

Kayenta Unified School District No. 27

MITIGATION PLAN

January 2021

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This mitigation plan is under constant review and subject to amendment due to changing circumstances and the environment surrounding COVID-19.

INTRODUCTION

KUSD has created this plan to assist the user in navigating the many processes and procedures to keep employees and students safe. The Arizona Department of Education (ADE) and the Arizona Department of Health (ADOH) also require the plan. The plan is based on guidelines from Center for Disease Control (CDC), Navajo Department of Health, the Navajo County Health Department and the Arizona Department of Health Services.

There are two key components to reopening school buildings for in-person instruction. First is the quality of the school's mitigation plan, or the "how". This plan outlines strategies the school will implement to reduce the spread of COVID-19 among students and employees upon reopening school buildings regardless if the building is open for onsite support services or in-person instruction. This plan must be adopted, implemented, and posted on the LEA's website before onsite support services may begin. The second is the level of spread occurring within the community, or the "when". Both the school's individual mitigation plan as well as degree of community spread are equally important in determining when it is safe to reopen a school building.

GUIDING PRINCIPLES

- Employee and student safety measures are established and implemented
- Health guidelines guided the development of this plan
- Support for families is included to provide assurance the school district is safe

The district is committed to employee and student privacy laws. Employee and student names related to COVID-19 will be provided to the district safety coordinator, the Executive Director of Human Resources and the Superintendent. Others may be included at the discretion of the three listed above. At no time will names be provided to any requests for information. Any exception to the release of information will be considered by the Superintendent or Executive Director of HR.

OUTLINE OF THE PLAN

The intent of this plan is to provide processes and procedures in an efficient and effective manner and allows ease to navigate and to locate the most appropriate processes and procedures. The plan will begin with (1) KUSD district efforts to infrastructure and operations, (2) employees' entry protocol into buildings, (3) employee exposure or positive for COVID-19, (4) Preparation and delivery of instructional packets, (5) Onsite Learning Opportunity, (6) remote work plan, (6) visitor restrictions, (7) wifi access outside of buildings, and (8) Hybrid Learning.

Kayenta Unified School District No. 27 (KUSD) employees are required to use professional judgement and be reminded of the need for privacy laws as it applies to employees and students.

DISTRICT MITIGATION TO INFRASTRUCTURE, OPERATIONS, AND POLICY

All district school buildings have been fitted with Global Plasma Solution (GPS) units. The units are designed to purify the air with technology in which ions capture particles creating a neutral airflow via the ventilation system. Purified air enters the areas in which employees are present. The system has demonstrated to remove 99.4% reduction of SARS-CoV-2 to become inactive.

The custodial employees sanitize and disinfect all school entrances and heavy traffic areas after teachers and staff are present each day. All classroom and office areas are disinfected daily. A checklist is developed and is used to document the efforts by employees to ensure a safe environment. Deep cleaning occurs two times per week.

The governing board has implemented a no travel policy, no field trips, and no large gatherings both indoors and outdoors. Communal spaces in the schools will not be allowed for gatherings of any kind. For Hybrid Learning the policy will continue since the district cannot guarantee health and safety in locations outside of the district.

The governing board has approved mask policy. The district will soon develop policy regarding the vaccination of employees. Any policy requiring policy of including the COVID-19 vaccination as a requirement for students will be based on Arizona Department of Health and Arizona Department of Education guidance.

Data provided and collected from the Arizona Department of Education (ADE) and the Arizona Department of Health (ADOH) will guide any amendments. Any executive order from the governor of the state of Arizona will guide all decision making for this plan as it applies to schools and education. The plan is based on guidelines from Center for Disease Control (CDC), Navajo Department of Health, the Navajo County Health Department and the Arizona Department of Health Services.

Additionally, Public Health Orders and data provided and collected from the Navajo Department of Health and the Office of the Navajo Nation President and Vice-president will be used as guidance as much as possible.

EMPLOYEES ENTRY PROCEDURE INTO BUILDINGS

This procedure includes all outside organizations, programs, and departments using district facilities (NATIVE District, NN Self-reliance, NN Headstart, Critical Nurse Staffing, Inc., Roots Home Health Care, and Four Corners Healthcare). This procedure also applies to all vendors, contractors, and visitors to district facilities.

Visitors are not allowed into any district facilities. Clients of any non-district organizations, programs, and departments are not allowed into district facilities. The superintendent will consider approval for special circumstances.

