

BASIC SUMMARY

Protocols for Re-Opening Schools - AJO UNIFIED SCHOOL DISTRICT #15

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.