

RETURN-TO-SCHOOL MITIGATION PLAN

IN RESPONSE TO COVID-19



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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, Navajo Department of Health, Navajo County Department of Health, and the Arizona Department of Health.

GUIDING PRINCIPLES

In order to ensure the continued wellbeing of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC, ADE, Governor Ducey, and the Navajo Nation.
Phase 3	August	<ul style="list-style-type: none"> • Open school via distance learning • Offer free on-site learning opportunities based on recommendations and data from CDC, ADE, Governor Ducey, and the Navajo Nation.

		<ul style="list-style-type: none">• Determine what restrictions/guidelines stay in place
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EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

KAYENTA USD will not allow normal visitation to our campuses. Zoom meetings can be scheduled for immediate meetings or social and physically distant meetings in a larger room. Only KAYENTA USD staff are allowed on campus during preparation for reopen.

TRAVEL RESTRICTIONS

KAYENTA USD will consider staff travel on a case-by-case basis to conferences and workshops until further notice unless pre-approved by the Superintendent. The governing board will consider and decide travel request in August or September 2020.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and attesting to the four statements related to COVID-19 symptoms including:

- You are not ill
- You do not have a fever
- You do not have difficulty breathing
- You are not coughing

All screening information will be kept confidential by school administration. The written protocol [STAFF ENTRY PROCEDURES INTO BUILDINGS](#) is available upon request.

HEALTH PROTOCOL. [Protocols for Arizona School Districts Regarding Action Steps Upon Possible Covid-19 Exposure](#)

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You will be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and

3. At least 7 days have passed since symptoms first occurred
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

NURSE (NON COVID SITUATIONS)

Discuss protocols for non-covid type situations

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Kayenta Service Unity / Your healthcare provider
 - b. KAYENTA USD's HR department
 - c. Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call the emergency health provider and let them know you have been exposed to COVID19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. KAYENTA USD employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – indicators in the school buildings will mark the walking direction throughout the office and school in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting shall be avoided

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups of more than 5
- Stay out of crowded places and avoid mass gatherings

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Faceshields: face shields are an important part of student and employee protection, (optional)

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

No-touch Hand Sanitizer Dispenser: Develop habits of cleaning hand when soap and water is not available, quick dispenser cleaning for staff and students shall be available

PERSONAL WORKSPACE/CLASSROOM

Kayenta USD staff will use the signage provided to indicate the room for sanitizing and disinfecting. All Teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. KAYENTA USD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The KAYENTA USD Custodial team will clean all workspaces at their designated [cleaning time](#).

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Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– KAYENTA USD will be monitoring the number of employees in the offices while the risk of infection exists.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Breakrooms or teacher Lounge/Multipurpose Room–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use

General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. [\(CDC guidelines\)](#)

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

SIGNAGE

Signage will be placed throughout the offices and school.



FOOD DELIVERY

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

BUS DRIVERS/BUS PROTOCOLS

Bus drivers must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKER ROOMS (n/a)

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **VISITOR SELF-SCREENING FORM /**

Self-Declaration by Visitor

CAFETERIA AND MEAL PERIODS (n/a)

NOT YET DEVELOPED

CLASSROOM ARRANGEMENTS (n/a)

NOT YET DEVELOPED

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will develop videos and resources for parents and Teachers to access. The counselors (PE/Health teachers) will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom
3. **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response teams
4. Disinfection Measures

5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. Learning Management System; Canvas prek-12

II. ACADEMICS AND HOME-BASED LEARNING

KAYENTA USD developed a COVID19 Task Force Committee to organize and develop systems in place for the district's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. The committee members were then divided out into sub-committees. As a whole, the committee meets regularly _____. Each sub-committee meets one time a week as decided by the committee. A committee chairperson was selected to be the spokesperson for the team and keep detailed notes for reporting.

The 5 committee sub groups are as follows:

1. Professional Development Committee

Tasks: Develop a plan for professional development for our staff for:

1. August to December
2. August / September professional development

The professional development will consist of **technology-based and technology use training**, such as:

- Canvas LMS
- Understanding Trauma: Reaching and Teaching Children Who Have Trauma
- Building Resiliency with Ricky Robertson
- Online grading and assessment
- Online accountability
- Use of technology to support distance learning
- ELEVATE: Arizona's Executive Leadership Network

- Online Creative Curriculum for Early Childhood
- Google Suite and Google Classroom

2. Instructional Services Committee

Re-entry Plan: We will gather data through a BOY baseline assessment. For K-2, it could be NWEA for ELA and Math, and _____.

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around $\frac{1}{4}$ of SY 2019-2020 and summer school weeks which could be as much as 13 weeks of school, we expect there to be larger gaps than if they were just out for the summer. Especially in K-2 since they are foundational grade levels. Kindergarten may need focus.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. What will we use for gap analysis? What is the plan to catch students up?

At Home Learning Packets, Online Learning: Should this ever happen again, we would like our instruction to be uniform across the board. KUSD will create packets for each grade level that we would use as "Go-Packets." We took into consideration parent complaints/suggestions, and decided which resources would eliminate the constant change and confusion for parents and Teachers. It would also give administrators instant access to download extra copies should the need arise. We could convert these packets to digital copies for Google Classroom or the LMS as well.

Gap Plan: A tool to help close instructional gaps for BOY.

3. Optimize Student Services Committee

- This committee is made up of our district counselors. They will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns with special education and 504 services.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located on our [district's webpage](#).

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during distance learning will be contacted by school counselors and principals. . For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

Will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for grades 3-12 and _____ for PK-2. Canvas and _____ will be another communication method for parents to be able to contact the classroom Teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have consistent and stable access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by KAYENTA USD staff for mitigating the risk of COVID19 while still ensuring instructional support for our students.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic will self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.

4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if paper-based materials are involved. Plastic packet (Zloc) will not be used for instructional packets.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

After initial preparation of instructional packets, and wait time of 24 hours, schools will deliver instructional packets for delivery to transportation in boxes with clearly marked student name and location of home. Transportation department will drop off packets.

PACKET RETURN

1. Packets may be dropped off in drop boxes or transportation bus runs will have a drop box available in the buses. Schools will provide envelopes with instructions and addresses indicating to whom packets will be delivered at the school. The packets will sit for 24 hours before delivery to schools and teachers. Document delivery time will be kept on a log on the box.
2. As an option additional packet distributions will now include a self-addressed, stamped envelope for return. In the packets delivered to students, KAYENTA USD will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school or place in drop boxes on the bus.
3. In the event that the parent needs to drop off the packet, KAYENTA USD will establish a drop-off location. School drop off location is the front entrances of the school. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." Wait 24 hours after a drop off cycle before beginning to open the packets.
4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (Canvas, email, Google Classroom, etc) or via photo sharing.

ONLINE INSTRUCTION

Canvas is the online learning management system (LMS). The LMS is used to help deliver weekly live and recorded instruction from the classroom Teacher. The Teachers will instruct live through the LMS and will be interactive with students. Those students with no access to the internet will be provided recorded sessions, enrichment, reteach, and tutorial follow up in the same week.

A Canvas schedule will be provided on our [district's webpage](#).

III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

Fall sports 2020 has been cancelled by the Governing Board July 8, 2020.

Extracurricular activity in person is cancelled and all others will be provided virtually and through distance learning mode.