1. Sign in sheets will be placed at the designated entry.
 - a. All employees will enter and exit from one location to minimize exposure. This will also ease the burden of sanitizing the facilities. Employees will maintain social distancing while waiting to enter.
 - i. Administrators have the option of offering other entry points to ease lines and waiting time for entry.
 - ii. Hand sanitizer will be available.
 - iii. Clean sanitize pens or personal pens will be available or used.
 - b. Facemasks are required. Policy GBGB-R; JICA-RB; KI-RB;
 - i. There may be facemask exemption for employees with medical conditions. Use of face shields *alone* are not an alternative.

- ii. Employees typically in the work location alone are allowed to remove mask. Mask will be don when visitors are present.
- c. Sign in sheets with signature to attest to the following:
 - i. I am not ill
 - ii. I have no fever
 - iii. I have no difficulty breathing
 - iv. I have no cough
 - v. I have not knowingly been in contact with any person Covid-19 positive
- 2. No touch temperature screening will occur. Any fever of 100.4° will be documented and the building administrator will be contacted. Employee will be sent home.
- 3. Sanitize hands upon entry.
- 4. Upon entry employees will proceed directly to work area. Indicators on floor or walls will promote social distancing while moving around the building. Employees will access minimal areas of the buildings.
- 5. Follow the entry process again upon return from lunch or break.
- 6. Custodians will sanitize all areas each day.
- 7. Deep cleaning will occur once per week.
- 8. Employee restroom use procedures will be determined by the building administrator and communication will be provided to custodians to ensure sanitization procedures are completed as necessary.

EMPLOYEE EXPOSURE OR POSITIVE FOR COVID-19

- 1. Possible Exposure of employee to COVID – 19,
 - a. Communicate to the administrator the possible exposure. The administrator will contact the superintendent and the district safety coordinator
 - b. Leave the building and do not re-enter the building for any reason
 - c. Quarantine for 14 days
 - d. Employees are encouraged to be tested for COVID-19 after five days
 - e. Stay in touch with your administrator if possible. If necessary family members may wish to contact the administrator
 - f. Custodian will sanitize the whole building or classroom after 24 hours if possible. Spray sanitizers will be used and all employees will leave the building where sanitizing is occurring CDC guidance
- 2. Do we send all employees home?
 - a. NO. Employees following the entry protocol wear masks and maintain social distancing does not require sending all employees home.
 - b. YES. If an employee spends more than 10 minutes with an infected or exposed co-worker. *The district safety coordinator offers additional guidance.*
 - c. Outbreak Defined. *ADHS Reporting Requirement*
 - i. Two or more individuals report COVID-19 symptoms to the facility (with or without confirmatory testing) within 14 days and the most plausible transmission mechanism is at the facility.
 - ii. Multiple individuals are out sick above what is the usual or expected for the facility without any clear transmission link.

3. Employees will stay home if they are ill. The following protocol applies only during COVID-19 pandemic.
 - a. New loss of taste or smell – go home / stay home
 - b. Fever ($\geq 100.4^\circ$) or chills- go home / stay home
 - c. Muscle or body aches – go home / stay home
 - d. Headache – go home / stay home
 - e. Shortness of breath or difficulty breathing – go home / stay home
 - f. Diarrhea – go home / stay home
 - g. Nausea or vomiting – go home / stay home
 - h. Persistent Cough – go home / stay home
 - i. Unexplained Fatigue – go home/ stay home
 - j. Sore Throat– go home/ stay home

PREPARATION AND DELIVERY OF INSTRUCTIONAL PACKETS

This section does not address grading or support from the school regarding academics, but is focused on ensuring packets are safe and sanitize against any possible transmission of the COVID-19 virus to the home and from the home to the school.

1. SAFETY is priority – packets will sit for 24 hours before delivery and 24 hours before return to teachers.
 - a. The employees that prepare packets shall be healthy.
 - b. All employees that are involved shall be healthy.
 - c. Paper is preferred over plastics.
2. Delivery of instructional packets
 - a. Monday afternoon or Tuesday morning delivery of packets to designated location. Transportation employees will pick up the packets for delivery to students homes on Wednesday morning.
 - b. Friday pick up from homes. Deliver packets to the designated location to allow the packet to sit 24 hours.
 - c. Sorting of packets into grade, teacher, school, or family clusters is necessary
 - i. Large envelopes, use same envelope for return, and placed in boxes.
 - d. Deliver packets to the designated school location; then move to the cafeteria to allow drivers to pick up packets while picking up food.
3. Communication to families is necessary
 - a. When the packet will be delivered.
 - b. Instructions to families on how to return paper packets and due dates.
4. Food services employees will have no duties or responsibilities directly related to the instructional packets.

