



# Altar Valley School District

## AVSD COVID-19 PROTOCOLS

Update October 26, 2020

### Altar Valley School Districts Health and Safety Protocols

Altar Valley School Districts is preparing to return to in-person learning on October 19, 2020. Below you will find our safety protocols to mitigate the spread of the virus. Each school may have additional protocols specific to their campus.

### AVSD Protocols Overview

#### Bus Safety

- When possible request parents to transport child to and from school
- Students should wait in parent vehicle until bus arrival at the bus stop
- Assign students to bus seats with one student per row and, when possible, an empty row between students
- When possible load students back to front
- All students and staff will wear a mask
- Disinfecting buses between routes
- Health and safety signage and messaging on reducing the spread of viruses
- Increased training on proper cleaning and disinfecting procedures
- Hand sanitizer available on bus
- Windows may be open to increase air circulation
- Upon arrival students will go directly to classroom

#### At School

- Hand washing and District-wide preventative wellness measures implemented
- Additional time for student hand-washing
- Access to hand soap, hand sanitizer, wipes, paper towels, and tissue
- Require all staff, visitors, and students to wear masks
- Emphasize the importance of hand washing and physical distancing.
- Emphasize the importance of students and employees staying home when sick
- Messaging about health and safety with signage
- Provide materials to avoid students sharing school supplies
- Encouraging students and employees to bring own water

#### Cohort Groups

- Students will remain with class cohort throughout the school day and extended day
- Serving breakfast and lunch in the classroom
- Students will go outside with cohort to play

#### Maintaining Healthy Environments

- Communicating with the Pima County Health Department about known cases, in accordance with state and local laws and regulations, while maintaining confidentiality
- Training teachers and staff on proper cleaning and disinfecting procedures
- Frequent disinfecting of classroom and bathroom high-touch areas
- Temperature checks as needed



- Installation of plastic barriers as needed
- Maintaining proper ventilation systems and increasing infusion of outdoor air
- Health and safety signage and messaging on reducing the spread of viruses
- Training on proper cleaning and disinfecting procedures
- No volunteers or visitors on campus
- Posters have been hung to remind students about healthy habits, hygiene and social distancing

## COVID-19 PROTOCOLS

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. Please review ADE's [Roadmap for Reopening Schools](#), for more information. The protocols are based on CDC "s guidelines.

The following protocols are to be implemented at all district sites.

### STAFFING ASSIGNMENTS

At the district level, the **superintendent** will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The schools will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a **site administrator** will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, **operations will coordinate implementation of cleaning protocols**, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a **site administrator** will coordinate and implement the protocols set forth in the **Employees** section of this document for screening of staff.

The **special education director and 504 coordinator** will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols. Medical Fragile Students, Chronic Illness, Homebound.

### Protocols

#### AVSD COVID-19 Parental Acknowledgment and Disclosure form

Parents must sign and return document for each child that will attend in-person learning and on-site support.

#### Face Coverings

Employees, students, ages 5 and older, and visitors must wear face coverings as follows: INDOOR: Individuals are required to wear a face covering in all Altar Valley buildings (including hallways, public spaces, restrooms, and common areas), with the exception of those private offices, work spaces, meeting areas. OUTDOOR: Individuals are required to wear a face covering while in AVSD outdoor spaces except where physical distancing of at least six (6) feet is possible.



### **Physical Distancing**

To the extent possible, work to maintain six (6) feet of distance between individuals. Hand Washing Individuals should wash their hands often with soap and water for at least twenty (20) seconds, or use hand sanitizer with at least 60% alcohol content regularly.

### **Visitors**

All District sites will limit non-essential visitors to the maximum extent possible. Parent volunteers will not be utilized until further notice. Visitors will be required to wear a face covering and directed that if they are sick, they should not enter an AVSD building. If visitors do not have a face covering, one will be provided for them.

### **Contract Tracing and Notification**

When administrators learn of a suspected or confirmed case of COVID-19, they will conduct contact tracing by interviewing the sick individual directly and then speaking directly with anyone who may have been in close contact with the individual. Administrators will follow up with appropriate campus notifications and immediately follow cleaning and disinfecting protocols.

### **Reporting Unsafe Practices**

Anyone observing unsafe COVID-related practices or behaviors at a AVSD site are encouraged to report these observations to their site administrator immediately.

### **Personal Protective Equipment (PPE)**

All employees will be provided with a face covering. Every classroom will be provided hand sanitizer, soap and paper towels, and disinfectant spray. Every communal area (library, front office, etc.) will be provided hand sanitizer, disinfectant spray, paper towels. Plexiglass will be installed at front office counters and other areas accessible by the public when distancing cannot be maintained.

