

School Reopening Requirements Template

Name of LEA

Local education agencies (school districts and charter schools also known as LEAs) are required to develop local plans for reopening schools for in-person instruction in the fall of 2020. In this document, LEAs should provide assurance that they have met the specific requirements from the state in their planning process. This document can be used in conjunction with the USBE School Reopening Handbook, which provides recommended considerations to guide planning and additional details. The requirements contained in this template are subject to change and will be updated accordingly.

This Reopening Requirements Template is required to be submitted to the Utah State Board of Education by August 1, 2020. While LEAs may choose to use the format of this document as the basis for their school reopening plan that is required to be made available to the public (public-facing school reopening plan), LEAs may use whatever format they feel best suits the needs and interests of their local community.

Please submit this Reopening Requirements Template to the Utah State Board of Education by email to coronavirus@schools.utah.gov. Submission of the template serves as an assurance only (the Board is not approving local plans).

Attestation:

*Our school reopening plan has been approved by our governing board in an open and public meeting and was made available on our website (and each schools' website) by **August 1, 2020**.*

Yes No

Insert the link to your public-facing school reopening plan on your LEA website here:

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Repopulating Schools

Communication and Training

State Requirement (“What”)	Implementation Plan (“How”)
<p>Develop administrator/teacher/staff education and training on school’s reopening protocol and action plans</p> <ul style="list-style-type: none"> Educate and train students and caregivers on school’s protocols and action plan; post and/or make accessible to school communities Make materials available to families in their respective preferred/primary language 	<p>We will provide training for staff on reopening procedures during our August Preservice.</p> <p>We will post reopening plans on website, Facebook, and emails.</p> <p>We will make materials available in English and Spanish, and in preferred/primary language as needed.</p>
<p>Appoint a point of contact for each school available for questions or specific concerns.</p>	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes: Administrative Director at each campus</p> <p><input type="checkbox"/> No</p>

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

State Requirement (“What”)	Implementation Plan (“How”)
Create a process for students/families and staff to identify as high risk ¹ for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements, remote learning or instruction, or work re-assignments	An email will be sent to each staff member and the parent/guardian of each student outlining the school opening plan details. High risk definition will be included in the email, as well as an invitation for those who believe they are high risk to contact the school to discuss their particular situation. The email will also have a link to a survey where staff members or parent/guardians are able to communicate their high-risk status to the school as a second avenue of communication.
Take reasonable steps to minimize and mitigate risk for employees who identify as high-risk	APA will take reasonable steps to mitigate risk for high-risk employees by seeking out and assigning alternate duties that the employee could fulfill outside of the school building, to the extent possible and practicable.
Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19	Indicate assurances: <input checked="" type="checkbox"/> Yes: School Nurses and SpEd Case Managers have been tasked with this duty. <input type="checkbox"/> No

Enhanced Environment Hygiene & Safety

State Requirement (“What”)	Implementation Plan (“How”)
Develop protocols for implementing an increased cleaning and hygiene regimen	Indicate assurance: <input checked="" type="checkbox"/> Yes: Sanitizers in the classroom, sanitizing high touch places, signage to remind hygiene practices, etc. <input type="checkbox"/> No

¹ High-risk individuals are defined as people 65 years and older, people who live in a nursing home or long-term care facility, people of all ages with underlying medical conditions, including lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), people with severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease.

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Faculty and staff wear face coverings (e.g., masks or shields) when physical distancing is not feasible	Faculty and staff will wear masks and/or shields when physical distancing is not feasible.
Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to staff/students/visitors in controlled environments to ensure safe use	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

School Schedules

State Requirement (“What”)	Implementation Plan (“How”)
<i>Due to the unique nature of school schedules, USBE has not provided state-wide requirements.</i>	APA will open as scheduled on August 19, 2020. Students will attend school for the published school hours. The elementary schedule will run as published. The secondary schools (with the exception of the Salem campus) will convert to a full block schedule, reducing the number of classes per day by half and likewise reducing the number of transitions by half.