ONSITE LEARNING OPPORTUNITY

Introduction

Arizona's Governor Ducey issued Executive Orders (EO) 2020-51, 2020-44, and 2020-41, which guides the requirements for Arizona Schools to reopen. The Navajo Nation issued Public Health Emergency

Order No. 2020-017, July 5, 2020, *Re-issuing Stay at Home (Shelter in Place)* and more recently Public Health Emergency Order No. 2020-021, August 16, 2020, *Rescinding the Stay at Home (Shelter in Place) Public Health Emergency Orders and Implementing a "Safer at Home" Public Health Emergency Order.*

EO 2020-51, 3.d., requires public schools to provide On-site Learning Opportunities and support services for students who need a place to go during the day as required by EO 2020-41 and shall begin August 17, 2020, as prescribed in EO 2020-41. In addition, the state of Arizona allows public schools to apply for a waiver from implementing the On-site Learning Opportunities if a sovereign tribal nation issues a stay at home order.

The plan begins with the home and family responsibilities, loading on the bus in the morning and dropping students off at school in the morning, entering the buildings, navigating the building, breakfast and lunch meals, restroom breaks and loading on the bus or walking home. The plan also provides guidance procedure if students appear ill or if an employee is exposed to COVID-19.

Employees are expected to use good judgement and to adhere to privacy laws as it applies to employees and students.

Procedures to keep students and employees safe and healthy

1. Family Responsibilities begin before sending the student to school
 - a. KUSD 27 COVID-19 Waiver, Release, and Assumption of Risk Form (Appendix A) This form outlines the responsibilities of parents before sending their child to school.
 - i. Acknowledges COVID-19 and wholly volunteers child's participation in school
 - ii. Certify child is in good health and has no fever. Parent are encouraged to take the child's temperature before departing for school.
 - iii. Understand and recognizes symptoms of COVID-19
 - iv. Will keep child home if ill
 - v. Waive, release, and discharge any and all claims caused of any kind against the district
2. Bus loading in the morning
 - a. If the parent alerts the bus driver of an ill child in the home all the children in the home shall not be allowed to attend school
 - b. After the child is free of symptoms of illness for three consecutive days and has no fever without taking medication the child may return to school. Additional guidance can be offered by the school health technician.
3. Transportation to school shall be available.
 - a. The bus driver will take the temperature of the student before boarding the bus.
 - b. Students will board the bus from the rear to the front and sit only in marked seats that supports social distancing.
 - c. Mask and face shields are required at all times while riding the bus.
 - d. Personal belongings brought from home will be limited to items of necessity.
 - e. Transportation employees will sanitize the buses each time the buses are used to transport students
4. Entering the building.
 - a. As students enter the school building they are screened with no-touch thermometers and are required to sanitize their hands before entering.

- b. Mask are required, however mask breaks are provided periodically for students to remove mask following CDC guidelines.
 - vi. During onsite learning students will be allowed to remove mask while seated in their area for a break, but are to replace the masks as soon as the break is over.
 - vii. No sharing of mask among students is allowed
 - viii. Mask will be worn when social distancing is not possible
 - c. Students will remove masks to eat meals/snacks/drinks.
 - d. Anytime the student stands up from the desk they will wear their mask.
5. Students will follow hallway and building markers as they proceed directly to the gymnasium or designated areas for instruction.
- a. Gymnasiums are set up to provide a minimum of a 10'x10' space for each student to maintain social distance
 - b. KES gym, KMS gym, and Beets Gym are designate for Onsite Learning Opportunity
6. Students participating in onsite learning displays symptoms
- a. Immediately send the student to the isolation room. It is preferred the isolation room have a door that leads directly to the exterior of the building. Determine if siblings are present in the onsite learning and they shall be moved to the isolation room. All siblings will be sent home.
 - b. Contact parents
 - c. The parent will take the student home and any siblings from the same household if present for onsite learning
 - d. Health technician or delegated employee will provide guidance to the parent of necessary procedure for the student to return to onsite learning.
 - e. Employees assigned to monitor the student will not be sent home unless symptoms appear.
7. The isolation room will provide the following PPE: masks, gloves, gowns, face shield, for both monitor and child, thermometer, phone or computer for communication purposes.
8. Onsite learning monitors will observe and report any consistent health issues to the administrator.
- a. Sneezing repeatedly.
 - b. Coughing is persistent.
 - c. Runny nose that won't stop.
 - d. Immediately send the student to the isolation room.
 - e. Contact the administrator.
9. Onsite learning opportunity student restroom use
- a. Designated restrooms have no-touch toilet flusher, faucets, urinals, and paper towel dispenser
 - b. Soap dispensers are not required to be no-touch. However student must be reminded not to touch the dispenser after use.
 - c. Air hand dryers have been disabled. Paper towel dispensers are preferred and no-touch paper pull have been installed.
 - d. As student return to the gymnasium they will sanitize hands before entering the area.
 - e. One student per restroom break.
10. Transportation – bus load up

- a. Students will be temperature screened at the onsite learning location prior to departing for the bus.

