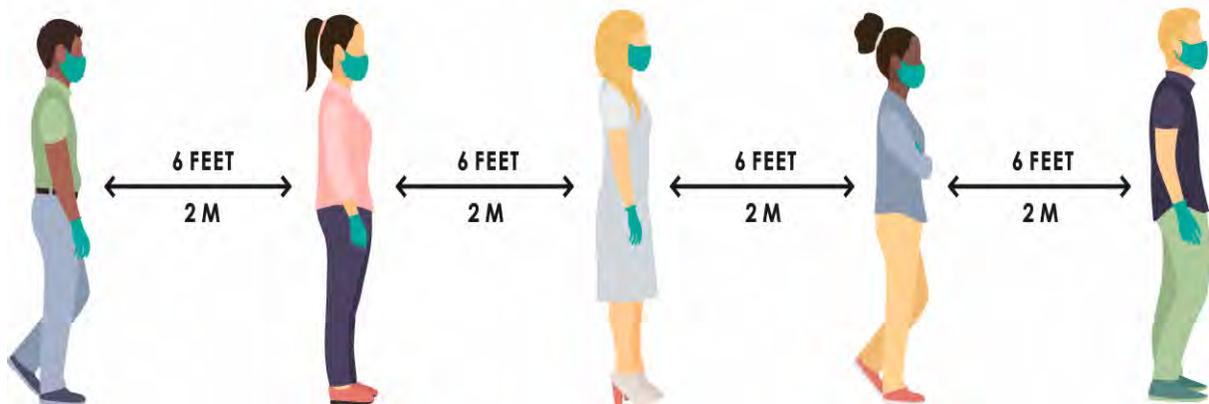
According to the CDC, COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing and [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles. Schools may consider implementing several strategies to encourage hygiene behaviors that reduce the spread of COVID-19.

## KEY CONSIDERATIONS: Social Distancing

[Social distancing, also called “physical distancing,”](#) means keeping space between yourself and other people, which is one of the best tools we have to avoid being exposed to viruses and slowing the spread. [Schools may consider implementing several strategies](#) to encourage behaviors that reduce exposure by practicing the following:

- Stay at least 6 feet (about 2 adult **arms’ length**) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

# S o c i a l   D i s t a n c e



Additional considerations include, but not limited to:

- How will you ensure social distancing, handwashing, and other safety protocols within a school facility to mitigate spread?
- How will you provide appropriate social distancing for educators and staff who are in a high-risk category for infection?
- How will you group (maximum number) of students with staff?
- How will you adjust student transportation to meet social distancing requirements? *More considerations related to transportation can be found in the Logistics section of this document.*
- How will you use inside and outdoor space to help address social distancing protocols?

## SUGGESTED RESOURCES

[CDC Guidelines for Social Distancing](#)

## HUMAN RESOURCES

District and school staff in all roles and at all levels are integral to emergency planning and response. Districts and schools must consider their roles as employers, policymakers, and trainers when addressing the human resources aspects of response and recovery.

### KEY CONSIDERATIONS: Staff Return to Work

- How will you determine which staff are willing/able to return or gather data on who will be able to return?
- How will you address staff who are unable to or are uncomfortable with returning?
- How will you identify and address administrators, teachers, and other staff who are identified as “vulnerable populations”?
- How will you ensure you have the capacity to respond to staff attrition or extended and extensive staff absences with substitute teachers and other professionals?
- How will you make accommodations that are appropriate for various employee groups if the Emergency Family and Medical Leave Act is no longer in effect?
- What plans are needed for employees who may have to stay home to care for children or elders when schools, childcare, and eldercare programs close due to a pandemic?
  - Encourage employees to make plans for childcare. Families may be able to develop support systems when childcare is needed (e.g., two-to-three families work together to supervise and provide care for a small group, five or less, of infants and young children while their parents are at work).
- What plans are needed to support employees in staying home when sick or when caring for a sick family member?
- What provisions or guidance will be provided regarding extended sick leave to staff for those that are ill or are caring for a sick family member? The sick-leave policy should take into consideration the recommendation that all individuals with flu-like symptoms stay home for 72 hours after symptoms resolve. Sick-leave policies should take into consideration that individuals may not be able to produce **doctors’** notes if the healthcare system is stressed.
- Incorporate flexible work hours and schedules while also utilizing employee spacing techniques to reduce crowding and proximity (e.g., staggered shifts, telecommuting, teleconference meetings, separate office spaces).

### SUGGESTED RESOURCES

[CDC Guidance People at Higher Risk](#)

### KEY CONSIDERATIONS: Governing Body Role

- Does the superintendent/school leader send regular updates to the governing body to keep them informed on district/school operations?
- Is there a structure or process in place to accurately and consistently respond to questions from governing body members?

### KEY CONSIDERATIONS: District and School Leadership Role

- Do you have your Leadership Team sharing the same information to ensure clear and consistent messages at all levels?

- Is there an FAQ site established to answer common questions for staff, families, and the public?
- How are families getting regular communication on planning?
- Is there a process in place to debunk inaccurate information so that it does not create panic or a misinformation vacuum?

## KEY CONSIDERATIONS: Communication

- What information is critical for stakeholders to be aware of?
- What are the most effective ways to communicate with stakeholders?
- How will the district manage incoming questions and requests for information?

## CHECKLISTS

### Human Resource Checklist<sup>9</sup>

Identify which district and school staff will not return for the 2020-2021 school year

- Determine hiring needs:
  - For existing positions*
  - For new and/or additional positions*
- Establish recruitment and hiring processes:
  - Develop remote recruitment and hiring practices as needed*
- Explore reassignment of existing staff
- Explore reallocation of duties among existing staff
- Determine which staff qualify as medically vulnerable (e.g., due to age, compromised immune system, pregnancy, etc.)
- Develop contingency plans in the event of:
  - Additional school building closures*
  - Staff quarantine, illness, and/or leave*
- Determine which staff will report and which, if any, will work remotely (e.g., based on role, exposure risk):
  - When schools reopen*
  - If additional school closures occur*
- Set expectations for remote work
- Offer professional learning opportunities to staff
- Consult with the state education agency regarding adjustments to principal and teacher evaluation processes
- Collaborate with labor unions or professional associations on issues related to collective bargaining agreements

### Legal Considerations Checklist

- Adopt a resolution suspending policies that conflict with statutory waivers or extensions granted by the Governor
- Confirm with relevant federal, state, and/or local agencies any changes in plans for site visits, reviews, or other processes for compliance or accountability purposes

<sup>9</sup> Washington Association of School Administrators. (May 2020). Coronavirus disease 2019 (COVID-19) Hanover Research K-12 District Reopening Checklist. Retrieved from <https://cdn2.hubspot.net/hubfs/3409306/Covid-19-K-12-District-Reopening-Checklist.pdf>

- Ensure civil rights dispute resolution activities continue, even if on an altered schedule
- Consult regularly with labor unions
- Address potential pandemic-related liability issues pertaining to students, families, staff, and/or vendors
- Ensure the district and schools collect and report data and information in a FERPA- and HPA- compliant manner

### Governing Body Role Checklist

- Adopt emergency resolutions as needed (e.g., fund emergency expenditures, adjust or suspend policies)
- Make recordings of public meetings available
- Consider developing a way in which public comment can be submitted that is easy for the public; such as a special email address
- Review agendas to prioritize items that need immediate attention and action; lower priority presentations may be pushed to a future meeting
- Review and provide input on the district or charter school technology plan
- Review and provide input on the district or charter school professional development plans based on recommendations from the district superintendent or charter school leadership
- Review and approve a re-opening plan developed by a district or charter school re-opening committee

### District Leadership Role Checklist

- Monitor the latest information
- Set up a team to filter information to avoid multiple documents that may overwhelm task forces and committee; use only from reliable sources
- Establish regular communication with relevant agencies at the federal, state, and local levels-be sure there is a two-way communication process established
- Confirm guidelines for reopening and be sure they are presented far in advance of school re-opening
- Schedule media interviews to get the word out; use social media to communicate where the plans can be found
- Form a district or charter school committee to plan for and oversee the reopening process, including but not limited to:
  - Classroom teachers*
  - Building administrators*
  - Other licenses personnel*
  - Support staff*
  - Parents*
  - Union representatives*
  - District/school personnel with expertise in social-emotional health*
  - District/school personnel with expertise in emergency planning*
  - School nurses*
  - As relevant, local public health officials and emergency managers*
  - Representatives from key stakeholder groups*
  - External partners to provide necessary technical assistance*
  - Athletics and activities representatives*
  - School board trustee/Governing body representative*