### **Cleaning and Disinfecting Protocols**

All district employees share in the responsibility of disinfecting high touch surfaces and materials in their classrooms and work areas as often as possible. Employees will be provided with disinfecting spray and paper towels.

### **Daily Disinfecting of Restrooms and Communal Spaces**

Custodial staff will disinfect high touch surfaces in restrooms and communal spaces several times each day.

### **Daily Disinfecting of Classroom Materials and High Touch Surfaces**

Teachers and instructional staff will disinfect high touch surfaces in classrooms several times each day. Teachers and instructional staff will disinfect classroom materials and equipment between student use.

### **Nightly Disinfecting**

Every night, the custodial staff will sanitize and disinfect the following: All doorknobs inside and outside, light switches, telephones, chairs and arm rests, desks and computers, filing cabinets, sinks, drinking fountains, countertops, restroom fixtures, restroom floors, restroom stalls. When students return to campus, this list will include student desks, tables, and other areas typically used by students.

### **Health Office Protocols**

Referring Students to the Health Office If students have any symptoms or injuries that the teacher would normally refer to the Health Office, when feasible, the teacher will first call ahead to say that a student is coming, and describe the symptoms. The student should continue to wear a face covering and go directly to the Health Office.



### **Student Health Assessment**

If the student has symptoms of fever of 100.4 or higher, shortness of breath, cough, vomiting, or new loss of taste or smell, muscle aches, diarrhea, headache, fatigue, sore throat, congestion or runny nose, the student will be isolated and sent home. If symptoms are vague, for example a runny nose with no other symptoms, the health office assistant will contact the parents to inquire whether the student has had any other symptoms or if there have been any COVID-19 exposures in the home. Based on each individual situation and the parent's explanation of symptoms, a determination will be made as to whether the student returns to class.

### **School Classroom Protocols**

#### **Daily Health Screenings**

Families should screen their children for symptoms before sending them to school. Students must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

Also, 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. Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

#### **Cloth Face Coverings**

Students are required to wear cloth face coverings and maintain 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities outdoors. \*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff such as participating in the remote learning model.

Students may bring their own cloth face coverings to and from school. When feasible, schools will also have a supply of face coverings available to provide students who cannot afford or do not have their own. Upon arrival at school, each student will proceed directly to the student's first period classroom.

#### **Physical distancing**

Have staff members educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.



### **Cohorts**

Have students remain with the same groupings and the same staff throughout the day. Design schedules to allow the same groupings of students to move from subject to subject.

### **Classroom Seating**

Students will be seated in traditional rows, with each student facing the front of the room. In rooms with table groups, chairs will be arranged so all students are facing the front of the room. Desks and tables will be spaced as far apart as possible. Position desks 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.

Do not permit students to be physically grouped to work together. Instead, encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

### **Playgrounds:**

Students will be encouraged to be active and play while maintaining physical distance. Playground equipment (swings, jungle gyms, etc.) will be accessible to children. All staff and students required to wash their hands before and after activities.

### **Meals**

- Students will eat in classroom when possible.
- Students may choose school lunch or bring their own lunch.
- Arrange for cleaning and disinfecting of all frequently touched surfaces.

### **Restrooms**

Permit students to enter restrooms in groups no larger than the number of stalls/urinals in the restrooms, and direct them to maintain social distancing. Finally, display posters reminding students of proper hand washing techniques. Restroom schedules for use and disinfecting will be created. Possibly lock restrooms when not in use.

- Water fountains will be used only to refill water bottles.

### **Hand Washing**

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

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after breakfast and lunch,
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

### **Student Belongings/Materials**

For younger grades and where possible, require that student belongings be kept in individual bins or cubbies labeled with each student's name. Belongings should be sent home for cleaning each day or cleaned at the end of each day.

Do not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), have a staff member wipe down the item with disinfectant after each use.



## **Transportation**

Parents are encouraged to transport their child to and from school when possible to maintain social distancing. All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

To the greatest extent possible given bus capacity, assign students to bus seats with one student per row and, when possible, an empty row between students. Where students can be assigned one per row, assign them to the seat closest to the window. Maintain maximum bus ventilation at all times, including open windows (weather permitting). Set ventilation to non-recirculation mode.

- Request parents to drop off/pick up students when possible
- Require staff and students to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Load buses from back to front at bus stops, and unload front to back when at school (to minimize students passing by other students).
- Siblings are to sit together when possible.
- Utilize hand sanitizer when getting on and off the bus when possible

## **Drop-off/Pick-up procedures**

*Parents should remain in their car*, unless express permission from a site administrator is provided for good cause. If a parent has permission to get out of the car during drop-off/pick-up, have the student arrive at/leave school before or after assigned times for the majority of students.

