



**SYNERGY**  
**PUBLIC SCHOOL**

**HEALTH AND SAFETY  
POLICIES AND PROCEDURES**

**MITIGATION STRATEGIES**

**SCHOOL YEAR 2020-2021**



## **STUDENT AND STAFF HEALTH SCREENINGS:**

### **Home:**

- All Synergy parents will be the first point of screening. Families will be asked to assess their children at home prior to coming to school. If the child has symptoms of illness the student should not come to school.
- Parents will be asked to self-report symptoms to the school by calling the front office to report the absence and provide staff with student symptoms. If the student has symptoms of COVID-19, a positive test for COVID-19, or was exposed to someone with COVID-19 within the last 14 days please make the office aware of this information. (All federal and state privacy and confidentiality acts will apply)
- Office staff will document symptoms in health/absence log.
- If your child has a contagious condition, such as strep throat, pink eye, stomach virus, etc., please treat this so that it is no longer contagious before sending your child to school. Students should remain home until they are 24 hours free of any fever or vomiting without the use of fever reducing medication.
- If a parent administers any type of fever reducer or medicine for illness to a student prior to the school day starting, the parent **MAY NOT** send the student to school. (Tylenol, Ibuprofen, Cough Medicines etc.)

COVID-19 symptoms may appear 2-14 days after exposure to the virus. Symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Call your medical provider for any other symptoms that are severe or concerning to you.

### **School:**

- All students arriving will be required to have a temperature check performed prior to entering the school building.
- Assigned staff will check temperatures before students as they exit their cars at morning drop off.
- All staff performing temperature checks will wear a mask and gloves.
- Any student with a temperature of 100 degrees or higher will not be permitted to go to class.
- Teachers will monitor students throughout the day. If a student exhibits symptoms of illness, they may perform a temperature check. If the student has a temperature of 99.9 or higher the student will be sent to the office with a pass. The pass must have the student's name, time, date, any symptoms the child might be exhibiting and the child's temperature. Teachers will NOT say the child's temperature out loud or in front of other students. **All privacy and confidentiality policies will be strictly followed.**(Note: Temperature checks will not be performed immediately after recess, P.E, or any other physical activity that could raise the student's external temperature. Students need to rest and cool down before a temperature check).
- The office will conduct an additional temperature check and notify the parent to pick up the student from school if the student has a temperature of 100 degrees or higher or is exhibiting symptoms of sickness.

### **School Staff Screenings:**

- All staff members will perform a self-temperature check daily and keep a record of date and temperature. (All classrooms have thermometers)
- If a staff member has a temperature of 100 degrees or higher, will immediately inform administration and will be sent home.
- Staff members are not to return to school until they are completely fever free for 24 hours without the use of fever reducing medicines.

### **Parents and Visitors:**

- Parents will be required to wear a mask when picking up their student at dismissal or whenever they enter the school.
- Visitors will not be allowed on campus during the 1<sup>st</sup> Quarter of school. The school will reevaluate this policy towards the beginning of October or as city/state mandates are lifted.
- Parents will not be allowed to eat with students or observe in the classroom during the 1<sup>st</sup> Quarter of school. The school will reevaluate this policy towards the beginning of October, or as city/state mandates are lifted.
- All parent meetings will be held virtually during the 1<sup>st</sup> Quarter of school. The school will reevaluate this policy towards the beginning of October. or as city/state mandates are lifted.

### **Masks-Students:**

**All students will receive one cloth mask at the beginning of the school year.**

- Per city mandates all students and staff will be required to wear masks at school. Once city/state mandates are lifted, Synergy will revisit the possible optional use of masks.
- Masks will not be worn at breakfast, lunch Recess P.E. or other times that are feasible and safe.
- If a mask becomes a problem, distraction or the student is not wearing it properly, the teacher will provide the student a reminder and then inform the parent the child is not properly using the mask.
- Parents will be responsible for cleaning masks each day and for sending their student to school with a clean, fresh mask.