- Consider the need for similar school committees to oversee reopening at the building level:
  - In the absence of school committees, ensure regular communication with schools regarding reopening plans*
- Set objectives and establish a timeline for completion; consider back mapping from the anticipated first day of school
- Define roles and allocate responsibilities so there is no duplication and waste of valuable time
- Determine what variances will be permitted within site-based decision-making.
- Review and revise district and school emergency plans based on lessons learned during recent school closures; look at Continuity of Operation Plans
- Always keep vulnerable populations front of mind
- Create contingency plans for reopening scenarios:
  - Schools open on the scheduled date and remain open
  - Schools open on the scheduled date but subsequently close due to renewed concerns about any virus or disease
  - Schools open, but on a delayed date
- Hold regular meetings with:
  - Committee members
  - Key stakeholder groups (e.g., to assess needs, understand concerns, solicit input, and share information)
- Issue regular updates to the community

## SUGGESTED RESOURCES

Council of Chief State School Officers (CCSSO), [Restart and Recovery Plan: Addressing Building Safety, Cleaning and Monitoring](#) (May 5, 2020).

Washington Association of School Administrators (May 2020) Coronavirus Disease 2019 (COVID-19) Hanover Research K-12 [District Reopening Checklist](#).

Missouri School Board Association (2020). Center for Educational Safety [Pandemic Recovery Considerations Re-Entry and Reopening of Schools](#).

## COVID-19 CIRCUMSTANCES

Per the [Governor's Declaration of Emergency Directive 005 Section 2](#): “County School District and Charter School administrators, licensed educators, and other staff shall continue to provide vital services and distance education to Nevada’s students as directed by the State Superintendent of Public Instruction and provide such services under the direction of their superintendents and charter school leaders throughout the period of the school building and district office site closure; and

- Shall be paid in accordance with local collective bargaining agreements;
- May be reassigned as necessary to support students, including support with distance learning and the instructional needs of children, food distribution, and other emerging needs; and
- May perform duties while away from school buildings and district office sites, including from their homes.”

The Emergency Directives allow the flexibility for school and district employees to go to school and district building sites as needed to support their essential work, including for educators to pick up materials from their classrooms. Any gatherings must adhere to current social distancing and public health orders.

## LOGISTICS

The approaches in this section are a collection of processes and actions for consideration when bringing students, educators, and staff back to physical school buildings. Both processes and actions for returning to school campuses should be considered in each one of the below scenarios.

- Total statewide re-opening for all students and staff.
- Partial re-opening based on local decision-making and approval from local health agencies.
- Blended re-opening that balances in-person learning with distance learning based on student population (e.g. students with disabilities, English Learners), grade level, and other considerations.

Planning should be approached in a methodical context for the safety and security of students, educators, and staff. In this section, the components are:

- Facilities Management
- Nutrition Services
- Transportation
- Athletics
- Information Technology

### KEY CONSIDERATIONS: Facilities Management

Facilities are all-inclusive of any structures on campus. Therefore, addressing safety and security is essential, which includes the cleaning and disinfecting as well as monitoring of access to any room or space within a facility.

Will the district/school need to request an alternative calendar to accommodate social distancing and provide support to all learners (**i.e., the District's regular school calendar; a year-round type model where different grade levels track in and out on a schedule for a few days or weeks at a time; a Multi-Track Year-Round calendar; a Double Session calendar, etc.**)?

The following sections of Nevada Administrative Code may be referenced regarding calendars:

**“Except as otherwise provided in subsection 5 (alternative programs) and except for a school calendar that accompanies an alternative schedule approved pursuant to NAC 387.125, a school calendar must contain at least 180 school days in session. This period must be divided into 10 school months which contain not more than 20 potential school days per month. The first day of the first school month is the first day of attendance by pupils.”** – NAC 387.120

**“Except as otherwise provided in this section and** except for an alternative schedule approved pursuant to NAC 387.125, a school day in session must consist of the following minimum daily periods for each grade, including recess and time between activities, but not including the time allowed for lunch:

Grade	Period
○ Kindergarten	120 minutes
○ 1 and 2	240 minutes
○ 3 through 6	300 minutes
○ 7 through 12	<b>330 minutes</b> ” – <a href="#">NAC 387.131</a>

- Who will be responsible for overall maintenance during daily operations?
- How will you determine if external entities will be allowed to use outdoor facilities, fields, playgrounds, etc. (e.g., teams, clubs, and other groups within the school community)?
- Will all students and staff be brought back at one time or gradually starting with a small group before expanding?
- What data will be used and who will be involved/consulted in the decision-making?
- How do you ensure buildings and facilities are cleaned and ready to welcome students?
- Who is responsible for adjustments to HVAC systems to maximize indoor air quality, and at what intervals will verifications be needed?
- What [steps](#) will be taken to ensure that all water systems and features are safe to use after a prolonged **facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water?**
- Are there any parts of your campus that you need to close to students in the interest of health and safety (e.g., playgrounds)?
- How will the following considerations be examined and resolved?
  - Not enough classroom space for social distancing (i.e. desks to be 6-feet apart)
  - Closing or limited use of cafeterias and playgrounds
  - Extended time for the use of facilities
  - Teachers rotate rather than students to reduce corridor/hallway traffic
  - Playgrounds and field usage – cleaning standards
  - Building systems and equipment cleaning standards

## Classroom and School Usage

**Determine if class changes will be ‘Static’ when practical (students remain in the room, teachers change classrooms) or ‘Fluid’ (Students change classrooms)**

- **If ‘Fluid’ period/topic changes occur, determine:**
  - If locker use is allowed; if not, secure the lockers from use
  - Who is responsible for ensuring distance and flow paths through the facility and for providing appropriately marked floors and walls?
  - Who is responsible for ensuring communication and outreach methods to students and parents for notification of above?
  - **Who is responsible for ensuring a “Use of Restroom” policy that maintains social/physical distancing?**
- Who is responsible for ensuring if pre-designated entry and exit plans will be used?
- Who is responsible for ensuring pre-designated drop-off points for buses, parents?
- **Who is responsible for ensuring “spacing and flow” through hallways, cafeteria, and open seating areas** and for providing markings to keep social/physical distancing?
  - Install necessary markings
  - Who is responsible for ensuring signage on proper hygiene practices is posted within restrooms?
- How will the school-based procedures for staff, students, and parents or guardians be communicated?

## CHECKLIST

- Determine the following:
  - Extended time for the use of facilities
  - Playgrounds and field usage – cleaning standards

- Building systems and equipment cleaning standards
- Teacher rotation rather than students to reduce corridor/hallway traffic, maintain consistent groups to facilitate contact tracing if necessary
- Based on local Health Department guidelines, determine social/physical distancing requirements, if any, to determine allowable seating within each classroom. If feasible, install necessary markings.
- Determine, based on local health department guidelines, the gradual relaxation of the initial guidelines including social/physical distancing measures
- Determine Cleaning & Sanitation Standards:
  - Determine definition, frequency, and need of ‘deep cleaning’ and develop a restroom rotation schedule**
  - Frequent cleaning and disinfecting of door handles, faucets, keyboards, tables, desks, shared objects, etc.
  - Keep libraries and gyms off-limits unless they can be sanitized between groups.
  - Require hand washing at regular intervals and plan for time, space, and supplies needed
  - Provide hand sanitizer in every classroom and common areas, but ensure proper supervision especially with elementary students
- Ensure the safe and correct application of disinfectants and keep products away from children. Supplies needed include:
  - Hand soap
  - Sanitizer that contains 60% alcohol
  - Paper towels
  - Disinfectant wipes
  - No-touch trash cans
  - [EPA-approved disinfectants against COVID-19](#)
- Keep each child’s belongings separated from others’ and (if possible) in individually labeled containers, cubbies, or areas.**
- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.<sup>10</sup>
  - Do not spray disinfectant on outdoor playgrounds - it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

## KEY CONSIDERATIONS: Nutrition Services

Districts and schools have been and should continue to maintain nutritional services throughout all partial and full closing of facilities.