REMOTE WORK PLAN SUMMARY

ADE and AZ Dept. of Health Initiative “Healthy Kids, Open Schools”

Community changes are needed to assist in decreasing numbers, so students can return to school. KUSD will assist to educate the community and adults about behaviors that are necessary to reduce the spread of COVID-19 in the community.

KUSD is a community. We must do our part to reduce the spread. There has been a considerable amount of time spent in contact tracing due to so many employees interacting with possible exposures. Reducing the spread is accomplished by limiting the number of people interacting and moving around in the buildings, as well as limiting each person’s mobility and interactions.

Proposal:

In an effort to reduce the number of employees interacting in schools/buildings; the district can reduce the exposure rate. Considering this method of decreasing COVID-19 and lower the risk of contracting the virus, the proposal’s intent is to establish options for employees. Those employees who meet the requirements listed below (Appendix B) will be allowed to work from home, voluntarily. If an employee chooses to work in the school/building, that will be allowed. It is not recommended for employees to be going back and forth from home to the building/school, unless necessary. Administrators will make the final decision on how often employees will report to the work location. The district will ensure employees continue to adhere to the responsibility of providing a safe and effective work environment to employees. (Appendix B)

VISITOR RESTRICTIONS

Visitors shall not be allowed in the buildings. This includes parents, employee family members, and contractors/vendors.

This procedure includes all outside organizations, programs, and departments using district facilities (NATIVE District, NN Self-reliance, NN Headstart, Critical Nurse Staffing, Inc., Roots Home Health Care, and Four Corners Healthcare). This procedure also applies to all vendors, contractors, and visitors to district facilities. The Superintendent will consider approval for special circumstances.

ESS rental facilities / lodging will not be in operation to accept any guest during the pandemic. Upon development of written procedures regarding COVID-19 and guests the Superintendent and District Safety Coordinator will review for consideration of allowing guest. This includes any temporary guest at the KBC apartments. The Superintendent will consider approval for special circumstances.

Visitors are not allowed into any district facilities. Clients of any non-district organizations, programs, and departments are not allowed into district facilities. The Superintendent will consider approval for special circumstances.

1. Parents:
 - a. Zoom meetings are preferred

- b. By appointment only parents may visit with administration in an adequate space following social distancing requirement. Entry screening is necessary. A signed acknowledgement form is necessary. Parents may visit teachers in person with guidance from the administrator.
- 2. Contractors, Vendors, others (Headstart, KBC renters)
 - a. Zoom meetings is preferred
 - b. By appointment only vendors may visit with administration in an adequate space following social distancing requirement and mask worn. Entry screening form is necessary. A signed acknowledgement form is necessary.
- 3. Employees visiting other buildings or departments
 - a. Zoom meetings are preferred
 - b. Appointments are encouraged
 - c. Follow the school screening protocol

WIFI ACCESS OUTSIDE OF SCHOOL BUILDINGS

- 1. Students are allowed to be near buildings to access school wifi.
 - a. School issued hotspot is preferred. Contact the school administrator to request a hotspot.
 - b. Students from the same household are approved to gather in groups of five or less.
 - c. Students are not allowed to congregate or socialize for any purpose.

Request for bathroom use may be approved if there is a signed acknowledge and waiver form from the parent. The department administrator or designee is responsible to contact custodians if any restrooms are used by students.

Building administrators will make determinations to accommodate the request to access restrooms.

HYBRID LEARNING

Under Construction – this section will include all protocols from the Onsite Learning Opportunity Plan.

- Classroom layout to promote social distancing
- School meals
- Break time or recess
- Transportation of students
- Local students dropped off by parents
- Students have a choice to attend or remain in distance learning
- Teacher schedules for hybrid and distance learning, difficult to do both
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SUMMARY

Student and employee safety considerations, data from several sources, learning experiences, and ongoing meetings of district employees has created this plan which is considered best efforts to keep everyone safe while maintaining the district’s responsibility to provide learning opportunities to the

students of the district. This plan recognizes the ongoing nature of COVID-19 and the many jurisdictions regarding school operations and will consider amendments as necessary.

NOTES:

- All required state and federal assessment will be voluntary. AZELLA, AZM2, etc. we will never force students to be on campus.
- Any time students on campus will be voluntary and have parent acknowledgement form signed. The district will never force any students to come to campus.
- Employees that have been vaccinated. Will exposure to a positive require quarantine of vaccinated employee?
- Vehicle use. Need language for mitigation.
- Security patrol and shared vehicles. Need language for mitigation.
- ESS students on campus. Need mitigation review or language if necessary.