### **Masks-Staff:**

- Teachers will be required to wear a mask or face shield. Once city/state mandates are lifted, Synergy will revisit the possible optional use of masks.
- Teachers **MUST** wear face masks/face shield when interacting with the parents or visitors. Including but not limited to morning drop-off/greeting, dismissal, conferences, and when in the front office.
- Teachers should also wear masks in all communal areas, the copy room, when walking classes to or from places within the school and anywhere you are unable to appropriately distance themselves from others.
- Instructional Assistants must wear masks while in the classrooms with students.
- Office Staff and Administration must wear masks.

## ***PHYSICAL DISTANCING:***

### **Classroom Layouts:**

- Synergy will distance students when feasible within the classroom.
- Students will be seated at tables with no more than four students at each table. (Two students on the end of the table and two students facing the front).
- Teachers choosing to seat students on the floor for instruction will distance them.

### **Movement Around the School:**

- Floor markings and arrows throughout the building will provide direction for student and staff movement in the school. All classrooms will move clockwise around the courtyard when going to specials or recess, ensuring that student lines will not cross one another.
- Students will be expected to walk in straight lines with their hands behind their backs.

### **Communal Spaces (Cafeteria, Playground, Courtyard):**

- Students will eat both breakfast and lunch in their classroom at their assigned seat. (Exception: A select set of classrooms may be social distanced in the cafeteria to eat if necessary.)
- Classrooms will follow a playground rotation schedule. Each classroom will be assigned a play area on the playground which will rotate each day. Structured activities in those areas will be used when feasible to help distance students. (Indoor recess will take place in individual classrooms on heat advisory and rainy days. Students will not be combined with other classes during this time.)
- No school wide assemblies will take place in the courtyard before the end of the 1<sup>st</sup> Quarter. (This will be revisited, prior to allowing assemblies to resume, as the community is monitored and restrictions are lessened or increased.)
- School-wide assemblies will take place via ZOOM on Monday and Friday mornings.

### ***Food Service:***

- Breakfast and lunch will be delivered to the classroom each day. Breakfast will begin at 7:00 a.m.
- Students will be served at their assigned seat by the teacher.
- Students will receive hand sanitizer when entering the classroom in the morning and before eating at lunch.
- Teachers will wear gloves and mask when distributing food and will immediately sanitize their hands after removing the gloves.
- Students will dispose of their food when called by the teacher to do so.
- Tables will be cleaned when food service is complete. (Lysol wipes or approved disinfectant spray and paper towels will be used to sanitize the area).
- Hand Sanitizer will be given upon the completion of breakfast and lunch to all student

### ***Promoting Healthy Behaviors:***

- Educating staff and students on healthy behaviors that reduce the spread of illness is a top priority of Synergy Public School.
- All classrooms will begin the year teaching uniform, school-wide, standard healthy practices. Teachers will use a wide variety of techniques including videos, lessons, and demonstrations.
- All classrooms will discuss nurse procedures and what to do if the student is not feeling well or someone in the classroom becomes sick.
- Hand sanitizing stations are available on the playground.
- Hand washing stations are available in the courtyard.

### **Hand Hygiene, Respiratory Etiquette, and Face Coverings:**

- All students will be taught the proper handwashing techniques.
  - Using soap and water for at least 20 seconds.
  - How to get all parts of your hands clean.
- Students will wash their hands after using the restroom.
- Students will wash their hands after recess at one of the hand washing stations or in the restrooms.
- Teachers will dispense hand sanitizer to all students each time they enter the classroom. (In the morning, after specials, after recess)
- Teachers will teach all students procedures for using hand sanitizer when they re-enter the room.
- Teachers will teach students proper ways to sneeze/cough and how to dispose of tissues.
- Students and Staff will wash their hands with soap and water or use hand sanitizer after sneezing/coughing and disposing of tissues.
- All students will be given a cloth face mask at the beginning of the year.
- Students will be taught how to properly wear cloth face coverings.
- Students will be taught the procedures for storing their face masks when they are not wearing them.
- Students will be reminded not to touch their face when wearing their mask and to wash their hands frequently.
- Teachers will educate students on how to properly use the water fountains. (Water bottles are preferred. Each student will receive a water bottle at the beginning of the school year.)