- Based on state and local health department guidelines, consider social/physical distancing requirements, including appropriate seating within the cafeteria and other areas where students and staff gather for meals.

<sup>10</sup> Centers for Disease Control and Prevention. (n.d.). Cleaning and disinfecting your facility. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Consider a short- and long-term plan of action to distribute meals to students.
- Communicate with vendors the anticipated changes to menus and the necessary new food items, sanitation supplies, packaging supplies, etc.
- What coordination is to be done with school administrators to standardize the established meal service model to the greatest extent possible throughout the district/school community?
- What equipment/supply needs (i.e. carts, temperature control bags, etc.) for modified meal distribution models are there?
- Is there an ability to serve meals in alternate locations? (gymnasium, library, and open classrooms)

## CHECKLIST

- If the cafeteria is to be used, install necessary markings to encourage appropriate social/physical distancing; schedule meals in shifts to reduce the number of students in the cafeteria at one time
  - Consider whether breakfast and lunch meals should be served and consumed in classrooms to limit student contact
  - Consider children with [food allergies](#)
  - If food is offered at any event, consider pre-packaged boxes or bags for each attendee instead of a buffet or family-style meals.
  - Communicate the importance to students of avoiding the sharing of food and utensils
  - Limit unnecessary staff and visitors in food service areas.
  - If feasible, grid off sections for common spaces and lunch areas to help separate students.
  - Remove self-service, including salad bars, buffet lines, and family-style service.
- Food safety protocols, including time and temperature controls, should be adhered to for meals delivered to spaces outside of cafeterias
- Consider limiting “offer versus serve” service models to 9-12 grades only**
- Consider operating a special provision (i.e. Provision 2 or Community Eligibility Provision (CEP)) to streamline meal counting and claiming as well as maximize the number of students receiving free meals
- What Personal protective equipment (PPE) will be used by Nutrition Services staff?
- Do updates need to be made to cleaning and sanitation protocols?
  - Determine the frequency of deep cleaning
  - Frequency of disinfecting of high-touch areas throughout the day

## COVID-19 CIRCUMSTANCES: Nutrition Services

Student nutritional services is led by the Nevada Department of Agriculture (NDA) which has received approval for waivers from the United States Department of Agriculture (USDA) to support schools and communities in providing meals to children in areas experiencing school or district closure in response to COVID-19. Nevada has implemented the following USDA COVID-19 waivers through direct communication and guidance with National School Lunch (NSLP) Summer Seamless Option (SSO) and Summer Food Service Program (SFSP) sponsors, Child and Adult Care Food Program (CACFP)

- Congregate feeding requirements waived
- Meal service time requirements waived
- Meal pattern requirement waived
- Distributing meals to parent/guardian w/out presence of children

- Educational or enrichment activity requirements applicable to NSLP Afterschool Snacks and Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Snacks waived
- Deadlines relating to Community Eligibility Provision reporting and election
- Onsite monitoring requirements for state agencies waived
- Non-area eligibility waived for underserved area

On May 15, 2020, The USDA extended the above nationwide waivers through August 31, 2020.

## SUGGESTED RESOURCES

[CDC Guidance for Schools-Food Service](#)

[Southern Nevada Health District Food Establishment Guidance](#)

## KEY CONSIDERATIONS: Transportation

For students who get to school on a bus or through other district or school-provided transportation, [processes and protocols](#) need to be established to ensure the health and safety of employees and students.

- How will you determine the usage of bus transportation based on the district/school facility usage plan, school schedules, school calendar, and the number of buses and/or drivers that a school district has available? Items to consider include:
  - Frequency of transportation of students to school facilities.
  - Transportation to field trips, activities, athletic events, etc.
  - Determine potential staggering of drop-off and pick-up times
    - Reassess all general education stops to determine if they allow for proper distancing for the number of students that get on and off at the stops.
    - [Districts and schools may need to decrease stops and add longer walk distances](#) to stops to use stop areas that are safe and large enough to allow proper social distancing (i.e. parks or large lot areas).
    - Promote social distancing at bus stops.
    - Consider developing parent volunteers or district staff (i.e. Nutrition Workers, Teacher Aides, etc.) to be at the general education stops.
- What process will you use to review the capacity of the bus fleet as capacity may be severely decreased with physical/social distancing?
  - Consider minimized load counts (6 to 15 students depending on the size and seat counts on the bus). Criteria is still being developed as to what Social Distancing would look like on a bus that is only 8 feet wide. The most consistent model is having students sit in every other seat and at diagonal intervals (i.e. a student sits in the first seat on the left side of the bus. The first seat on the right side of the bus is left empty. The next student sits in the second seat on the right side of the bus and the second seat on the left side is left empty).
  - If the seatback is to be considered a barrier between elementary school students and are allowed to sit 1/seat, average seating per general education bus is 24-26 (versus 77-84).
  - There will be consistent pinch points that cannot be mitigated as there will always be less than six feet between the driver and the students (unless a moveable and temporary barrier is installed on the bus) with loading and unloading from the front of the bus. There may be a need for consistent policing of students as they load and unload to maintain the distancing. Consider

using tools such as pool noodles to provide physical/visual examples of what 6 feet of distancing is for students.

- What type of training will school bus drivers need before transporting students? How will drivers be informed about new policies and procedures, including [how to effectively and efficiently clean their buses](#)?
  - District and schools should review the length of time it takes to recruit and train drivers. New drivers often do not have CDLs and rely on the district to train them and guide them through the testing process. DMV in Sparks also only schedules one CDL skills test per day.
- Who has the responsibility to ensure that buses have the markings and signage necessary to ensure physical distancing?
- How will you ensure the safety of school bus drivers who cannot be 6 feet away from passengers as they board and disembark the bus? If funding is available, consider installing plastic barriers to provide extra protection for the driver from the students.
- How will you determine and implement guidelines for the transportation of students who are at higher risk of exposure and/or transmission of an illness?
- How will the district or school communicate screening concerns (i.e. a student was screened at school and exhibited [symptoms](#)) to drivers and transportation aides?
- Consider providing PPE to be used by the drivers and transportation aides and promote student use of [cloth face coverings](#).
- Will you require students and staff to use hand sanitizer upon boarding the bus?

## CHECKLIST

- Review school bus sites for social distancing.
- Create new stops or routes, if available, to ensure students are not crowded on buses.
- Determine how to best institute social distancing on buses for your district, including signage and markings.
- Determine if you can install retractable plastic sheeting barriers for your drivers that will not disrupt their driving, view of students, or ability to respond to an emergency.
- Create guidelines for loading and unloading of certain students who require assistance.
- Create guidelines and procedures for loading and unloading students who are at high risk for exposure or transmission of illness.
- Adjust any bus routes to accommodate changes in school schedules.
- Consider providing PPE for drivers and transportation aides.
- Train all drivers and transportation aides on new procedures.
- Determine how to best train students on the new bus riding procedures and rules.
- Develop a policy regarding the frequency of both superficial and deep cleaning of buses.
- Anticipate that driver and transportation aide numbers may be diminished due to health and safety concerns.
- Review the district or school's ability to provide "after hours" transportation for athletics/activities.**
- Encourage families to drop students off or walk with their student to school to reduce possible virus exposure on buses. Carpools that would mix members from different households should be avoided; or
- Consider increasing walk zones or not providing transportation.

- There may not be enough buses or drivers to add significant routes to compensate for reduced bus capacity due to physical/social distancing
- Keep in mind that current Federal Law ([McKinney-Vento Act](#)) requires providing transportation if school facilities are open (i.e. Youth with Special Needs, Children in Transition, English Language Learners, etc.)
- ☐ Review the length of time it takes to recruit and train drivers. New drivers often do not have a **Commercial Driver's License (CDL) and rely on the district to train them and guide them through the testing process.** DMV in Sparks also only schedules one CDL skills test per day.
- ☐ Review current contracts with vendors.
  - Certain vendor contracts would still need to be maintained but could be temporarily renegotiated to better define use (i.e. GPS systems would still be maintained as a locator of assets but would not necessarily need to be used for mapping requirements).
  - Contracts that Districts would probably need to keep, but most like not result in a cost if items are not purchased (i.e. Two-Way radio system, GPS programs, Transportation Software programs, uniforms/rags for a shop).

