

# CENTRAL ARIZONA VALLEY INSTITUTE OF TECHNOLOGY COVID-19 PROTOCOL PLAN FOR FY21 SCHOOL REOPENING

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**Adopted at the July 1, 2020 Board Meeting**

On May 12, 2020, Governor Ducey issued an Executive Order requiring employers and institutions that are open to the public to develop, establish, and implement policies based on guidance from the Center for Disease Control (“CDC”), Department of Labor (“DOL”), Occupational Safety and Health Administration (“OSHA”), and the Arizona Department of Health to limit and mitigate the spread of COVID-19.

## **Considerations Prior To Reopening**

The CDC recommends that school reopen only if the following factors can be met:

- Reopening is consistent with state and local orders
- Each school is ready to protect students and employees who at a higher risk for severe COVID-19 illness
- Each school is able to screen students and staff upon arrival for COVID-19 symptoms and history of exposure
- Health and safety actions (as described below in STEP TWO PROTOCOLS) are in place and staff has been trained to implement the protocols
- Each school site can implement ongoing monitoring of staff and student health by:
  - Daily screening of students and staff
  - Encouraging students and staff to stay home if sick
  - Having a plan if students or staff get sick
  - Regular communication with local authorities and families
  - Monitoring student and staff absences and implementing flexible leave policies
  - Consulting with local health authorities if there are cases at the school site or an increase in local cases

**The District Governing Board, in consultation with local health officials and stakeholders, has decided that reopening is appropriate, and all the above factors are met, and therefore, has resolved to initiate the reopening process and implement the protocols below. Reopening (or re-closing) decisions may be made on as appropriate in consultation with local and state agencies.**

The CDC recommends that schools **gradually reopen** in a 3 Step process. During Step 1, schools that are closed should remain closed. Schools can move into Step 2 with **enhanced social distancing measures**. When appropriate, schools can move into Step 3 with **social distancing**. Movement between Steps depends on the scope and nature of community mitigation.

The District will reopen CAVIT and adhere to **Step 2 protocols** until local and/or state agencies and local health officials announce that community mitigation is sufficient to safely move to Step 3 protocols.

In all Steps, the District will provide virtual learning opportunities for students if feasible for the specific program and, when possible, will provide telework opportunities for staff who are at higher risk for severe illness. Those individuals include

- Staff over age 65
- Students or staff with chronic lung disease or moderate to severe asthma
- Students or staff who have serious heart conditions
- Students or staff who are immunocompromised, including but not limited to individuals undergoing cancer treatment, bone marrow or organ transplantation, immune deficiencies,

poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications

- Students or staff with severe obesity (body mass index of 40 or higher)
- Students or staff with diabetes
- Students or staff with chronic kidney disease undergoing dialysis
- Students or staff with liver disease

Staff with any of the above indicators should contact Superintendent Mike Glover to discuss telework or alternative scheduling options.

If the District is aware that a student has any of the above indicators, Mr. Glover will maintain close contact with parents/guardians regarding virtual learning opportunities and will involve the student's 504 or IEP teams, if appropriate.

### **Staffing**

- 1) Mr. Glover will coordinate all messages to the public regarding reopening, possible closure, and other COVID-19 related information. Mr. Glover will ensure that the School has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout the site and posters at site entrances, reminding individuals not to enter if sick.
- 2) Mr. Glover will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.
- 3) Mr. Sepeda will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to students and staff.
- 4) Mr. Glover will coordinate and implement the protocols for screening students and staff.

### **Training**

Prior to students returning to campus, all staff will be trained to implement these protocols.

Prior to students returning to campus, parents will be sent a copy (or directed to review on the District or school site website) of the portions of these protocols that relate to students. Mr. Glover will serve as the school's point of contact and will be responsible for answering parent questions regarding implementation of the protocols.

### **IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSTIVE COVID-19 TEST**

- Immediately report the situation to Mr. Glover ONLY. Confidentiality must be maintained to the greatest extent possible.
- If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors and arrange to send the employee home in a safe manner. If the employee is able to self-transport, the employee should go home or to a health care provider immediately. If the employee is not able to safely self-transport, staff should arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, an ambulance will be called.
- If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear PPE or a cloth face covering and will maintain six feet distance from the student at all times unless there is an emergency. A parent will be contacted immediately to pick the student up. If the student appears to be in medical distress, an ambulance will be called.