Monitoring for Incidences

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on your LEA’s protocol for symptom monitoring	COVID question checklists will be given to each teacher and thermometers will be placed in classrooms as available. Staff will be trained on symptom monitoring. Secondary first period classes will conduct a symptom check and document results.
Establish a plan to assist families in conducting symptom checking at home	Families will be given instructions to complete a daily checklist, in paper form or online (if it becomes available) at home prior to bringing their student to school.
Assist families in access to thermometers, or other items, as needed to fulfill appropriate symptom checking requirements	Families will be given information on where thermometers can be acquired.
Monitor staff/student symptoms and absenteeism carefully	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p>

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Educate and promote to staff/students: “If you feel sick; stay home”	<input type="checkbox"/> No
Do not allow symptomatic individuals to physically return to school unless their symptoms are not due to a communicable disease as confirmed by a medical provider	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Containing Potential Outbreaks

Preparation Phase

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on school’s protocol for containing potential outbreaks	Staff will be trained to send students with symptoms to the quarantine area of each campus. Parent/guardian will be called and the student sent home. Parent will be given information regarding returning to school health requirements.
Consult with local health department regarding procedures for tracing a positive COVID-19 case by an employee, student, visitor, or those who have come into contact with an individual testing positive	APA’s school nurses will consult with the local health department if a positive case occurs at the school, if a student or staff member has tested positive or has a significant exposure to someone who has tested positive. The school nurse will communicate information from the health department to school administrators. School administrators will communicate with staff members and parents/families as appropriate.

Quarantine/Isolation Protocol²

State Requirement (“What”)	Implementation Plan (“How”)
Designate quarantine rooms at each school to temporarily house students who are unable to return home	Indicate assurance: <input checked="" type="checkbox"/> Yes: <input type="checkbox"/> No
Communicate health and safety issues transparently, while protecting the privacy of students and families	Campus administrators will notify parents of any student or staff member who tests positive for COVID-19 at that campus, maintaining confidentiality for the student, staff member or family of the positive testing individual.

² “Quarantine” refers to the recommendations regarding someone that has been exposed to virus (but not yet a confirmed case) is recommended to separate oneself while waiting to see if symptoms develop. “Isolation” refers to the recommendations regarding someone who has a confirmed infection.

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Temporarily Reclosing (if Necessary)

Preparation Phase

State Requirement (“What”)	Implementation Plan (“How”)
Develop administrator/teacher/staff education and training on school’s protocol for temporarily reclosing schools if necessary	APA will train the school staff regarding the protocol for reclosing at the annual training and preservice weeks in August. APA will consult with the health department in the case of positive cases at the school among students or staff members. If the health department requires school closure, APA will close the campus to students and convert to off-campus attendance for all students. Staff will be trained on the protocol for closure prior to the school start date.
Establish a plan in consultation with local health on responding to confirmed cases and the coordination of temporary closure of a school	APA will consult with the health department with regard to responding to confirmed cases and coordination of temporary closure of a school.
In the event of an outbreak, contact the local health department in order to trigger the pre-established plan which may include: class dismissal, school dismissal, longevity of dismissal based on community spread, cleaning/sanitization, communications, contact tracing, etc.	In the event of an outbreak, APA will contact the local health department. If the health department requires class dismissal or school dismissal students will shift to the off-campus learning program.

Transition Management Preparation

State Requirement (“What”)	Implementation Plan (“How”)
Develop a communication procedure for students and faculty in the case there is a temporary reclosure	In the event of a temporary reclosure, APA will provide high quality instruction that includes blended learning and formative assessment strategies according to our Learn from Home Plan. APA will communicate the temporary reclosure to students and staff using emails, texts, and social media. APA may utilize the waiver from R277-419-5 (requirement to conduct school for at least 990 hours of educational services) in the case of reclosure, and for students who choose the Off-Campus program.
Review original Continuity of Education Plans that were implemented during the spring 2020	<p>Indicate assurance:</p> <p><input checked="" type="checkbox"/> Yes</p>

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soft closure and analyze lessons learned. Consider making changes accordingly and incorporating into transition management plans	<input type="checkbox"/> No
Analyze remote learning capabilities	Indicate assurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Explore extracurriculars/in-person events that may also need to be temporarily postponed/canceled or transitioned to virtual	APA's afterschool programs at high poverty campuses will continue to be provided with mask-wearing, sanitation, and other practices consistent with APA's reopening plan. APA will follow the UHSAA recommended guidelines with regard to all other extracurricular activities.