## KEY CONSIDERATIONS: Athletics

The [Nevada United Roadmap to Recovery](#) is reflective of CDC guidelines. It is important to note that the Nevada United Roadmap to Recovery Phase One guidance did not address schools nor the athletic programs they sponsor. Per Declaration of Emergency Directive **015**, “**all kindergarten through 12th-grade school buildings are closed for onsite education for the remainder of the 2019-2020 school year.**” **One of the stated purposes in the directive is to prevent proximity to other persons as** “...currently contraindicated by public health and medical best practices to combat COVID-19.” **School buildings remained closed to onsite education** in Phase One. School organized, in-person workouts regardless of the location are not to take place in Phase One.

The National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC) has issued [guidance](#) which is also reflective of CDC guidelines. It provides guidance for planning and carrying out conditioning, workouts, practices, and competitions as re-opening occurs throughout three phases. Nevada schools should follow the [Nevada Interscholastic Activities Association \(NIAA\)](#) and Sports Medicine Advisory Committee (SMAC) guidance and all related Directives communicated by the State of Nevada.

These considerations and the NIAA **SMAC guidance are rooted in the belief that** “...it is essential to the physical and mental well-being of high school students across the nation to return to physical activity and athletic competition.” **It is recognized that due to the pandemic, all students may not** be able to return to athletic activity in all schools and areas of the state at the same time. It is also recognized that athletic activity may be suspended for an individual, a team, a school, or for an area of the state or the entire state, in a particular sport or several sports as may be dictated by the need for safety resulting from the pandemic. While reservations concerning such disparities would typically be raised, the guidance here is based on the idea that students ought to have the opportunity to return to participation in school-based athletics and activities in all situations where it is safe to do so.

- The guidance provided by the NIAA SMAC involves screening of participants before in-person gatherings for athletic activity including but not limited to meetings, workouts, practices, competitions,

etc. Screening is addressed on page 11 of this document. Consideration of how the screening is to be accomplished for athletics is critical as these types of athletic program gatherings commence before the start of classes for the school year.

- Athletics present challenges in many of the same areas addressed elsewhere in this document. Issues regarding transportation, facilities, physical health, recovery, human resources, etc. all apply to athletics and activities. Decisions on how to meet those challenges will be needed. The guidance and resources provided in the sections specifically addressing those topics will be valuable in meeting the challenges presented in re-opening athletic programs.
- It is strongly recommended that school districts, schools, and the leagues that administer the competitions engage with state and local health departments to develop policy promoting coordinated approaches for return to activity for high school, club, and youth sports.
- The guidance provided by the NIAA SMAC should be thoroughly reviewed before any re-opening of an athletic program. The NIAA SMAC guidance is to be applied in conjunction with, and not in preference to, the guidance and directives of state and local health officials and/or government officials.
- Provisions for monitoring and holding accountable those educators who conduct athletic programs to remain within the guidance are essential.
- Budgeting considerations should be made in the event of reduced revenue from gate receipts.
- Alternate scheduling of contests may be required due to transportation and/or game official availability.
- Training of coaches regarding the phased re-opening, limits on allowable activities in the different phases, and requirements such as social distancing is essential.
  - Training is to be done in a timely manner to allow for adjustments in workout/practice plans.
- Requiring the submission of an overall plan before allowing activity within a phase will help in assuring compliance.
  - The plan should include, minimally, how adherence to limits on activity and requirements of social distancing appropriate to the phase will be accomplished.
- Families and students must be notified regarding those issues in the guidance such as the wearing of face coverings, screening procedures, the need to provide **one's own drinking water container**, requirements for social distancing at all times including before and after the gathering, etc. Specific training on how appropriate social distancing is to be accomplished in all the various aspects of the gathering. This would include, but is not limited to, the distance between individuals when not participating directly in an activity, cleaning and disinfection of equipment used, explanation and understanding of grouping, protocols during conditioning, drills, weightlifting, etc.

## SUGGESTED RESOURCES

The National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC), [Guidance for Opening up High School Athletics and Activities](#)

Guidance for State Associations to Consider in [Re-opening High School Athletics and Other Activities](#)

The phases of re-opening in the NFHS SMAC guidance are reflective of the phases in the

guidelines issued by the White House and CDC <https://www.whitehouse.gov/openingamerica/>

## KEY CONSIDERATIONS: Information Technology

Information Technology within logistics takes planning in all three of the scenarios outlined below and consideration of an approach for each to be successful is highly encouraged. IT here in its meaning relates to network, bandwidth, hardware, and software (special needs, etc.).

- Total statewide re-opening for all students and staff.
- Partial re-opening based on local decision-making and approval from local health agencies.
- Blended re-opening that balances in-person learning with distance learning based on student population (e.g. students with disabilities, English Learners), grade level, and other considerations.

As you plan for IT infrastructure, districts will want to discuss with their IT leadership how to best approach each element and component related to IT designated roles and responsibilities.

Approaching each scenario listed above with IT infrastructure in mind is highly encouraged.

- How will you provide devices to students and staff in accordance with the District **or School's** Distance Learning Plan?
- How will you work with the community to assist in students having access to high-speed Internet?
- Consider populations for special focus such as low-income families, Children in Transition, Tribal Communities, etc. Options may also include:
  - Low-cost home Internet private service provider programs
  - Internal School access connectivity – keeping school facilities open into the evening with proper supervision
  - External School drive-up/walk-up connectivity
  - **Portable mobile WiFi options “SmartBus”**
  - High-speed Hotspot Internet Access for families
  - Community Access Points – Senior Centers, Community Centers, coffee shops, libraries, etc.
- Consider processes and procedures for cleaning of electronics:
  - Consider putting a wipeable cover on electronics
  - **Follow manufacturer's** instruction for cleaning and disinfecting
- Provide devices to students and staff, depending on device availability

As introduced in the [Path Forward Plan](#), the Nevada Digital Learning Collaborative (NvDLC) includes staff from various offices across NDE, an expert consultant in distance education, and multiple external stakeholders. The primary objective of the NvDLC is to build an infrastructure that supports distance education across Nevada. This infrastructure is inclusive of support to increase access to technological capacity, high-quality professional development, and high-quality instructional materials.

## SUGGESTED RESOURCES

[Quick Reference Guide of Key Questions for Planning Technology Infrastructure](#)  
[Office of Science, Innovation & Technology Broadband and Connectivity Support to School Districts](#)

## WELLNESS AND RECOVERY

After the immediate effects of disasters are over, behavioral health concerns are just as important to consider as physical health concerns. As our state works together to slow the spread of COVID-19, social connections are more important than ever. We know it is crucial for students and staff to feel connected and schools are in the unique position to be able to bring together educators, staff, students, families, and community partners to co-create safe, supportive learning environments and an intervention framework where all students and adults can work through the process of coping and healing. With this in mind, we have brought together key considerations, checklists, and selected resources for districts and schools to consider.

When students, educators, and staff return to school campuses, the approaches to wellness and recovery will be similar in each one of the below scenarios.

- Total district and school re-open for all students and staff.
- Partial district and school re-opening based on local decision-making and approval from local health agencies.
- Blended re-opening that balances in-person learning with distance learning based on student population (e.g. students with disabilities, English Learners), grade level, and other considerations.

Districts and schools will want to organize needs and supports by aligning and building on existing strengths within a multi-tiered system of supports framework. Data collection and evaluation should be used to drive decisions like screening for elevated risk, monitoring fidelity and outcomes, and reviewing action plans regularly to modify and adjust as needed. Data collection may include universal screeners, formal or informal surveys and/or needs assessments from families, school staff and students. It is essential for educators to be aware of [student data privacy](#) and ensure efforts to reduce [stigma](#) around any virus. The chart below is to help organize the key considerations checklists and resources regarding the many aspects of wellness and recovery.

