INITIAL INFORMATION:

- Director of Maintenance coordinates all cleaning protocols, cleaning supplies, and product availability to staff, students.
- Office staff will alert Principal of excessive absence rate, should absence rate exceed 15% on any day.
- All staff will be trained on proper use of PPE, cleaning, and other measures prior to the return of students.
- All families will receive directions to review the full Reopening Protocols on the school website.

STEP 2 PROTOCOLS

PROTOCOLS FOR STUDENTS ON CAMPUS:

- Parents responsibility to perform preliminary daily screening at home for symptoms.
- Bus driver will perform visual check of student for symptoms (Lukeville students will have temperature check, prior to boarding bus).
- At school, students will proceed to student's first period class where teacher (wearing proper PPE) will take each student's temperature (below 100.4 degrees), perform a visual check for symptoms, and provide each student with a squirt of hand sanitizer. *If student has a fever or exhibits visual symptoms they will be sent to health office immediately for parent to pick up.*
- Students have been assigned to staggered attendance groupings (A/B) to accommodate social distancing guidelines.
- Bus seating will establish 1 student every other seat (*exception permitted for students from the same household*). Windows will be open and bus ventilation will be set to non-recirculating mode.
- Desks will be 6 feet apart in classrooms and face the same direction - No group work.
- Playgrounds will be closed. Recess times will be limited to organized social distanced walking or movement/stretching activities.
- Lunch room safety measures will be implemented: (a)Tables will be marked to allow students to sit no closer than 3 feet apart (b)Only 1 class will be permitted to line up at a time with floor markings to allow for social distancing (c)Lunches served on disposable items (d)Additional sneeze
guards will be installed in food service line (e) Students may not share lunch items with one another.

- Bathroom use will be limited to no groups larger than the number of stalls urinals in the bathroom. Sink use will be limited to every other sink. Handwashing posters will be displayed.
- Front office sneeze guards will be installed. Tape markings will be placed on the floor at 6 feet from counter, until these sneeze guards are installed.
- Students will be required to wash their hands (a) Upon arrival at school [hand sanitizer if no sink is available in the classroom] (b) After being outside for recess or activity time (c) Before and After lunch (d) Prior to leaving school for home (e) After sneezing, coughing, or blowing nose.
- Face coverings/shields are required at all times, when physical distancing of 6 feet is not able to be observed.
- Student belongings should be kept in individual bins for specific students and should be taken home for cleaning each day. School supplies should not be shared by students - pencil sharpeners and other classroom items should be wiped with disinfectant after each use.
- All field trips, assemblies, extracurricular activities, and large scale events will be cancelled or held in a virtual manner.

PROTOCOLS FOR EMPLOYEES:

- Nonessential visitors will not be permitted. No volunteers during the COVID-19 crisis.
- Employees will report directly to the school office daily for temperature reading and visual health screening. If employees temperature is at or above 100.4 degrees they will be sent home.
- Employees must wash their hands (a) Upon arrival at school [hand sanitizer if no sink is available in the classroom] (b) After being outside for student activity time (c) Before and After lunch (d) After sneezing, coughing, or blowing nose (e) After physical contact with other staff or students.
- Employees are to maintain a physical distance of at least 6 feet apart at all times, unless not physically possible, or for a student's safety less space is required.
- Staff are required to wear appropriate fitting face coverings during interaction with others, unless they cannot do so for health reasons.
- All frequently touched surfaces in work areas will be cleaned on a daily basis by custodial crew AND personal workspaces are to be disinfected at the beginning and end of a work shift by teachers and office workers.
STEP 3 PROTOCOLS

ALL STEP 2 PROTOCOLS STAY IN PLACE WITH THE FOLLOWING MODIFICATIONS

PROTOCOLS FOR STUDENTS ON CAMPUS:
• Parents may exit their vehicle at drop off and proceed directly to school office with questions.
• Field trips may occur only if the area to be visited is at a Step 3 of community mitigation.

PROCEDURES FOR COVID-19 SYMPTOMS OR POSITIVE TEST:
• Immediately reported to Principal or Superintendent only.
• If Employee develops symptoms at work, they are to be immediately separated from others and sent home. [Self/Other/Emergency Vehicle]
• If Student develops symptoms at school, they are to be separated from all other students and staff (with the exception of the health aide). The parent/guardian is to be notified to immediately pick up the student. 911 will be called, if the student appears to be in medical distress.
• Any areas that were exposed to the symptomatic employee or student for a prolonged period of time will be closed off for a minimum of 24 hours before cleaning and disinfecting occurs. Windows or Outside doors will be opened if feasible.
• If it is determined others may have been exposed (within 6 feet for a prolonged period of time), those people will be notified of potential exposure and encourage them to monitor their health closely, contact their health care provider, and self-quarantine if any symptoms develop.
• Employees or Students who have shown symptoms or tested positive may not return until there has been a relief from fever (without assistance of medication), respiratory symptoms have improved, and/or the individual has received negative results of a COVID-19 test.