



STUDENT CHOICE HIGH SCHOOL
Mitigation Plan: Employee and Operational COVID-19
Requirements/Protocols

1. Reopening Plan

- a. Per the Governor's Office, all K-12 school sites will be closed through August 17th.
- b. This only refers to students (and non-employees) until further notice to include in-person communication and on-site enrollment (DocuSign is implemented for electronic enrollment), academic support, guidance planning, and new student orientation.
- c. Site leaders should follow draft [Reopening Plans](#) for site specific plans.

2. Employees

- a. All staff will report to work sites on designated day as indicated on our Work Calendars.
- b. District and Site operations will resume and function as best as normal utilizing virtual and telephonic communication with students and families.
- c. [People of any age with the following conditions are at increased risk of severe illness from COVID-19:](#) (Supervisors should report to Rachelle who meets the following medical criteria and determine "Work From Home Eligibility" - see Section 6. Medical documentation from employee's provider should be submitted to the district office for reasonable consideration of this health accommodation. *Employees who meet eligibility can opt to waive their option to work from home.*)
 - i. [Chronic kidney disease](#)
 - ii. [COPD \(chronic obstructive pulmonary disease\)](#)
 - iii. [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
 - iv. [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
 - v. [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)

- vi. [Sickle cell disease](#)
- vii. [Type 2 diabetes mellitus](#)
- d. District and Site leaders will work together to make preparations for communication, enrollment, academic support, student services, and technology needs per the COVID-19 Planning doc.
- e. Employees should review the protocol/policy in Bamboo and sign for acknowledgement and understanding

3. Resources

- a. [ADE Guidance](#)
- b. [CDC](#)
- c. [Dept of Health](#)
- d. [Distance Learning resources](#)
- e. [District Resources](#)
- f. [Cox Connect2Compete \(low income Internet\)](#)

4. Prevention and Mitigation Plan

- a. Follow [decision tree from CDC](#) for returning to work
- b. District Office and Site procedures:
 - i. Employees will sign in each day at the reception desk or designated area and complete the following daily routine:
 1. Complete daily COVID-19 Screener.
 2. Take temperature using a temporal thermometer. (Any employee with a fever of 100.4 or above will need to work from home until fever is gone for 3 days).
 3. Sanitize hands prior to entering their workspace.
 - ii. Add “occupancy signs” outside each office/area to ensure distancing requirements are being maintained
 - iii. [Post Prevention signs in bathroom and high-traffic areas](#)
 - iv. [Post Families First Coronavirus Response Act \(FFCRA\) in high visibility location for employees](#)
 - v. [Medical grade air filtration system](#) will be placed in district office/sites
 - vi. **For any employee believed to have been directly exposed to COVID-19, please follow [recommendations from CDC](#) and **District Policy/Exposure Plan (Section 5)** to determine next steps to include contacting Rachelle for notification. (*employee confidentiality should be exercised*)**
- c. **Employee responsibilities while working on site:**
 - i. Employees must keep >6 feet of distance from one another at all times OR [wear a face mask](#) if distancing cannot be ensured
 - ii. Work in assigned area ONLY
 - iii. Do not gather for lunches or exceed capacity for shared communal spaces

- iv. Restrooms should be wiped down (if possible) after each use
- v. Use respiratory etiquette and cover coughs
- vi. [Engage in frequent hand-washing](#)
- vii. Do not share supplies/technology with co-workers
- d. Cleaning
 - i. Wipe-out plan at end of day - sites should sanitize high traffic surfaces daily (*light switches, door knobs, desks, keyboards, phones, faucets, toilet handle*).
 - ii. [Ensure cleaning supplies meet EPA standards](#)
- e. Handwashing/Sanitizer - ensure products are readily available to students and staff
 - i. [Keeping you, your family, and community safe Fact Sheets](#)
- f. Signs of illness - Send home students/Staff with signs of illness (refer to CDC guidelines). If fever is present, employees are free of fever for 3 days before returning to school/work.
 - i. [Stay at Home if you're sick Worksheet](#)
- g. Posted Fact Sheets- sites should post at entrances and in restrooms
 - i. [Work and School Preventative Worksheet](#)

5. Exposure Plan

a. Employee tested positive for COVID-19 (or believe they have COVID-19) and has symptoms:

- i. Employee must inform SCHS and self-quarantine until they meet all these requirements:
 1. 3 days with no fever, without the use of fever-reducing medication, and
 2. Respiratory symptoms have improved and
 3. 10 days since symptoms first appeared or two negative test results in a row, at least 24 hours apart.
 - a. COVID symptoms:
 - b. Fever or chills
 - c. Cough
 - d. Shortness of breath or difficulty breathing
 - e. Fatigue
 - f. Muscle or body aches
 - g. Headache
 - h. New loss of taste or smell
 - i. Sore throat
 - j. Congestion or runny nose
 - k. Nausea or vomiting
 - l. Diarrhea