	Prevention Tier 1	Mitigation Tier 2	Full Support Tier 3
Recovery	<ul style="list-style-type: none"> <li>• Social-emotional learning</li> <li>• Trauma-Informed</li> <li>• Family Engagement</li> <li>• Building resiliency</li> <li>• Restorative practices</li> <li>• Reteach, remind, and acknowledge prosocial behaviors</li> <li>• Focus on the positive</li> <li>• Communication with staff, family, community, and students</li> <li>• Universal screening for staff and students</li> <li>• Maintain health and safety as a priority through the teaching of rules and routines</li> <li>• Normalize feelings and emotions</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted Screening Support Groups</li> <li>• Support groups for staff, parents, and students</li> <li>• Referrals to primary needs</li> <li>• Referrals to psychological and counseling services</li> <li>• An individual behavior intervention plan</li> <li>• Check-in/check out</li> <li>• Small groups</li> <li>• Peer support groups</li> <li>• Use data sources that will identify signs that students may require more assistance</li> </ul>	<ul style="list-style-type: none"> <li>• One-to-One Support</li> <li>• Referrals to community-based mental health providers</li> <li>• School special education services</li> <li>• 504 Plans</li> <li>• Functional Behavioral Assessment and Behavior Intervention Plans</li> </ul>

## KEY CONSIDERATIONS: Social-Emotional Learning – Tier 1

As we work together to reduce the spread of COVID-19 with physical distancing and many school and social milestones moving to online, social and emotional connectedness become critical. Schools can help embed these social elements in all phases of facility closing and opening. One key strategy is to integrate social and emotional learning (SEL) into all academic subjects onsite or via remote learning. The Collaboration for Academic, Social, and Emotional Learning (CASEL) defines SEL as how children and adults learn to understand and manage emotions, set goals, show empathy for others, establish positive relationships, and make responsible decisions. The following are key considerations, a checklist, and resources to help your district or charter school start the conversation.

- Emphasize social and emotional learning. Effective teaching and learning are highly connected to relationships, and thus, administrators can model support and encourage teachers and school staff to find ways of building connections and relationships with each other and their students and families in all scenarios or phases of campus opening.
- Encourage schools to create innovative ways to build school community, safety, and respect during this time of school disruption. Communicate these innovations with neighboring schools and community.
- Model empathy by scheduling time to listen, reflect, and learn from staff, students, and families and caregivers about what is working and for whom, and what is not working and for whom.
- Encourage hope by considering and discussing lessons learned during this crisis and how to apply that to ongoing school improvement.

## CHECKLISTS

- Emphasize social and emotional Learning
  - Ask school staff what their needs are in implementing SEL for online and face to face teaching including ([CASEL resources can assist](#)):
    - **Amount of time needed to attend to students’ social and emotional learning?**
    - What high quality/evidence-based SEL materials/programs do they need?
    - What PD is needed? Examples of online training:  
[NDE: Online Social-emotional Training for Educators](#)  
[American Institute for Research Online Module: Creating a Well-Rounded Educational Experience](#)  
[Washington State's Social Emotional Learning Modules](#)
    - What additional coaching or support is needed
    - **NDE’s [Office of Safe and Respectful Learning Environments](#)** can assist with SEL resources and specific training needs
  - Create next steps and budget to meet those needs.
  - In a remote environment, be sure to add SEL. The Collaborative for Academic, Social, and Emotional Learning (CASEL) recommends that educators incorporate SEL by doing the following:
    - Provide consistency in daily routines to reduce stress and promote positive learning conditions.
    - **Use SEL programs, groups, and individualized supports developed in the “brick and mortar” setting to engage students and** connect them to tools and resources for remote learning.
    - Offer opportunities for students to share and process their emotions.

- Focus on the sequence and flow of the remote learning content, incorporating pauses, and allowing time for students to gather their thoughts and share out.
- For more specific SEL resources for COVID see [CASEL Cares](#)
- ❑ Innovate to build community
  - ❑ Ask school staff, families, caregivers, and students for input about how to celebrate missed and upcoming milestones and create next steps.
  - ❑ If all-school meetings, rallies, or assemblies are not yet possible, create and publish different ways to express school values and continue to build that sense of school community.
  - ❑ Add ways for school staff, students, families, and caregivers to respectfully communicate their thoughts about safety during COVID-19.
  - ❑ Create strategies to ensure students and school staff who cannot come to school physically still have meaningful ways to connect with the school community.
- ❑ Model empathy and encourage hope
  - ❑ Consider conducting listening sessions with families, caregivers, students, and community partners to hear their perspectives consider some of the following topics:
    - What has our school done well during the past months, and what could we have done better?
    - How might you like to contribute as we prepare to transition to a new school year?
    - What will help you learn this upcoming year?
    - What can we do to make school feel even more like a community that cares about you?

*Note: Ensure your questions are trauma sensitive and do not ask participants to reveal traumatic events in public settings.*
- ❑ Create next steps based on listening sessions and consider publishing the common themes for improvement.
- ❑ Communicate how lessons learned will be incorporated into school improvement processes.
- ❑ Provide educational information to families and students so that they have a baseline understanding of social and emotional learning, Multi-Tiered System of Supports (MTSS), and Positive Behavioral Interventions and Supports (PBIS) to ensure families are included as partners in understanding these programs and how they impact learning for students.

## SUGGESTED RESOURCES

- [An Initial Guide to Leveraging the Power of Social Emotional Learning as You Prepare to Reopen and Renew Your School Community](#)
- [SEL Sanford Harmony Curriculum](#) (Free)
- [Incorporating Social and Personal Competencies into Classroom Instruction and Educator Effectiveness](#) (Free)

## KEY CONSIDERATIONS: Trauma-Informed, Tier 1-3

Students and staff all experienced COVID-19 differently and will arrive back at schools with a range of emotions and behaviors. One of the key principles of PBIS is to focus on building prosocial skills, not simply attempting to eliminate challenging or problem behavior, and to ensure that as soon as someone shows signs of struggling there is support ready. Below are some key considerations, a checklist, and resources to help begin **your district or charter school's conversation around support**.

- Emphasize the district/school's commitment to supporting **all students' and staff members' social-emotional well-being** by ensuring the continuum of support through MTSS

- Monitor students, staff, and families by developing a process for those who are struggling by incorporating an integrated **MTSS framework for how to assess students' social-emotional well-being** and identify needs for supports.
  - Use Tier I evidence-based prevention and high-quality teaching
  - Use Tier II interventions to further assess students who show signs of mental health concerns, including trauma
  - Use Tier III to provide targeted intervention

## CHECKLISTS

- Emphasize the district or school's commitment to supporting** social-emotional well-being
  - Identify community partners and how they could assist district/school in providing emotional well-being support for students and staff
  - Leverage existing MTSS or PBIS Systems with cultural responsiveness at the core
    - Re-teach, remind, and acknowledge school-wide expectations and classroom routines/procedures (e.g., embedding prevention measures such as washing hands, coughing in the crook of an arm, and keeping hands away from face) as a way to restore school climate.
    - Provide a sense of reconnection
    - Predictability following traumatic events allows students and staff to reclaim a sense of safety within the school environment.
    - Ensure all policies and practices have been and will be equitably represented of the **schools' demographics** and any underserved populations.
  - Use data to drive decisions and address equity
    - Universal screeners
    - Fidelity Measures
    - Monitor outcomes
    - Regularly review data for needed adjustments and support
    - Assess and monitor for potential inequities across systems and behavior data
  - Support students and staff either at home or onsite. Consider providing guidance on how to:
    - Talk about crises in a trauma-sensitive manner with students and families
    - Recognize normal physical, emotional, and behavioral responses to crises
    - Foster resilience and other healthy coping strategies
    - Consider [The Educator Context and Stress Spectrum](#) to support staff
  - Train all school staff with the online [Psychological First Aid \(free\) from the National Child Traumatic Stress Network](#) (6 hours) or another nationally recognized online trauma training before coming back to work and offer resources to students and families as appropriate.
- Teach Coping and Resilience Skills
  - Model support by practicing and encouraging staff to take time for self-care. [Self-Assessment and Planning Tool for Educator Resilience and Trauma-Informed Self-Care](#)
  - Consider teaching activities such as mindfulness, yoga, or other physical and emotional health practices to build healthy coping mechanisms. [Pure Edge Success Through Focus free curriculum](#)
  - Use national and community experts to ensure support strategies are culturally inclusive and sensitive, such as [CASEL Cares](#)

