



CAMERON A. RUNYAN
CEO & Superintendent

1201 Main Street, Suite 300, Columbia, SC 29201

25 June 2020

Re: School Reopening Guidance

Dear School Leaders:

The conditions, public health landscape, and growing body of knowledge surrounding COVID-19 in South Carolina continues to evolve. This dynamic situation presents unique challenges for planning, preparing, and guiding school operations. The Institute recognizes these challenges and will continue to provide schools with updated guidance as it is received from the South Carolina Department of Education (SCDE). The current SCDE AccelerateED Task Force Guidance can be accessed online [here](#). The Charter Institute at Erskine COVID-19 information page is located [here](#). The Institute's School Reopening FAQ is located [here](#).

The SCDE AccelerateED Task Force report is a primary document that should be considered by schools planning for reopening. The SCDE AccelerateED Task Force recommendations should be considered to be guidance and not mandatory action steps. The local charter school board and local school leadership retain the authority and flexibility to address their individual needs while being responsive to their local communities and the impact of COVID-19 in those communities. Schools are encouraged to work with South Carolina Department of Health and Environmental Control (SCDHEC) and Center for Disease Control (CDC) to ensure that school buildings are ready for students and staff to safely return.

School Reopening Plans to the Institute: School Reopening Plans that have been shared with students and parents, must be submitted to the Institute via Let's Work Smart (LWS) Portal 30 days prior to the start of school. The Institute is available to meet with individual school leaders to provide technical assistance as needed.

CARES ACT and Related Funding: Given the current level of uncertainty, schools must be prepared for both face-to-face and virtual instruction. Accordingly, schools should utilize funding not only for cleaning and equipment but also plan for a Learning Management System in case students do not physically return to school in the fall.

School Leader Collaboration Meeting (OPTIONAL): If school leaders desire to collaborate with other leaders within the Institute, please sign up using this Doodle poll: <https://doodle.com/poll/dgunhzy9nh5d737s>. The Institute will send a Zoom meeting link in a follow-up email after poll responses are collected.

The following are high-level action items that schools should consider:

SCHOOL REOPENING ITEMS	SCHOOL LEVEL DECISION	INSTITUTE LEVEL DECISION	COLLABORATE WITH THE INSTITUTE
Explanation of how the school intends to return to school in the Fall. (Example: Traditional Scheduling, Hybrid Scheduling, Full Distance Learning). <ul style="list-style-type: none"> Start and end times for the school day Changes to current procedures such as extended school day, before and after school programs, double blocking, Saturday Learning, Looping, etc. 	X		
Any changes to 2020-2021 school calendars such as when will the required 5 LEAP Days for K-8 be scheduled or other calendar alterations	X		
Distance Learning Contingency Plan contains all elements indicated on pages 10-11.	X		
Safety and Security			
Nurse status, nurse stations and clinical spaces plan	X		X
Plan a protocol for reporting probable and positive COVID-19 cases to the Institute	X		X
Playgrounds and recess protocol	X		
Cleaning protocols	X		
Plan for how the school will establish ongoing two-way communication (sharing information with school stakeholders and receiving feedback from school stakeholders) concerning COVID-19 Plan, updates, changes, etc.	X		
Plan for how the school will handle visitors (Visitor Plan/Policy), facility usage (Facility Usage Plan/Policy), events (Events Plan/Policy, such as Back-to-School), transportation (Transportation Plan/Policy), meals (Meal Services Plan/Policy), etc.	X		
Plan for how the school will identify and meet the social and emotional needs of staff and students that have experienced trauma as a result of COVID-19 including how the school will deliver, monitor, and document the interventions	X		
Plan for how social and emotional learning will be embedded in the school day	X		
Revisions to safety plans (if needed) to meet COVID-19 preventive measures guidance	X		X
Student Services			
Plan for identifying students that need interventions for academics- including how the school will deliver, monitor, and document interventions provided to each student	X		
Plan for Special Education and English Learner evaluations	X		X
Plan for students facing homelessness	X		X
Accountability			
Formative assessment plans and occurrence	X		
Establish new method of accountability	X	X	

Please do not hesitate to reach out to Institute staff directly if you have additional needs or questions. I appreciate each one of you. We will get through this together.

Sincerely,

Cameron Runyan