- Close off any areas that the sick employee or student were in for a prolonged period (greater than 30 minutes). Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation in those areas. After 24 hours, thorough clean and disinfect all surfaces in the area.
- Determine whether other employees or students may have been exposed to the sick individual. If so, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should direct exposed individuals to monitor their health closely, to contact their health care provider if possible, and to self-quarantine if any symptoms develop.
- Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site one of the following has occurred:

Option 1

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since the first symptoms emerged

**OR**

Option 2

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).

**STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS**

**Daily Health Checks**

Inform students and parents that students must not come to school if they have any of the following symptoms:

- |   |                              |
|---|------------------------------|
| • Fever or chills                             | • Congestion or runny nose   |
| • Shortness of breath or difficulty breathing | • Cough                      |
| • Muscle aches                                | • Vomiting                   |
| • Sore throat                                 | • Diarrhea                   |
| • Headache                                    | • New loss of taste or smell |
| • Fatigue                                     |                              |

**At Home**

- Inform parents via registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.
- Assure parents that students will have the opportunity to make up work missed due to symptoms of COVID-19, including reenrollment next semester if necessary to complete the program.
- **CAVIT will not give out attendance awards for the duration of the COVID-19 health crisis.**

## **At School**

Upon arrival to campus, students will report directly to their program classroom. Students who do not proceed directly to their assigned classroom may be disciplined as appropriate.

- In each classroom, a designated staff member will visually screen each student and take temperatures with a non-contact thermometer prior to the start of instruction. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the front office and parents contacted for pick up or notified that the student is being sent home. EXCEPTIONS:
  - If the student has a runny nose and staff observes that there are no other symptoms, staff will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.
  - If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and staff observes that there are no other symptoms, staff will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.

**All student health information will be maintained confidentially.** Any student/staff member shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to Mr. Glover, who will report the case to Pinal County Department of Health (maintaining confidentiality).

## **Hand Washing**

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer if there is no sink in the classroom)
- after any "hands on" activity
- prior to leaving school
- after sneezing, coughing, or blowing nose

## **Enhanced Social Distancing**

- Staff members will remind students regularly that they should maintain six feet distance between individuals at all times possible.
- To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day.
- Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the classrooms.

## **Classroom Layout**

- All desks/workstations will be six feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.
- In classrooms in which it is not possible to space desks/workstations six feet apart, the school will install sneeze guards or partitions on desks.
- Students will be required to wear cloth face coverings, unless a health condition prohibits it, when they will be unable to maintain six feet between each other and/or staff for a period longer than 15 minutes.

All desks will face the same direction rather than facing each other. Large tables for groups of students will not be used unless they are the only option, in which case partitions or cloth face coverings will be implemented.

Students will not be physically grouped to work together, however, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

### **Communal Spaces (Bathrooms, Front Office)**

#### Bathrooms

Students will go into bathrooms in group no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing. If feasible, sneeze guards/partitions will be added to sink areas. If sneeze guards are not possible due to physical layout or cost, the number of students in the bathroom will be limited further to allow students to keep an empty sink between them during handwashing.

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

#### Front Offices

Sneeze guards will be installed on the front desk.

### **Cloth Face Coverings**

Students are required to wear cloth face coverings at all times and will be required to do so in certain settings, unless a health condition prevents it. If a health condition prevents wearing a cloth face covering, the school will communicate with parent and student to find an appropriate alternative. Cloth face coverings are not surgical masks or other medical personal protective equipment.

Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable. Students should bring their own cloth face coverings to and from school, CAVIT will have a supply available to provide students who cannot afford or do not have their own coverings.

**Any student who has difficulty breathing or who is incapable of physically removing the mask on his/her own, will not wear cloth face coverings and alternative methods of protection will be discussed by parents and staff.**

### **Student Belongings**

Student belongings must be kept in the assigned classroom during the session and may not remain at school overnight.