- Include and recognize the role of families and caregivers in supporting students, and provide appropriate tools
- Monitor Staff and Students
  - Fold in trauma informed practices and mental health level of care into your MTSS or PBIS framework [PBIS and Trauma Informed Schools](#) and [When School Mental Health is Integrated in MTSS \(Mental Health Technology Transfer Center Network\)](#)
  - Need local support for MTSS? Contact [The Nevada Positive Behavior Support Technical Assistance Center](#).
  - Consider if your district should use any trauma screening tools for either universal or targeted application. Examples of free screening tools include, [Child Trauma Screening Questionnaire](#) or [Child Post Traumatic Symptom Scale](#). Ensure school staff is properly trained before administering screening tools.
  - Establish or review the process for responding to a student or staff member in crisis?
    - Work with community and state agencies and establish referral pathways from basic needs to mental health services.
    - Do you have at least one staff member per school (e.g., psychologist, school counselor, social worker) as a point person for mental health concerns?
    - Do you need to establish and train a crisis management team?
    - How will you provide individualized targeted interventions and supports?
    - What materials/programs will you use?
    - How will you support students and staff who are experiencing grief related to loss or are separated from caregivers who have been hospitalized?
    - Ensure all support staff who will be working with staff, students, and families around mental health issues work within their training and licensure.
  - Consider increasing training for signs of suicide risk. [ASQ Suicide-Screening Questions Toolkit](#) and [Columbia Suicide Severity Rating Scale \(screening\)](#)
  - Are postvention plans in place for school communities affected by the death of a student or staff member?

## SUGGESTED RESOURCES

[Mental Health Technology Transfer Center Network PD Resources](#)  
[Teacher Training Module: Supporting Grieving Students in Schools](#)  
[Implementation of Universal Screening](#)

# Other Resources

## SEL Resources

[An Initial Guide to Leveraging the Power of Social Emotional Learning as You Prepare to Reopen and Renew Your School Community](#)  
[The CASEL Guide to Schoolwide SEL](#)  
[SEL Resources for Parents, Educators & School Communities Related to COVID-19](#)  
[CASEL CARES: Strategies for Being Your Best Possible 'SEL'f with Dr. Marc Brackett](#)

## Free PreK-12 Curricula

[Free SEL Sanford Harmony Curriculum](#)  
[Incorporating Social and Personal Competencies Into Classroom Instruction and Educator Effectiveness](#)

## Trauma Resources

[Trauma-Informed Resilient Schools On Demand](#)  
[Building Trauma-Sensitive Schools](#)  
[Trauma-Informed SEL Toolkit](#)  
[Resiliency Resources](#)  
[CHILD TRAUMA TOOLKIT FOR EDUCATORS](#)  
[Child Trauma Academy](#)  
[6 Ways to Become a Trauma-Informed School](#)  
[Creating Trauma Sensitive Schools](#)  
[Addressing Grief: Tips for Teachers and Administrators](#)  
[Helping Students Grieve](#)  
[Tips for Teachers: Helping a Grieving Student at School](#)  
[Video: What Every Teacher Needs to Know About Childhood Trauma](#)  
[Childhood Trauma: Expert Answers to Tough Questions From Real Teachers](#)  
[Teacher Training Module: Supporting Grieving Students in Schools](#)  
[Trauma Training for Educators](#)  
[27 Resilience Activities and Worksheets for Students and Adults \(+PDFs\)](#)  
[Perspective | Walking the resilience road: From overwhelmed to compassion-in-action](#)

## Mental Health Resources

[Getting Back to School after Disruptions: Resources for Making Your School Year Safer, More Predictable, and More Positive](#)  
[4 Resources to Support Students During the Pandemic](#)  
[Mental Health Technology Transfer Center Network Training and Events](#)  
[Mental Health Technology Transfer Center Network PD Resources](#)  
[Teacher Training Module: Supporting Grieving Students in Schools](#)  
[Trauma Training for Educators](#)  
[Video: What Every Teacher Needs to Know About Childhood Trauma](#)  
[Childhood Trauma: Expert Answers to Tough Questions From Real Teachers](#)  
[Anxiety and Coping with the Coronavirus](#)  
[Supporting Grieving Children and Teens During the COVID-19 Global Health Crisis](#)  
[Suicide Prevention Workshop: Postvention After Suicide](#)  
[After a Suicide: A Toolkit for Schools](#)  
[Supporting Grieving Students During a Pandemic](#)  
[Children and Bereavement: How Teachers and Schools Can Help](#)  
[School Social Work Association of America](#)  
[National Association of School Nurses](#)  
[National Association of School Principals](#)  
[American School Counselor Association](#)  
[NEA School Crisis Guide](#)

## Reporting

- Report Suspected Child Abuse or Neglect in Nevada: 1-833-803-1183  
<http://dcfs.nv.gov/Tips/CA/ChildAbuse/> Clark County: 1-702-399-0081 Washoe County: 1-833-900-7233
- Suicide Prevention: 1-800-273-TALK (8255) <https://suicidepreventionlifeline.org/>
- Trevor Project Support Hotline for LGBTQ Youth: 1-866-488-7386 [thetrevorproject.org](http://thetrevorproject.org)
- Sexual Abuse: 1-800-656-HOPE (4673) [rainn.org](http://rainn.org)
- Child Sex Trafficking Text: BEFREE to 888-383-7888 <https://humantraffickinghotline.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: [samhsa.gov/find-help/national-helpline](http://samhsa.gov/find-help/national-helpline)
- SafeVoice: 1-833-216-SAFE (7233) for anonymous reporting <http://safevoicenv.org/>
- Mobile Crisis Response Team: 702-486-7865 or 775-688-1670 <http://www.knowcrisis.com/>

# Appendix A

*Though academics are outside of the purview of the Re-Opening Committee, in its work it has come across several resources that may be valuable to schools and districts, which have been provided in an appendix to this document.*

## Survey on Reopening Schools

*ExcelinEd* created a national survey for key state officials (governors' offices, state education chiefs, and high-level department staff) from across the country to get a snapshot of how leaders are thinking about the next steps to bring students back to school. The Committee believes some of the questions presented in the survey would be helpful to school and district leaders as considerations/approaches to academics for the 2020-2021 school year and has included the relevant aspects of the survey below.

It is important to note for districts and schools to take advantage of some of the options/approaches below would require changes to statute, regulation, or guidance. Others are based on local decisions.

## Reopening Schools: Timelines, Schedules, and Student Assignments

With school campuses shuttered due to COVID-19, the rate and level of quality of student instruction varies across the nation, states, regions, and even from neighborhood to neighborhood. As the 2019-20 school year comes to a close, state leaders must dedicate time to consider important questions:

- **When and how should schools reopen (once it's safe from a health perspective to do so)?**
- What could school schedule, student placement, and educator staffing options "look like" when we reopen?
- How should we provide supports to students, particularly those who are most in-need, once schools reopen?

Are you considering requiring or promoting a substantive change to school days/calendars?

- Extended School Days – Considering longer school days, especially over the next 1-2 years to help mitigate interrupted learning
- Extended School Year – Extending the 2020-21 school year into the following summer
- Year-round schedule – Considering year-round schools for a limited 1-2 year period

Which of the following options are you considering requiring or promoting for assigning students and teachers to classrooms?

- Hybrid model (asynchronous learning) - Some Students In-Person/Some Students Remote Some students learn in-person while others learn remotely. Some students (especially those with underlying health conditions, undergoing disease treatment, or those with at-risk family members) may continue to receive online instruction full-time. Other students may attend school on alternating days or using a staggered schedule, and experience both in-person and remote learning.
- Flex Grades in Elementary School – **All elementary grades are designed as flex-grades** for 2020-21. The expectation would be that every grade/class starts with a review of 1-2 months of instruction in the prior grade content.
- Teacher Looping in Elementary/Middle School - Teachers move to the next grade with their students from the 2019-20 school year, allowing teachers to pick up from where **they left off in terms of**

instruction and content. This also allows teachers to use established relationships to pick up on student trauma and other issues more quickly.

- Staggered Attendance Schedules - Students learning on-campus are scheduled to attend at **different times/on different days to reduce student density. Some students could attend in the morning vs. others** in the afternoon, or students could attend on alternate days. This model could be implemented in conjunction with the Hybrid Model.
- Cohort-Based Schedules (Middle/High School) - Students (and teachers) are assigned to cohorts, which **are scheduled to classes that are all located within the same hallway/wing/floor. This model could also** include a cohort of students remaining in the same classroom all day, with teachers (rather than **students) rotating to different classes.**
- Proficiency-Based Groupings (Reading/Math Courses) – Students from multiple grade levels are grouped/assigned to classes based upon content taught- mainly for reading and math. This would allow **students to be placed in different groups/grade levels depending on the content they need.**
- Optional Repeat of Grades and/or Courses - Students (and their families) have the option to repeat the grade that was interrupted by campus closures.

