

Superior Unified School District #15

COVID-19 Protocols for Re-Opening Schools

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 and in consideration of the Benchmarks released by the Arizona Department of Health Services (ADHS). The protocols that follow address the steps the District will implement to mitigate any risk once the decision to reopen for in-person classes has been made. The protocols are based on CDC guidelines and the enhanced social distancing measures described herein will be followed until guidance from Arizona officials indicates that relaxation of enhanced social distancing measures is appropriate. The District reserves the right to revise these protocols as needed based on guidance from State Agencies and/or the CDC.

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.

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STAFFING ASSIGNMENTS

At the District level, the Superintendent, or his designee, will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The District will ensure that each site has posters with messaging on handwashing 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 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.

At each school or site, the site administrator will coordinate with necessary parties to ensure the implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and 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.

In conjunction with District administration, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) 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.

FACE COVERINGS

All persons, including, but not limited to, staff, students, vendors, visitors, and volunteers, shall wear a face covering while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District busses or vehicles rented or leased by the District. This requirement shall continue until guidance is provided by either the Governor, ADE, state or county health department that the use of face coverings in schools is no longer mandatory.

Face coverings should not be worn by:

- A. Children under the age of five (5).
- B. Anyone who has trouble breathing.
- C. Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

Students shall not be required to wear face coverings when students can socially distance or are outside in playground settings with distancing. Students shall be allowed breaks to remove their face covering in a safe environment.

The Superintendent may make other exceptions to the requirement to wear a face covering while keeping in mind the health and safety of everyone involved.

Face shields may be approved as an acceptable alternative to face coverings. Face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands and are to not have holes. They are to be laundered regularly or disposed of appropriately.

A face covering does not replace the need for frequent handwashing, covering coughs and sneezes, and practicing physical distancing (six feet [6'] away) to the extent possible. Individuals are to be reminded to avoid touching their face covering and to wash their hands frequently. To ensure the proper use of face coverings, students and staff are to be educated on how to wear and care for their face coverings.

PROTOCOLS: STUDENTS ON CAMPUS

Parents should screen their student for symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Any student who is unable to attend school due to symptoms of COVID-19 will have the opportunity to make up work missed.

Daily Health Screenings

At home

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.

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 through a designated screening area.

A School staff member will visually check each student for symptoms prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, will be taken to a designated area. Parents may be contacted for pick-up with the following exceptions:

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

- If the student has a runny nose and the health aide/designated person observes that there are no other symptoms, the health aide/designated person 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 health aide/designated person observes that there are no other symptoms, the health aide/designated person 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.

Enhanced Social Distancing

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

The District will ensure reduced class sizes to the extent possible within the constraints of the number of students enrolled and the physical layout of the school. Students schedules may be alternated between in-person and remote learning to reduce class sizes when applicable.

Any non-instructional activity space that is not being used will be converted to classrooms to further reduce class sizes only when the school site has sufficient teachers to staff any converted spaces.

Drop-off/Pick-up procedures.

Parents will be required to drop off/pick up students without getting 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. School staff will be available to assist students each morning for the purpose of getting students to the appropriate area.

Bus transportation seating plan.

To the greatest extent possible given bus capacity, students will be assigned to bus seats with one student per seat and, when possible, an empty row between students. Where students can be assigned one per seat, they will be placed closest to the window. Maximum bus ventilation will be maintained to the maximum possible potential. This includes open windows (weather permitting)

Students are required to wear cloth face coverings when on a school bus unless a health condition prevents this and an accommodation has been granted. All staff are

required to wear cloth face coverings when on a school bus unless a health condition prevents this.

Buses will be loaded from back to front at bus stops, and unloaded front to back when at school (to minimize students passing by other students). Siblings will be allowed to sit together if they wish.

Classrooms.

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

All desks will be positioned 6 feet apart unless that spacing is not possible due to the size of the classroom and/or the number of students assigned to it. Desks will be positioned to face the same direction rather than facing each other. Large tables will not be used for groups of students unless that is the only option.

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.

Hallways will be 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.

Only one class at time will may be allowed on playground equipment. In any instance, classes will be assigned a specific time slot, with time slots to be scheduled such that there is sufficient time between classroom use that playground equipment can be disinfected before the next group uses it. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time. Teachers and students are required to wash their hands following activities.

Lunch rooms.

JFK Students will be primarily eating breakfast/lunch in their classrooms. SJSHS students may eat in the multi-purpose room with appropriate social-distance measures in place.

