



AJO UNIFIED SCHOOL DISTRICT #15

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COVID-19 Protocols For Reopening Schools 2020-2021 School Year

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AJO UNIFIED SCHOOL DISTRICT #15

COVID-19 Protocols for Re-Opening Schools

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

STAFFING ASSIGNMENTS

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

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

The Director of Maintenance will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

The school office workers, the school health aide, or other designee will coordinate and implement the protocols set forth in the **Step Two Protocols: Employees** section of this document for screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the School Principal or Superintendent, and
- informing the School Principal if absences of students and staff on any given day are above 15%, or if there appears to be a cluster of respiratory-related illnesses.

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.

In conjunction with district administration, athletic directors and coaches will develop protocols that incorporate applicable CANYON ATHLETIC ASSOCIATION (CAA) and CDC recommendations for athletic activities.

TRAINING AND COMMUNICATION

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.

Communication

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents regarding these protocols.

Each school site will identify a person to be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

STEP 2 PROTOCOLS: STUDENTS ON CAMPUS

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Daily Health Screenings

At home

Inform students and parents that 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.

Parents will be informed 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. Students will have the opportunity to make up and stay current with 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.

On the bus

All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

A bus driver or aide, wearing appropriate personal protective equipment (PPE), will visually check each student prior to the student boarding the bus. If a student exhibits visible symptoms,¹ the following steps will be taken:

- If the parent is at the bus stop, the student will return to their parent.
- If the parent is not at the bus stop, the student will be provided with a mask if they do not have one already, and—if possible—will be situated so as to be socially distanced from other persons.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff has been so informed, students with symptoms of runny nose or cough should be permitted to ride the bus.

At school

Upon arrival at school, each student will proceed directly to the student's first period classroom.

A staff member, wearing appropriate PPE, will visually check each student and take temperatures with a non-contact thermometer prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

Enhanced Social Distancing

Basic social distancing practices

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

Students will remain with the same groupings and the same staff as much as possible. Schedules for middle and high school students have been developed to allow the same groupings of students to move from subject to subject as much as possible.

Additional social distancing practices (see also [this link](#))

Staggered school attendance. Students have been assigned specific attendance schedules, with the remainder of instructional time to be completed through distance learning. Students will attend in-person classes during assigned days and will be provided with distance learning assignments and supports during non-in-person instructional time. Group A students will attend campus on Monday and Thursday. Group B students will attend campus on Tuesday and Friday. Each student will be provided the same amount of in-person and distance learning time unless distance learning is not necessary to ensure enhanced social distancing practices in that student's classroom, or an IEP team has determined that the student's least restrictive environment is home instruction placement.

Drop-off/Pick-up procedures: Some parents may not allow their children to ride the bus under current conditions, which may lead to crowding at drop-off/pick-up locations.

Parents wishing to drop off/pick up students should not get out of the 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.

Bus transportation seating options:

To the greatest extent possible given bus capacity, students will be assigned 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). Ventilation to non-recirculating mode.

Additionally, the following guidelines will be implemented:

- When bus capacity will not allow for one student per row and an empty row between students, students will be required to wear face coverings when on a school bus unless a health condition prevents this.
- Staff will wear face coverings when on the school bus unless a health condition prevents this.
- Buses will be loaded from back to front at bus stops, and unload front to back when at school (to minimize students passing by other students).
- Siblings may sit together if bus capacity will not allow one per row.

For further transportation guidelines, please see the Trust document, Transportation Considerations Under COVID-19, available [here](#).

Classroom layout. For all grades, mark classroom floors with adhesive tape to indicate where individual desks/workspaces will be located.

Desks will be spaced 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it. If desks cannot be positioned 6 feet apart, proper face coverings will be required, unless a health condition prohibits this.

Desks will face the same direction rather than facing each other. Large tables for groups of students will not be used, unless this is the only option. If this is the case, the district will require appropriate fitting face coverings.

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

Communal spaces. Guidelines for specific communal spaces are given below.
Hallways: Marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

Playgrounds:

Playgrounds and playground equipment are closed. Classes may be assigned specific time slots for students to be taken outside for physical movement, with social distancing to be maintained at all times. Separate classrooms may not mingle during outside activity time, and staff will attempt to be creative in employing techniques to maintain social distancing during unstructured time. Finally, teachers and students will be required to wash their hands following activities.

Lunch rooms:

The lunch room will be open during lunch with increased safety measures, including the following:

- Tables in the room will be marked to indicate where students may sit.
- Students assigned to a specific seat with a minimum of 3 feet between marked seats.
- Lunch room seating will be limited to the number of assigned seats.
- If students line up for lunch service, only one class may line up at a time. Markings will be placed on the floor to indicate where students should stand to maintain social distancing.

- Lunches will be served on disposable food service items (trays, plates, etc.), when possible. If disposable items cannot be used, food service staff will collect items while wearing gloves.
- Additional sneeze guards will be installed in food service line.
- Students may not share lunch items with one another.