How are you thinking about assessing students' academic needs and learning loss? [For example, using the spring assessment (or other assessments) as a fall diagnostic assessment to provide students, teachers, parents, and schools with an understanding of where students are starting.]

**Every child will have different social**-emotional, mental health, and academic needs due to the campus closures and impact of the pandemic. How are you thinking about assessing students' needs from a "whole child" perspective? [For example, requiring districts and schools to have an "intake/care" plan in place, which might include a "checklist" to help educators "triage" student needs.]

How are you planning for potential future disruptions to in-person learning? [For example, requiring districts and schools to build distance learning days into the annual calendar.]

How are you thinking about supporting students' families and communities? [For example, encouraging the transformation of school buildings into formal community hubs that consolidate services to support students and families. These services could include education (K- 12 and postsecondary), physical health, mental health, food/nutrition, social services, workforce development, etc. during non-instructional hours.]

# Appendix B

*Though academics are outside of the purview of the Re-Opening Committee, in its work it has come across several resources that may be valuable to schools and districts. The Re-Opening of Schools Education workgroup developed additional considerations below for districts and schools.*

## COVID-19 K-12 District Reopening Checklist

### ACADEMIC CONSIDERATIONS

#### Guiding Questions:

1. Have we identified the most critical standards and competencies to address at the beginning of the year and throughout the year?
2. Does our instructional model have options for different methods of delivery and paths for student choice?
3. Does our instructional model address individual learning needs?
4. Do our assessment practices provide robust information about individual learners to allow us to personalize?

### CURRICULUM AND INSTRUCTION

- Review and revise curriculum maps, instructional calendars, and lesson plans to reflect the impact of COVID-19-related school closures
- Develop contingency plans to address:
  - Additional COVID-19-related school closures*
  - Individual students affected by illness, quarantine and/or family decisions not to resend to school*
- Consult with labor unions and professional associations regarding which content staff will be expected to teach
- Communicate expectations for curriculum and instruction to students, families, and staff
- Collaborate with postsecondary institutions regarding the delivery of dual-credit courses
- Consult with post-secondary institutions and/or local partners regarding delivery of career and technical education (e.g., mentoring)
- Explore extended learning opportunities (e.g., summer school, after-school programs) to mitigate learning loss, resolve incompletes, and support credit recovery
- Inventory and identify any gaps in the district's academic interventions
- Determine the need for further adjustments to curriculum and instruction based on common gaps in student learning identified during the analysis of academic data collected once schools reopen
- Measure learning loss among special populations (e.g., students with disabilities, English learners, migrant and homeless students, foster youth, socioeconomically- disadvantaged students, students directly affected by COVID-19)
- Identify any other students affected by significant learning loss
- Provide targeted interventions:
  - Reassess student learning periodically to determine the efficacy of existing interventions and the need for additional supports*
  - Use efficacy data and stakeholder feedback to adjust and improve interventions more generally*

- Review and revise Individualized Education Plans for students with disabilities to reflect any changes due to COVID-19-related school closures
- Provide students with disabilities with compensatory services as needed
- Facilitate teachers' efforts to share best practices for mitigating learning loss
- Encourage teachers to communicate with families about their child's academic progress
- Help families support student learning at home by sharing instructional strategies and resources; and consider providing a clear syllabus and expectations; and providing specific support strategies or requirements

## GRADING AND ASSESSMENT

- Consult with state and federal education agencies regarding adjustments to:
  - End-of-grade, end-of-course, English language proficiency, and/or other key assessments*
  - Grading policies and practices*
  - Promotion and retention criteria*
- Confirm the status of AP, IB, ACT, SAT, and similar assessments
- Communicate any adjustments to students, families, and staff and provide updated academic and assessment calendars
- Determine how to assess students' learning when schools reopen**
- Conduct initial evaluations or re-evaluations of students with disabilities and English learners as required
- Develop plans to share assessment data with families and indicate how their child's achievement compares with grade-level expectations

## RESOURCES AND SUPPORTS

- Facilitate teachers' efforts to share effective strategies and resources for online and offline forms of distance learning
- Survey students, families, and staff to identify strengths and development areas related to the district's distance learning efforts:
  - Adjust the district's distance learning plan in response to stakeholder feedback*
- Survey staff about instructional resource and professional learning needs (e.g., differentiating instruction and supporting special populations in the context of distance learning):
  - Identify options to create additional instructional resources internally and/or acquire materials from publishers, vendors, etc.*
  - Offer professional learning opportunities aligned with staff needs*
- Help teachers build relationships with families and encourage families to become involved in their child's learning
  - Offer tools and training that match parent needs and requests
- Plan for opportunities to develop adult and student agency to be able to succeed in more independent learning opportunities

## ACCOUNTABILITY

### Guiding Questions:

1. What needs to be considered when developing the district calendar or individual school calendars?
2. How will you group students with staff?
3. What supports need to be in place to transition students equitably to the next grade level or for graduation?
4. How do district stakeholders contribute to the review and revision of the district budget?

## ATTENDANCE AND ENROLLMENT

- Consider adjusting student and staff attendance policies (e.g., excused and unexcused absences):
  - Develop policies for students and staff who do not report due to COVID-19 infection, quarantine, or safety concerns*
  - Follow NRS 392 or work with NDE for waivers on attendance and reporting requirements ex.: audits, class size reduction*
- Monitor and address student and staff attendance issues
  - Consider whether changes need to be made to procedures for following up with absent students*
- Analyze current and expected enrollments at the district, school, grade, and subgroup levels:
  - Estimate the impact of any significant changes on curriculum and instruction, student supports, staffing, and other resource needs*
- Consider adjusting intra- and inter-district enrollment policies if permitted
- Decide how to handle applications to specific schools and/or programs for the 2020-2021 school year
- Provide communications outlining any changes in attendance and/or enrollment policies
- Confirm with federal and state education agencies any changes in dates or formulas used to calculate enrollment and average daily attendance for funding purposes; reference the appropriate NRS/NAC
- Consider elimination of perfect attendance award and incentives

## CALENDARS AND SCHEDULES

**“Except as otherwise provided in subsection 5 (alternative programs) and except for a school calendar that accompanies an alternative schedule approved pursuant to NAC 387.125, a school calendar must contain at least 180 school days in session. This period must be divided into 10 school months which contain not more than 20 potential school days per month. The first day of the first school month is the first day of attendance by pupils.”** – NAC 387.120

**“Except as otherwise provided in this section and except for an alternative schedule approved pursuant to NAC 387.125, a school day in session must consist of the following minimum daily periods for each grade, including recess and time between activities, but not including the time allowed for lunch:**

Grade	Period
o Kindergarten	120 minutes
o 1 and 2	240 minutes
o 3 through 6	300 minutes
o 7 through 12	<b>330 minutes</b> – NAC 387.131

- ❑ Consult with the state education agency regarding waiver flexibility and NAC 387.120, NAC 387.125 and NAC 387.131 to adjust:
  - ❑ *Academic year (e.g., start and end dates, timing, and length of breaks)*
  - ❑ *School schedules (e.g., drop-off and pick-up times, bus schedules, school start and end times, class, lunch, and recess periods)*
- ❑ Based on student needs and building capacity, the district has prioritized which students and which schools will return/reopen and in what order.
  - ❑ *Examples:*
    - 1) *Work with labor unions or professional associations to set up a year-round schedule or alternative schedule.*
    - 2) *Half of the student body report Monday/Wednesday each week; online learning Tuesday, Thursday, and Friday.*
      - ❑ *Other half of student body reports Tuesday /Thursday each week; online learning Monday, Wednesday, Friday.*
      - ❑ *Teacher prep or professional learning on Fridays; No other professional learning days are scheduled.*
    - 3) *Start school year early August, end the first semester at Thanksgiving; December/January use for teacher training and deep clean facilities; start school late January, end 2<sup>nd</sup> semester June.*
    - 4) *Teacher lecture/content online; schedule in-person labs and/or CTE courses on-site utilizing social distancing.*
    - 5) *The school year starts at the same time utilizing online learning. Next stagger start dates for physically bringing back grade levels; ex. bring back elementary first month, middle school second month and then high school.*
- ❑ Consider the need to expand or adjust course offerings to enable students to resolve incompletes, recover credits, etc. (e.g., how to address courses not offered every term and/or school year)
- ❑ Consider the best needs of special populations such as English Language Learners (ELL), Special needs, medically fragile, high poverty, Gifted and Talented (GATE), etc.
- ❑ The district has identified additional ways to use local space near schools to increase the number of students who can attend school/out-of-school programs safely.
- ❑ Revisit the academic calendar and school schedules as permitted and needed based on changes in state guidelines and public health considerations.
- ❑ The district has developed a plan for communicating schedules and schedule changes with families and staff.
- ❑ Consider the impact of schedule changes on multi-student families

