

Informed Decision Making Guide for Learning Model Planning 2020-21

November 5, 2020

Decision Making Guide

This planning tool can be used on an ongoing basis to consider various relevant metrics, data and various forms of input for assessing readiness and informing local school district and charter school learning model decisions. This tool can be used to engage in conversation with your COVID-19 Coordinator, Incidence Response Teams, local communities, etc. Included are suggestions to help to create awareness and keep track of the multiple factors that are used to determine moving between more restrictive to less restrictive learning models throughout the school year. This level of transparency is important for families, community members, boards, etc. Superintendents/charter directors are not in this alone and this shared ownership over what we can all do to change our data is important. Districts and charter schools can add their own local factors to this tool. This guide includes the following sections to indicate specific goals for your safe learning plan, including Health Best Practices, Instructional Preparedness, Family & Transportation Capacity, and Engagement & Communications. Please see the [Informed Decision Making Action Step Tracker](#) for more detailed planning considerations, action step tracking and resources.

Case Rate Data Considerations

It is important to consider locally relevant case rate data for a comprehensive view of your decision making process:

- County data
- School and community data
- Student Activity groups
- Special Groups (High Risk Categories or Caregivers)

Health Best Practices in Instructional Settings

Measure	Readiness
COVID Coordinator	COVID coordinator in place
Face Coverings: Students	100% wear face coverings
Face Coverings: Staff	100% wear face coverings
6-Foot Social Distancing for Hybrid Model	Social distancing of 6+ feet is in place and maintained
Daily Cleaning of Building and High Touch Surfaces	100% of schools have a plan for routine environmental cleaning
PPE for Direct Support Services	100% of direct support staff have PPE
Limit Non-Essential Visitors/Groups	100% of people in schools are identified as essential
Discontinue Large Gatherings	Large gatherings are not occurring

Monitoring and Excluding for Illness	100% of schools have a plan for monitoring and excluding for illness
School Community COVID-19 Mitigation Plan	School district has a pro-active, graduated mitigation plan to address positive cases of COVID-19

Instructional Preparedness

Measure	Readiness
Access to Technology	100% students have laptop or tablet and internet access
Sufficient Staffing	100% of schools have staffing levels to meet learning model needs
Reduced Class Sizes for Hybrid	90-100% of class sizes are reduced based on learning model
Cohorted Classrooms	90-100% of classrooms are cohorted and minimal mixing of cohorts
Professional Development	100% teaching staff received professional development to implement distance/hybrid learning models

Facility & Transportation Capacity

Measure	Readiness
School Facility	School facilities are at 50% capacity or less
Ventilation System	100% of school have had ventilation systems checked and/upgraded
Transportation	Transportation is operating at 50% capacity or less

Engagement and Communications

Measure	Readiness
Governance/Board	Governance has been engaged and informed of learning model.
Incidence Response Team	Incidence Response Team has been engaged and informing learning model determination.
Staff and Unions	Staff and union input has been considered for decision making.
Parent/Family	Parents/Families have been surveyed and input has been considered for decision making.
Community	Community needs have been considered for decision making
Communications	Communications have been developed, translated, and implemented to reach all families/parents and the wider community.