### **Cleaning and Disinfecting:**

All cleaning supplies will be kept locked up and out of the reach of students.

- **Daily Cleaning Schedule:**
  - Teachers will wipe down classroom surfaces at a minimum of 3 times a day. Once after breakfast, once after lunch and at the end of the day using a safe sanitizing product sprayed on the table and wiped down with a paper towel.
  - Special area classrooms will wipe down tables or equipment at the beginning of class.
  - Teachers will wipe down classroom door knobs throughout the day. All other door knobs will be wiped down by custodial staff.
  - All bathrooms (Student and Staff) will be cleaned and sanitized twice during the school day, at 10 a.m. and 1 p.m. The Bathrooms will be cleaned a final day after school. Handwashing stations and Sanitizing stations will be cleaned at the same time.
  - Water fountains inside will be sanitized multiple times a day. Outside water fountains will be cleaned after each recess. **WATER BOTTLES WILL BE RECOMMENDED FOR ALL STUDENTS.**
  - Playground equipment will be washed down during the day.

- Cafeteria floors and tables will be cleaned and disinfected following each lunch period.
- School entry doors will be sprayed down twice a day.
- Windows will be cleaned on a rotating schedule throughout week.
- **Evening Cleaning Schedule:**
  - All Bathrooms will be cleaned and disinfected nightly.
  - All school trash will be taken out.
  - All Floors will be vacuumed and mopped.
  - Front Office and Administration offices will be vacuumed, wiped down, and mopped.
  - Classroom tables and sinks will be cleaned and disinfected.
- **Weekly/Monthly Cleaning Schedule:**
  - Playground equipment will be disinfected using the electrostatic sprayer
  - Classrooms will be disinfected using the electrostatic sprayer.
  - The Courtyard and all Railings will be power washed on Monday and Wednesday.
  - The Courtyard will be sprayed down daily as necessary.

**Shared Objects:**

- All students will have their own supplies. NO student will share school materials
- All students will have an individual seat sack to store their workbooks, folders, water bottles and supplies.

**Signs and Messages:**

- Signs will be posted throughout the school to encourage safe and healthy practices.
- Handwashing signs will be located in all restrooms and hand washing stations.
- Stop the spread of germs and properly wearing face covering signs will be posted throughout the school and in all classrooms.
- Signs and symptoms of COVID-19 posters will be located by the front door and in the front office.
- Video messages for healthy practices will be shown in the classroom and during weekly assembly meetings when applicable.
- Parent resources and information will be provided through monthly newsletters, parent leadership meetings and through school app.

## ***Maintaining Healthy Operations:***

### **Classroom Cohorts:**

- Students will remain with their classroom cohort for the school day.
- Students will not be mixed among other students or classrooms unless absolutely necessary. The school will do everything possible to keep from splitting classes or doubling classes.
- Students will remain with their classroom on the playground when feasible.

### **Recess Procedures:**

- Morning and afternoon recesses will be staggered, ensuring only one grade level at a time is on the playground.
- Some classes will start with recess and then have lunch and some will start with lunch and then go to recess.
- All classrooms will follow a daily playground rotation schedule. Each classroom will be assigned a play area on the playground which will rotate each day.
- Structured activities in those areas will be used when feasible to help distance students.
- There will be 2 hand sanitizing station on the playground.
- Students will wash hands at the wash stations in the courtyard after recess.
- Indoor recess will take place in individual classrooms on heat advisory and rainy days. Students will not be combined with other classes during this time.

### **Gatherings, Visitors, Field Trips:**

- No school events, including parent leadership, family nights, or afterschool club activities, will take place prior to Oct 31<sup>st</sup>. (This will be revisited, prior to allowing these events to resume, as the community is monitored and restrictions are lessened or increased.)
- No school fieldtrips will take place during Quarter 1 or Quarter 2. (This will be revisited, mid-year, as the community is monitored and restrictions are lessened or increased.)