Bathrooms.

The number of students in the bathroom at any given time will be limited to allow an empty sink between students during handwashing. Posters reminding students of proper handwashing techniques will be placed in the bathrooms.

Front offices.

Plexiglass dividers have been installed at the front desk. Any student, staff or visitor who approaches the front desk is expected to place 6 feet between themselves and the staff member at the desk.

Hand Washing

All students are encouraged 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.

The District will provide hand sanitizer stations in classrooms and throughout the schools to its fullest potential.

Student Belongings/Materials

For younger grades and where possible, students may be required to keep belongings in individual bins or cubbies labeled with each student's name. Belongings should be sent home for cleaning each day.

Students will not be permitted to share school supplies with other 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 canceled unless otherwise approved by the District Administration. Teachers are encouraged to 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, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

VISITORS TO SCHOOL

All nonessential visitors and volunteers will not be allowed to visit campus until further notice. The use of parent volunteers in the classroom will be suspended during the COVID-19 health crisis.

PROTOCOLS: EMPLOYEES

Daily Screening

Employees are not allowed to 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.

Inform employees that they must self-report any symptoms that develop during the day, and they must remain home if they exhibit any of the symptoms identified above while away from school.

Handwashing

All Employees are expected 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, 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 required 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), have the staff member resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Cleaning and Disinfecting

The District will have measures in place to ensure daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools. The playground, sports equipment, and any other shared items (if they are being used) must be cleaned between uses by groups of students.

All staff are expected to clean and disinfect their workspaces when they arrive at work and just before leaving work.

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The following steps will be taken when a student or employee develops symptoms of COVID-19 while on District property:

Students:

- The student will be separated from all other students and staff, except for one staff member to supervise the student.
- Staff who are assisting the student are required to wear a cloth face covering or other appropriate PPE and maintain a distance of at least 6 feet from the student at all times unless there is an emergency.
- Staff will immediately notify a parent or emergency contact to pick up the student.
- Staff will call 911 if the student appears to be in medical distress.

Employees:

- The employee will be separated from all other students, staff, or visitors, and arrangements will be made to send the employee home in a safe manner. If the employee can self-transport, the employee will be required to leave the site. If the employee is not able to safely self-transport, the District will contact a family member, friend, or arrange another method of transport to get the employee home or to a health care provider.
- If any staff will be assisting the employee, they are required to wear a cloth face covering or other appropriate PPE and maintain a distance of at least 6 feet from the employee at all times, unless there is an emergency.
- The District will call 911 if the employee appears to be in medical distress.

Notification

The District will work to identify 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). The District will take steps to notify those individuals (or, in the case of students, their parents) of any potential exposure and request that they self-monitor for symptoms and potentially self-quarantine.

Information regarding employees' and students' positive COVID-19 test result or their exposure to someone who has tested positive is required to be held confidential under the Americans with Disabilities Act (ADA) and/or the Family Educational Rights and Privacy Act (FERPA). As such, any notification sent by the District will not disclose any personally identifiable information about the affected individual, unless the employee or a student's parent/guardian gives informed, voluntary consent to the disclosure or another specific exception applies.

Cleaning and Disinfection of Facilities

The following steps will be taken regarding the closing, cleaning, and disinfection of facilities after any exposure or confirmation of a positive test. The following timing and location of cleaning and disinfection of surfaces is based upon recommendations from the CDC for rooms or areas occupied by those with suspected or confirmed COVID-19 in schools and childcare centers, such as preschools:

1. Areas visited by the impacted person(s) will be closed off.
2. If possible, outside doors and windows to the area will be opened and the use ventilating fans to increase air circulation inside the area will be used to the extent feasible.
3. The District will wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
4. Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens,

keyboards, remote controls, etc.) used by the affected persons, focusing especially on frequently touched surfaces.

5. If it has been more than seven (7) days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Returning to the District Site

For employees or students with known exposure to COVID-19, the CDC and ADHS recommends that the individual quarantine for 10 days after exposure. Thus, the employee or student may return to the site 10 days after the known exposure, so long as the individual does not develop COVID-19 symptoms or test positive while in quarantine.

For employees or students who have tested positive for COVID-19 or have COVID-19 symptoms, the affected employee or student may return to the site only when the following occurs:

1. At least 3 days have passed since recovery and at least 10 days have passed since the first symptoms emerged; and
2. Fever free for at least 24 hours without the use of a fever-reducing medication; and
3. Other symptoms, such as cough and shortness of breath, have improved.