## **Front office**

Families will be buzzed in to maintain physical distancing. Face coverings are required.

## **Trips and Activities**

Field trips and other similar activities will be cancelled until they are deemed safe to resume.

School-wide assemblies may not be held with students assembled in the same physical location. As an alternative (if feasible), hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Large-scale school events such as “Meet the Teacher Night” or fall festivals are cancelled. Parent-teacher conferences will take place over the phone or other electronic means. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document.

Sports are cancelled at this time.

Tutoring (21stCC) must be conducted virtually or within class cohort group.

## **Visitors to School**

No volunteers, parents, or guest campus. Limit nonessential visitors and volunteers at school. Do not use parent volunteers in the classroom during the COVID-19 health crisis.



## **EMPLOYEE**

### **Daily Employee Health Checks**

Prior to coming to work each day, all employees must assess their own wellness. Each employee working at a District facility is expected to:

- Take their temperature and stay home or leave campus if a fever of 100.4 or higher is identified.
- Wear a face covering except when alone in a classroom or office, or working alone outdoors.
- Wash hands regularly with soap and water for 20 seconds or when unavailable, use hand sanitizer with 60% or more alcohol content.
- Practice physical distancing of 6 feet to the extent possible.

Employees must stay home if they are sick with symptoms of fever, shortness of breath, cough, vomiting, new loss of taste or smell, muscle aches, diarrhea, headache, fatigue, sore throat, congestion or runny nose.

### **Employees living in a home with a suspected or confirmed COVID-19 case**

All employees living in the same household with a suspected or confirmed COVID-19 case must stay at home and quarantine. The employee should call his or her principal or director for further guidance.

### **Teachers needing to request sick or personal leave during remote learning**

Teachers who may be sick or are in isolation, but are well enough to teach for the instructional day in the master schedule, may notify the principal and then teach from home for the day. Teachers in this situation will NOT need to use a sick day.

Teachers who need to take a sick or personal day during remote learning will need to write instructions and build lessons for the day in Google Classroom. Students will navigate the day's schedule and complete lessons independently, without the teacher being virtually present.

### **Additional COVID related paid leave for employees**

Through December 31, 2020 as part of the CARES Act, there is up to two (2) weeks of additional paid leave for employees who must stay home for specific COVID-related reasons. Employees who must stay home for COVID-related reasons should ask their principal or director for more information.

### **Training**

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

## **PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST**

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation. ONLY. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, 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, call 911.



3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).
5. Determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). 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 recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine for 14 days.
6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19:

See the Release from Isolation and Quarantine' Guidance on our resource page or follow link below:

<https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/public-resources/release-from-isolation.pdf>

### **Nonessential activities and responsibilities**

Evaluate and eliminate nonessential activities and responsibilities.  
Nonessential district travel is cancelled.

**Professional Development**, staff meetings, team meetings, and parent meetings will happen virtually or telephonically when possible.

### **Focus on Mental Health**

Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.

Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.

Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

Leverage school counselors and social workers to support staff and students.

Ensure staff are familiar with resources through both the national Crisis Response Network and Arizona's Crisis Response Network (CRN).



Consider posting signage for  
distress hotline: 1-800-985-5990, or text TalkWithUsto 66746

local distress hotlines; national

Employee Assistance Program <https://altarvalley.benefithub.com/#>

4 <https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/coronavirus-resources>

### **Supplies provided and refilled as needed**

- One 20 oz sanitizer
- Two rolls paper towels
- One spray bottle with disinfectant
- Two containers of Clorox wipes
- 100 ct pack of gloves
- 100 ct box of gloves
- 1 box of tissue
- Disposable mask

## **Altar Valley School District**

### **Vision**

We provide a learning environment that challenges every student to achieve excellence, including the development of those habits of mind that help all people to become successful members of society.

### **Mission**



The Altar Valley School District, in cooperation with parents and community, expects all students to achieve academic and personal excellence in a challenging, relevant, and supportive learning environment.

**We believe**

- All students can learn and achieve
- Everyone has unique strengths, talents, and needs
- All students and staff should be responsible for and dedicated to educational excellence
- Education requires cooperation, honesty, and respect among the students, parents, staff, school, and community
- A safe and caring school environment is a high priority
- Active, honest, transparent communication leads to respectful and supportive relationships

**Goal:** To provide learning opportunities that challenge students to achieve academic and personal excellences in a safe caring environment.

- CDC, Arizona Department of Education guidelines, and The TRUST were utilized in creating plan
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>