Mitigation Tactics for Specific School Settings

LEA Mitigation Strategies for Specific School Settings

Analyze each of the following settings to determine the appropriate risk mitigation strategies to implement. By analyzing the environmental features of your unique setting/activity, you can use what you know about how the virus works and how it spreads to develop a plan for additional strategies. For complete directions on how to fill out the chart, see the USBE School Reopening Handbook. The state requirements have been included in the chart in **purple, bold font**. If a certain state requirement prompts you to develop a protocol or strategy, describe your planned approach within the appropriate table cell. You can also reference the Handbook for additional recommended considerations specific to each school setting. Add additional mitigation strategies to each school setting as you see fit. You may also add additional rows for other school settings that your LEA would like to address.

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Classrooms	<ul style="list-style-type: none"> - Develop and provide educator training on implementing strategies to identify and mitigate risk in a classroom setting 	<ul style="list-style-type: none"> - Teachers and Instructors will receive training to identify COVID symptoms - Symptom monitoring: parents will be asked to complete a daily checklist for students. Staff members will complete a daily checklist. - Teachers will be vigilant about checking with students regarding symptoms. - Self-isolation: we will quarantine students evidencing symptoms - Staff with symptoms will be sent home - Students will be assigned seats and detailed schedules of where students are, and with whom, will be kept. 	<ul style="list-style-type: none"> - Achievement-level groups will be assigned spaces relevant to group size - Students will be issued their own basic classroom supplies -where possible, students will be taught with their “pod” peers, minimizing mixing of groups. 	<ul style="list-style-type: none"> - Students will have assigned seats which will be placed as far from each other as possible. - Students will be educated on social distancing practices 	<ul style="list-style-type: none"> - Staff will wear masks and/or shields - preferably, at all times in classrooms - Students will wear masks and/or shields whenever possible in classrooms to provide maximum protection to teachers and others - Staff will always wear masks/shields when not able to maintain social distancing standards. - Staff and students will be educated on proper covering of sneeze and coughs - Students will face forward in the classroom, - Classroom doors will remain open for increased ventilation 	<ul style="list-style-type: none"> - Students and staff will be educated and encouraged to use hand sanitizer on entry and exit of each class. - Handwashing with soap and water will be encouraged throughout the day - Hygiene signage will be posted to remind good practice.

K-12 Reopening Plan Assurances

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Transitions	<ul style="list-style-type: none"> - Identify high traffic areas and apply floor markings or signage to direct traffic 	<ul style="list-style-type: none"> - Directional markers will be posted in hallways. - Individuals with symptoms will be removed from high traffic areas and isolated into a designated area. - Carpool system naturally staggers drop off and pickup. 	<ul style="list-style-type: none"> - Pods will transition together to the extent possible - Assigned seating during groups and classes - Signage to direct traffic during transitions - Students that may need to wait for a classroom to clear will be lined up in consistent designated spots. 	<ul style="list-style-type: none"> - Students will be taught to use proper hallway etiquette including line-ups, hands/feet to selves, and will be supervised to the extent possible in the hallways - Elementary students will use single-file lines during transitions - Students will line up following social distancing guidelines where possible - Minimal transitions - Secondary students will follow a block schedule to minimize transitions - Secondary students will use backpacks as opposed to lockers to avoid congestion 	<ul style="list-style-type: none"> - Staff and students will wear face masks during transitions - Doors will be propped when possible for increase in air flow - Elementary Students will walk in single file lines to minimize respiratory interaction - Secondary students will be encouraged to maintain social distancing to the extent possible 	<ul style="list-style-type: none"> - Students will be encouraged to wash their hands with soap and water during transitions - Students will be taught to cover coughs and sneezes
Entry/Exit Points	<ul style="list-style-type: none"> - Establish protocols for any visitors and non-regular staff, including at a minimum temperature checking and the wearing of face coverings - Establish protocols for drop-off/pick-up and communicate updates and expectations to families - Limit nonessential visitors and volunteers to campuses and programs; each school is to determine essential versus nonessential - Designate entry/exit flow paths to minimize congestion 	<ul style="list-style-type: none"> - Visitors and non-regular staff will be limited and required to have a temperature/symptom screening. Masks will be mandatory. - Individuals with symptoms will not be allowed entrance. - Drop off and pick up Protocols will be in place. 	<ul style="list-style-type: none"> - Designated entry and exit points will limit contact - Carpool system naturally provides a separation between students arriving and leaving. - Campuses may choose to have students remain in classrooms until their pickup is confirmed 	<ul style="list-style-type: none"> - Students will line up with social distancing regulations - Students will be assigned entry and exit points - Drop off and pickup are naturally staggered with the carpool system. 	<ul style="list-style-type: none"> - Students and staff will wear masks at all times where it is possible to do so. 	<ul style="list-style-type: none"> - Handwashing/ sanitizing signage will be posted near entry/exit points