Bathrooms. Students may enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and must maintain social distancing. Students must leave/allow an empty sink between students during handwashing. Posters reminding students of proper handwashing techniques will be displayed in bathrooms..

Front offices. If a glass/Plexiglas divider is not already in place, the school will install sneeze guards or other partitions in front of the front desk. If this is not completed, adhesive tape will be placed on the floor 6 feet from the front desk and signage will be posted directing visitors not to come closer than the tape markings.

Hand Washing

All students are required 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 lunch,
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

Face Coverings

Students and staff are required to wear cloth face coverings or appropriately sized clear face shields, subject to the health condition exception stated below (*), when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

**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.*

Students may bring their own cloth face coverings to and from school. The school will also have a supply of face coverings available to provide students who cannot afford or do not have their own. Reusable face covering should be cleaned after each daily use.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

Student Belongings/Materials

For younger grades and where possible, student belongings should be kept in individual bins, bags or cubbies labeled with each student's name. Belongings should be taken home for cleaning each day.

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

Trips and Activities

Field trips will be cancelled. Teachers may still use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

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

Large-scale school events such as "Back to School Night" or fall carnivals will be cancelled or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may 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.

Specialized Classes

Some classes, such as science labs, choir, band, PE, and others, will require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

STEP 2 PROTOCOLS: EMPLOYEES

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of

COVID-19. If a position is determined to require PPE, provide the PPE to staff at no cost and train staff on its correct use.

Visitors to School

Nonessential visitors and volunteers at school will not be permitted. There will be no parent volunteers in the classroom, during the COVID-19 health crisis.

Daily Screening

Employees may not work onsite if they exhibit any of the following symptoms:

- fever of 100.4 and 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.

Additionally:

Each employee's temperature will be taken by a designated staff member, wearing appropriate PPE, when employees report to work for the day.

If an employee's temperature is at or above 100.4, the employee will be sent home. Employees must self-report any symptoms that develop during the day, and must remain home if they exhibit any of the symptoms identified above while away from school.

Handwashing

Employees must 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, at minimum:

- upon arrival at school;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

Enhanced Social Distancing

Employees are to maintain a distance of at least 6 feet between individuals at all times, unless this 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 a 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, wash their hands, and disinfect any surfaces they touched.

Face Coverings

Staff members are required to wear appropriate fitting face coverings during interaction with students or other staff, unless they cannot do so for health reasons. In these cases, employees will notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Employees will contact the district's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering. Staff members may remove face coverings if the staff member is alone in his/her work area. Note, however, that the face covering must be worn again, and the work area disinfected, before students or other staff arrive.

Unless a health condition prevents it, require janitorial staff to wear face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools.

Note: Wearing face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible.

Cleaning and Disinfecting

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown. This will help to minimize the risk of waterborne pathogens that cause illnesses such as Legionnaires' Disease.

There will be daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools.

Staff are also expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

Schedules will be provided to janitorial staff for increased cleaning of surfaces and bathrooms throughout the day.

STEP 3 PROTOCOLS: STUDENTS ON CAMPUS

Introduction

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. Consult with local health officials for guidance. When a district, or a specific school site, progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

Social Distancing

Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Staff members should continue to educate and regularly remind students to maintain 6 feet of distance between individuals at all times possible. However, increased social interaction among classes may be permissible.

Note: Nonessential visitors and volunteers at school will may continue to be prohibited. If volunteers and visitors to school are permitted, they should be limited in number and must agree to adhere to the district's social distancing and other protocols.

Drop-off/Pick-up procedures

If families continue to drop-off and pick-up students, they may only get out of the car to speak with a school office member.

Communal spaces

Playgrounds. Classes may have staggered use on playground equipment. No more than two classes will be assigned to a specific time slot, and there must be sufficient time between each use for disinfection of the playground equipment.

Lunch room

All lunch room protocols will continue as previously stated in STEP 2 PROTOCOLS..

Trips and Activities

Field trips that can comply with the protocols in this document will be permitted *only* if the area to be visited is at a Step 3 of community mitigation. Teachers should 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.

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 to the School Principal or Superintendent ONLY. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, the employee must be separated 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, the employee will leave the site. If the employee is not able to safely self-transport, a family member or friend will be contacted or other method of transportation will be arranged to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. 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. A parent or emergency contact will be notified immediately to pick up the student, and 911 will be called if the student appears to be in medical distress.
4. Any areas that were exposed to the symptomatic employee or student for a prolonged period will be closed off. The school will wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, windows or outside doors will be opened to increase air circulation. After 24 hours, all surfaces in the area will be thoroughly cleaned and disinfected, per [CDC guidelines](#).
5. If it is determined that 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), those individuals (or, in the case of students, their parents) will be notified of the potential exposure. WE WILL NOT disclose the name of the individual who has become sick. Notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until:
 - 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 received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected \geq 24 hours apart (total of two negative specimens).