### **Communication Systems:**

- Staff and families should self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 with the last 14 days. (All federal and state privacy and confidentiality acts will apply)
- The school will notify staff, families and the public of any school closures and any restrictions in place to limit COVID-19 exposure. Communication will take place through the school letters, website, Automated calls, school FLYER Connect app, and social media.



- All communication will be provided in both English and Spanish. Families using the school Flyer app will be able to translate messages into their home language.

### **Staff Training:**

- All staff will be trained on all safety protocols at summer staff development
- Continually training will occur during professional development Wednesdays.

## ***When Someone Gets Sick:***

### **Home Isolation Criteria:**

Synergy Public School will follow the CDC’s criteria for home isolation when someone has been diagnosed with COVID-19. The following is the CDC criteria:

- **I know I have COVID-19, and I have symptoms**
  - You can be with others after
    - 3 days with no fever **and**
    - symptoms improved and
    - 10 days since symptoms first appeared

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

- **I tested positive for COVID-19 but had no symptoms.**
  - If you continue to have no symptoms, you can be with others after:
    - 10 days have passed since test

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for “I have COVID, and I have symptoms.”

- **I have a weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?**
  - People who have diagnosed weakened immune systems may need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your

healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available in your area, your doctor should work with [an infectious disease expert at your local health department](#) to determine if you are likely to spread COVID-19 to others and need to stay home longer.

- **For Anyone Who Has Been Around a Person with COVID-19**
  - It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness unless directed by a physician.

### **Isolation of Those Who are Sick:**

- Teachers will send any student exhibiting symptoms of COVID-19 (such as fever, cough, or shortness of breath) to the office.
- Staff members who begin to exhibit symptoms of COVID-19 (such as fever, cough or shortness of breath) will notify administration and come to the nurse's office.
- Student or Staff members will be immediately separated from other individuals in the nurse's office. (Isolation Room)
- The parent will be contacted for the student to be picked up immediately. Staff will be sent home.
- Depending on the severity of the symptoms, parents or staff will be advised to seek medical attention.
- Students and Staff will follow the return to school criteria before returning to school. (See Home Isolation Criteria for COVID-19)
- Students and Staff who have a virus or other medical issues not related to COVID-19 may return to school when 24-hours fever and symptom.

### **Notifying Health Officials and Close Contacts:**

- In accordance with state and local laws and regulations, school administrators will notify local health officials (Maricopa County Health Department), staff, and families of any case of COVID-19, while maintaining confidentiality. Maricopa County Health Department is the contact made 1<sup>st</sup> for guidance.
- Individuals who have come in close contact with a person diagnosed with COVID-19 will be required to stay home, monitor symptoms and follow CDC guidance and Home Isolation Criteria.
- The school will contact the Maricopa County Health and **may** require the quarantine of classes, individuals or the school based on **Health Official Guidance**.
- If a classroom or school is required to quarantine, the school will transition to distance learning

## ***Mental Health of Students and Staff:***

- The school will provide families with education, resources and the indicators that students or family members are suffering from anxiety, depression, or lack of coping strategies. Information to parents will be provided through parent leadership meetings, written information flyers, and school app.
- The school will provide professional development to all staff on the indicators that students or staff members may be suffering from anxiety, depression, or lack of coping strategies.
- The school will promote healthy eating, exercising, self-care and sleep habits. (Wellness Policy)
- The school will ensure all staff members are familiar with resources including national Crisis Response Network and Arizona's Crisis Response Network (CRN). National Distress Hotline: 1-800-985-5990.

**Despite all health and safety precautions and measures taken to mitigate the virus, Synergy Public School does not have the ability to control all variables including exposure to the virus and/or potential illness.**

**The above plan is subject to change throughout the year. It is meant to be a fluid plan. Any changes made will be shared with Governing Board Members and all staff.**