School supplies/equipment will not be shared among students. Where a school supply or piece of equipment must be shared by students, the item must be wiped down with disinfectant by a staff member after each use.

### **Cleaning and Disinfecting**

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown in order to minimize the risk of water borne pathogens that cause disease such as Legionnaires' Disease.

**Fieldtrips/Assemblies/Extracurricular Activities**

Field trips will be canceled. Teachers will use virtual learning opportunities (such as virtual tours) to enhance students' educational experiences.

If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies will be encouraged to increase the sense of community among students and staff.

Extracurricular and intracurricular work-based learning activities will be cancelled unless the activity can be conducted in compliance with these protocols.

**Visitors to School**

Nonessential visitors and volunteers will have limited access to the school.

**STEP TWO PROTOCOLS FOR EMPLOYEES**

**Exposure Assessment**

Prior to allowing employees to report to work, District administration will assess each work area to determine whether personal protective equipment ("PPE") is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

**Daily Screening**

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Each employee will take his/her temperature and complete the online health screening survey when arriving at work. An employee with a temperature higher than 100.4 degree and having any of the symptoms listed above shall notify Mr. Glover before the school day begins.

**DEVELOPMENT OF COVID-19 SYMPTOMS**

- Employees who develop symptoms at home should notify Mr. Glover and stay home. Sick employees should follow CDC guidelines regarding care and return to work, in consultation with health providers. Employees who are well but who have a sick family member at home with COVID19 should notify Mr. Glover and complete the District's leave form.

- Employees who develop symptoms at work should immediately report the development to Mr. Glover (maintaining social distancing), be separated from other employees and students, and be sent home.
- Employees who are visibly not well enough to drive or who request assistance will remain in an isolated location while waiting for a family member or other driver to transport home.

### **Handwashing**

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside for physical activity
- prior to leaving school
- after sneezing, coughing, or blowing nose

### **Enhanced Social Distancing**

Employees are required to maintain six feet between individuals at all times unless it is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if student requires toileting help, is having a physical emergency, or requires a two person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

### **Cloth Face Coverings**

Staff are required to wear cloth face coverings at all times, unless a health condition prevents it. Staff needing a reasonable accommodation due to a disability should contact Mr. Glover. Cloth face coverings are not surgical masks or other medical personal protective equipment. Wearing cloth face coverings does not replace the need to maintain social distancing of at least six feet whenever possible.

Law Enforcement and Fire Science teachers will not be required to wear cloth face coverings during physical training activities and when social distancing is maintainable. Staff should bring their own cloth face coverings to and from school, CAVIT will have a supply available to provide staff who do not have their own coverings.

**Any staff who has difficulty breathing or who is incapable of physically removing the mask on his/her own, will not wear cloth face coverings and alternative methods of protection will be discussed with Mr. Glover.**

Janitorial staff are required to wear cloth face coverings, or other personal protective equipment (as available and appropriate), unless a health condition prevents it, while cleaning and disinfecting the schools.

### **Cleaning and Disinfecting**

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown in order to minimize the risk of water borne pathogens that cause disease such as Legionnaires' Disease.

### **STEP THREE STUDENT PROTOCOLS**

When the District progresses to Step 3 of the CDC's plan for reopening, the Step 2 Protocols will remain in place, with the following exceptions:

#### **Social Distancing**

Social distancing protocols may be relaxed somewhat during Step 3. Staff will continue to regularly remind students to maintain six feet distance between individuals at all times possible, however there can be increased social interaction amongst classes.

#### **Visitors to School**

Nonessential visitors and volunteers to school may continue to be prohibited. If volunteers and visitors to school are allowed, they will be limited in number and must agree to adhere to the District's social distancing and other protocols.

#### **Fieldtrips/Assemblies/Extracurricular Activities**

Field trips that can comply with these protocols will be permitted ONLY if the area to be visited is at a Step three of community mitigation. Teachers will continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School assemblies may be held in staggered groups to ensure that social distancing protocols can be maintained. Unless social distancing can be maintained with all students in the same room, school-wide assemblies must be held virtually with student groups remaining in their classrooms.