K-12 Reopening Plan Assurances

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Transportation	<ul style="list-style-type: none"> - Develop protocols for minimizing mixing of students from different households and regularly cleaning and disinfecting seats and other high-touch surfaces - Implement strategies to ensure driver safety - Face coverings for students, staff, other passengers; LEAs may make exceptions for unique student circumstances 	<ul style="list-style-type: none"> - Parents will record student temperatures daily before putting students on a bus - Masks and/or shields will be required for drivers and students - Seats will be staggered and assigned by family groups 	<ul style="list-style-type: none"> - Seats will be staggered and assigned by family groups and according to pick-up times, with early stops assigned to the rear - Students will exit from the front to the back, practicing social distancing between family groups - Buses will be sanitized between uses 	<ul style="list-style-type: none"> - Seats will be staggered and assigned by family groups 	<ul style="list-style-type: none"> - Masks and/or shields will be required for drivers and students - Windows will remain open, weather permitting 	<ul style="list-style-type: none"> - Students will apply hand sanitizer upon entering and exiting the bus
Restrooms	<ul style="list-style-type: none"> - Provide education and display signage on proper hand hygiene - Create schedule for cleaning high-touch areas (e.g., faucets, paper towel dispensers, door handles) - Ensure PPE (gloves, masks) is available for staff providing support in restrooms, including custodians - Provide training for proper cleaning protocols for COVID-19 	<ul style="list-style-type: none"> - Signage will be displayed in restrooms - Scheduled Sanitizing for bathrooms - Documented cleaning of bathrooms 	<ul style="list-style-type: none"> - Designated bathrooms will be used. - Students will be encouraged to use restrooms at designated times. - Limited number of students will be in bathroom at one time - Social distancing Signs posted on floor to line up to use bathroom 	<ul style="list-style-type: none"> - Floor signage - Limit number of students in restroom at one time 	<ul style="list-style-type: none"> - Students and staff will wear masks and/or shields at all times and wherever possible. 	<ul style="list-style-type: none"> - Students will be taught and encouraged to wash their hands with soap and water for at least 20 seconds when using the restroom.
Cafeterias	<ul style="list-style-type: none"> - Mark spaced lines and designate serving line flow paths - Remove self-service salad bars and buffet - Student hand hygiene routines (i.e., hand washing or sanitizer) before and after meal services - Increase cleaning and disinfecting of high-touch areas 	<ul style="list-style-type: none"> - APA's Elementary students will be eating lunch in their classrooms. - Student hand hygiene routines. Teacher will mandate hand washing prior to lunch and sanitizer will be provided before and after lunch. - Increase cleaning and disinfecting of high-touch areas 	<ul style="list-style-type: none"> - APA's Elementary students will be eating lunch in their homeroom classrooms. - School lunches will be distributed to elementary students at their desks. - APA's 7-12 schools will add an additional lunch to the student schedules and provide additional seating options to allow for social distancing. - All high-touch areas, including tables and chairs, will be properly cleaned and sanitized between mealtimes. This includes 	<ul style="list-style-type: none"> - APA's Elementary students will be eating lunch in their homeroom classrooms. - School lunches will be distributed to elementary students at their desks. - APA's 7-12 schools will add an additional lunch to the student schedules and provide additional seating options to allow for social distancing. 	<ul style="list-style-type: none"> - APA's students will wear masks except during "chew time." - Students will be facing all one direction - Decreased lunch times - Disposable plates/utensils 	<ul style="list-style-type: none"> - Student hand hygiene routines. Teacher will mandate hand washing prior to lunch and sanitizer will be provided before and after lunch.

