



# AJO UNIFIED SCHOOL DISTRICT NO. 15

111 N. Well Road, Ajo, AZ 85321 \* 520-387-7602 Phone

www.ajoschools.org \* 520-387-7603 Fax

## 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:

- Parent's 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 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.*
- Bus seating will establish 1 student every other seat (*exception permitted for students from the same household*).
- Lunchroom safety measures will be implemented: **(a)** Only 1 class will be permitted to line up at a time with floor markings to allow for social distancing **(b)**Lunches served on disposable items **(c)**Additional sneeze guards will be installed in food service line **(d)**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.



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- 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. *Face masks indoors, since 10/13/2021.*
- 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.

## **PROTOCOLS FOR EMPLOYEES:**

- 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 3 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.

## **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.



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- 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. One of the following needs to happen for the student or employee to return to campus:
  - If the student or employee is fully vaccinated and symptom free, they do not need to quarantine (stay home). However, it is recommended that individuals receive a COVID-19 test 5 days after exposure and continue to wear a mask.
  - The student or employee received a negative COVID test, 5 days after the date of contact
  - The student or employee quarantine for 10 days from the date of contact
- 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.