## GRADUATING STUDENTS

- ❑ Consult with the state education agency to confirm graduation requirements for seniors; follow NRS [390.600](#).
- ❑ Determine the classes/credits needed for each senior to meet graduation requirements.
- ❑ Prioritize providing seniors with the content needed to meet graduation requirements
- ❑ Offer extended learning opportunities.
- ❑ Explore alternate methods for seniors to meet graduation requirements (e.g., credit for work completed, scores on competency-based assessments, expanded course equivalency).

- Consider credit requirement waivers for seniors (e.g., non-core credits, emergency waivers for "on-track" students).
- Survey seniors regarding postsecondary plans.
- Determine which aspects of the postsecondary transition seniors need assistance with (e.g., taking the SAT/ACT, submitting school applications, scholarship submissions, filing for financial aid).
- Connect with postsecondary institutions the district's students commonly attend to discuss potential supports.
- Communicate graduation status and procedures with parents of seniors via email, newsletters, website, virtual counseling (See Communication section).

## CONSIDERATIONS FOR TRANSITIONING STUDENTS

- Transition
  - Consider support that must be in place to transition special populations from grade level to grade level or from elementary to middle school; middle school to high school.
  - Engage teachers, administration, Safe School Professionals, school counselors, school psychologists, school nurses when creating transition plans for students.
  - Research options for providing services to students through telehealth or other virtual options
  - Individual considerations must be given for McKinney Vento students, students with behavior issues, Gifted and Talented Education students (GATE).
  - Special education services (public school districts):
    - Have IEP teams review and update Individualized Education Plans for special education students and address educational and health services if a) a doctor determines it is not safe for the student to attend school, b) the School Building Closure/Distance Learning Plan/Emergency Management Operations plan.
    - Plan to deliver the required compensatory services.
- Retention
  - Modify district retention policy based on NRS/NAC and current research on the topic.
  - Determine if changes need to be made regarding promotion/retention criteria and communicate any changes with students, families, and teachers.
  - Determine supports for retained students to help ensure a successful school year.
  - Determine how schools will systematically work to understand and address learning loss among promoted students.
- Special Education Services (public school districts)
  - Students with disabilities that have a 504 plan (public school districts): Have 504 teams review and update 504 plans and address educational and health services if the School Building Closure/Distance Learning Plan/ Emergency Management Operations Plan is implemented.
- English Language Learners (ELL)
  - Have academic teams consider language level, grades, test scores, family support to determine teacher selection, ELL classroom support, etc.
- Dual Credit and Jump Start
  - Collaborate with local colleges providing college or university credit for high school students to develop an alternative plan so that students can continue to earn credit.

## FINANCE

- Examine revenues:
  - Research changes in federal, state, and/or local funding.*
  - Investigate and apply for federal, state, and/or local emergency funds.*
  - Consider the impact of anticipated enrollment changes.*
  - Confirm types of activities permitted or required by different funding sources.*
  - Explore new funding opportunities (e.g., grants).*
  - The district has a clear process for monitoring and adjusting to revenue changes for the next year.*
- Examine expenditures:
  - Estimate and document COVID-19-related costs.*
  - Contact vendors to confirm the ability to supply needed items and, if so, timetables for future deliveries.*
  - Create procedures to prioritize the processing of purchase orders for essential supplies.*
  - The district has identified planned expenses that can be delayed.*
- Review and revise district and school budgets as needed
  - The district has created financial scenarios to understand the cost implications of various plans for re-entry. Scenarios show how resources will support students with the greatest needs. Scenarios are updated as new information becomes available.*
  - The district has identified and implemented additional cost-saving strategies, monitoring operations for efficiencies.*
  - The district provides regular budget briefings to families and other community stakeholders to promote transparency and buy-in.*
- Examine Vendor Contracts
  - Restructure current contracts if possible, and make sure new contracts address contingencies of the School Building.*
  - Closure/Distance Learning Plan.*
- Require proof of emergency plan from crucial vendors to prevent or minimize disruption in services to students.
  - Ensure contracts require proper hygiene protocols for service providers or products entering the building.*
  - Districts with active construction projects, expect an impact on the project from disruption of the economy or labor issues.*

## Resources

[US Dept of Education Providing Services to English Language Learners](#)

[US Dept of Education Addressing the Risk of COVID-19 While Serving Migratory Children](#)

[Equity Considerations During and After COVID-19 School Closures](#)

[Countering Coronavirus Stigma and Racism: Tips for Teachers and Other Educators](#)

[Countering COVID-19 \(Coronavirus\) Stigma and Racism: Tips for Parents and Caregivers](#)

# Appendix C

The goal of [community mitigation](#) in areas with local COVID-19 transmission is to slow its spread and to protect all individuals, especially those at [increased risk for severe illness](#). Guidance for child care programs and schools is organized into three categories based on the level of community transmission: 1) when there is none to minimal community transmission (preparedness phase), 2) when there is minimal to moderate community transmission, and 3) when there is substantial community transmission.

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
<b>Schools/childcare</b> "What childcare facilities, K-12 schools, and colleges and universities can do to prepare for COVID-19, if the school or facility has cases of COVID-19, or if the community is experiencing spread of COVID-19)"	<ul style="list-style-type: none"> <li>• Know where to find local information on COVID-19 and local trends of COVID-19 cases.</li> <li>• Know the signs and symptoms of COVID-19 and what to do if students or staff become symptomatic at school/childcare site.</li> <li>• Review and update emergency operations plan (including implementation of social distancing measures, distance learning if feasible) or develop plan if one is not available.</li> <li>• Evaluate whether there are students or staff who are at increased risk of severe illness and develop plans for them to continue to work or receive educational services if there is moderate levels of COVID-19 transmission or impact.               <ul style="list-style-type: none"> <li>» Parents of children at increased risk for severe illness should discuss with their health care provider whether those students should stay home in case of school or community spread.</li> <li>» Staff at increased risk for severe illness should have a plan to stay home if there are school-based cases or community spread.</li> </ul> </li> <li>• Encourage staff and students to stay home when sick and notify school administrators of illness (schools should provide non-punitive sick leave options to allow staff to stay home when ill).</li> <li>• Encourage personal protective measures among staff/students (e.g., stay home when sick, handwashing, respiratory etiquette).</li> <li>• Clean and disinfect frequently touched surfaces daily.</li> <li>• Ensure hand hygiene supplies are readily available in buildings.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement social distancing measures:               <ul style="list-style-type: none"> <li>» Reduce the frequency of large gatherings (e.g., assemblies), and limit the number of attendees per gathering.</li> <li>» Alter schedules to reduce mixing (e.g., stagger recess, entry/dismissal times)</li> <li>» Limit inter-school interactions</li> <li>» Consider distance or e-learning in some settings</li> </ul> </li> <li>• Consider regular health checks (e.g., temperature and respiratory symptom screening) of students, staff, and visitors (if feasible).</li> <li>• Short-term dismissals for school and extracurricular activities as needed (e.g., if cases in staff/students) for cleaning and contact tracing.</li> <li>• Students at increased risk of severe illness should consider implementing individual plans for distance learning, e-learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Broader and/or longer-term school dismissals, either as a preventive measure or because of staff and/or student absenteeism.</li> <li>• Cancellation of school-associated congregations, particularly those with participation of high-risk individuals.</li> <li>• Implement distance learning if feasible.</li> </ul>

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