K-12 Reopening Plan Assurances

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
			tables and chairs between student use.			
Large Group Gatherings (e.g. assemblies, performances)	<ul style="list-style-type: none"> Ensure group gatherings are organized with health and safety principles and requirements in place and, as needed, in consultation with local health departments 	<ul style="list-style-type: none"> All nonessential large group gatherings will be temporarily postponed, or held virtually, until further approval from local health department. Safety drills will be altered to include physical distancing where possible Masks will be worn during essential gatherings 	<ul style="list-style-type: none"> All nonessential large group gatherings will be temporarily postponed, or held virtually, until further approval from local health department. 	<ul style="list-style-type: none"> All nonessential large group gatherings will be temporarily postponed, or held virtually, until further approval from local health department. 	<ul style="list-style-type: none"> All nonessential large group gatherings will be temporarily postponed, or held virtually, until further approval from local health department. 	<ul style="list-style-type: none"> All nonessential large group gatherings will be temporarily postponed, or held virtually, until further approval from local health department.
Unique Courses with Higher Risk of Spread	<ul style="list-style-type: none"> Identify courses that would be more at risk and make plans with support from local health departments (as needed) to mitigate the risks 	<ul style="list-style-type: none"> Physical Education – Choir – Band/Orchestra – Social Dance – 	<p>Social Dance will use hula-hoops and other strategies to allow them to continue to participate while distancing</p> <p>Class sizes will be reduced for these courses</p>	<p>Social Distancing will be implemented to the extent possible for PE, Choir, Band/Orchestra, Social Dance, and Clubs</p>	<p>Masks or shields will be worn when safe/possible in these courses</p>	<ul style="list-style-type: none"> Students will be educated on sanitizing, hand washing, sanitizing of equipment, instruments and supplies.

K-12 Reopening Plan Assurances

Setting	State Requirement(s)	Mitigation Tactics				
		Isolate Symptoms	Minimize Outbreak Probability	Physical Distancing	Respiratory Hygiene	Physical Hygiene
		(e.g., contact tracing, testing, symptom monitoring, self-isolation, etc.)	(e.g., group size, interaction with multiple groups, etc.)	(e.g., maintaining distance, close physical interaction, frequency of travel, etc.)	(e.g., face coverings, appropriate covering of sneeze/cough, reduce duration spent face-to-face, increase air flow, etc.)	(e.g., personal hygiene, physical space hygiene, personal protective equipment, etc.)
Recess and Playground	<ul style="list-style-type: none"> Ensure recess and playgrounds are managed with health and safety principles and requirements in place and, as needed, in consultation with local health departments 	<ul style="list-style-type: none"> Limited number of classes will be allowed at recess at one time. 	<ul style="list-style-type: none"> Classes will be limited on the playground at one time 	<ul style="list-style-type: none"> Line up following social distancing guidelines 	<ul style="list-style-type: none"> Students will be encourage to wear masks at recess, and exceptions will be made when social distancing can be achieved or school administration deems an exception be made. 	<ul style="list-style-type: none"> Students will sanitize their hands or wash their hands before and after recess.
Special Education, Related Services, or School Counseling (e.g. School Psychologist, Speech Language Pathologist, etc.)	<ul style="list-style-type: none"> Provide plexiglass, face shields, and/or auxiliary aids for one-on-one close contact to ensure students with disabilities have equal access to information Offer reasonable accommodations for students who are unable to wear face coverings in settings where it is required for other students 	-	<p>One-on-one Special education services, school counseling, speech or other related services will be provided with PPE, including face masks and shields and</p> <ul style="list-style-type: none"> Plexiglass partitions will be used for one-on-one teaching or services. <p>Transitions and interactions will be minimized as special education students receive SDI in least restrictive environments</p>	<ul style="list-style-type: none"> Students will follow social distancing guidelines during specialized instruction 	<ul style="list-style-type: none"> APA will follow the health department guidelines regarding wearing face masks. Staff will be required to wear face masks when social distancing is not an option Reasonable accommodations will be made for students unable to wear face masks. 	<ul style="list-style-type: none"> Students/staff will be educated on hygiene during specialized instruction