4. Employee can continue to work from home if they are able to do so pending eligibility in Section 6. If not, they would be eligible for FFCRA sick leave.

b. Employee tested positive for COVID-19 but has no symptoms:

- i. Employee must inform SCHS and self-quarantine for 10 days* from the date of the positive test or until they receive two negative test results in a row, at least 24 hours apart.
- ii. *This applies if the employee continues to have no symptoms. If they develop symptoms, they must then follow the requirements under #1 above.
- iii. Employee can continue to work from home pending eligibility (Section 6).

c. Employee had close contact with someone who tested positive for COVID-19 or with someone who was suspected to have COVID-19 based on symptoms:

- i. Employee must inform SCHS and self-quarantine for 14 days* after exposure based on the time it takes to develop illness.
- ii. Close contact is defined as within <6 feet for 15 minutes or longer. This includes situations in which a family/household member is diagnosed or has shown symptoms of COVID-19.
- iii. *This applies if the employee continues to have no symptoms. If they develop symptoms, they must then follow the requirements under 5a above.
- iv. Employee can continue to work from home pending eligibility (Section 6).

d. Employee had potential exposure but not likely to have had close contact:

- i. **Employee should monitor their health for symptoms and follow CDC guidelines if they develop symptoms. Refer to CDC guidelines:**
<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

e. Additional Updates:

- i. **Face Covering Policy:** Maricopa County has now mandated that face coverings be worn in public and when interacting with people outside of your immediate household. This means that unless you are working alone in an office, or at your desk with a minimum of 6 feet separation, you need to wear a face covering. SCHS will provide disposable surgical masks in the office. Employees can opt to provide their own personal face covering.
- ii. **Notifications:**

1. SCHS will notify employees immediately if we become aware of potential exposure from another employee or at one of our locations. If the source of exposure is an employee, their identity will be held confidential to the extent possible.
2. Employees are required to immediately inform SCHS if they are experiencing symptoms, test positive for COVID-19, or have had close contact exposure.

iii. Testing:

1. At this time, SCHS does not require employees to get tested for COVID-19 and it is their personal choice if they wish to do so at their cost. SCHS will follow CDC guidelines regarding when employees need to stay home and when it is safe to return to work.
2. Refer to CDC guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/and-home-isolation.html>

6. Work From Home Eligibility

i. For eligibility to work from home and remain on payroll, the Employee must ensure the following:

1. Meet CDC definition of exposure or test positive for COVID (Section 5)
-OR-
2. Meet medical (Section 2d) for increased risk of severe illness from COVID-19. (Employee's medical provider should complete the medical documentation and submit to Rachelle for approval for reasonable accommodation).
3. Designated in-state location for remote work. Submit address to District Office for approval. (*This cannot change without district prior approval due to Worker's Compensation*).
4. Access to home Internet with a bandwidth of at least 25 Minimum/50 Preferred Mbps. A speedtest can be done at <https://broadbandnow.com/speedtest> (evidence should be sent to Admin for IT, John Sands).
5. Use of school property at home should be limited to professional duties.
6. Environment should be conducive to a professional atmosphere during designated work hours allowing for virtual (video and audio) customer service with all stakeholders (supervisor, staff, students, families, and/or community partners).

7. Work hours/days should be maintained in accordance to Work Agreement. (*Work efficiency and accountability is subject to monitoring through district technology tools*).
8. If the above requirements cannot be met, employee should work with Supervisor for alternative options or consider using PTO/FMLA/FFCRA.

7. Virtual Tools/Learning Resources

- a. [Resource Hub](#) (Mentoring, Instructional Support/Tutorials, ELA Resources and MATH Resources)
- b. All staff are required to be proficient in Google Meets and etiquette to ensure video/virtual connection and participation in staff meetings and student outreach/engagement.
- c. Principals should monitor daily teacher activity and student progress using LMS activity reports.

8. Communication Plan

- a. Clever will be used as a portal to student and staff resources.
- b. Communication will be sent through the following platforms:
 - i. Email - all students and staff have designated SCHS emails
 - ii. OW - info posted and updated as needed
 - iii. Website - info posted and updated as needed
 - iv. Facebook - info posted and updated as needed
 - v. Letters - letter will be sent home with Trad students
 - vi. Remind 101/Text Now - not all schools utilize or have updated, but can use as a secondary tool (*be sure opt-in requirements have been met*).
 - vii. School Messenger
 1. Should serve as primary tool of communication which integrates with School Master.
 2. Sites should ensure contact info in SM is up-to-date.
- c. 30-day holds - sites should have plan for contacting these pending enrollees.
- d. phone needs while working remotely
 - i. Forward campus phone calls is an option or phone call can be forward using SMS from our phone system
 - ii. Personal cell phones can use *67 to make # private when calling students
- e. Mentor Plan
 - i. Expectations for frequency of contact
 - ii. Methods for contact and documentation
 - iii. Assign Secondary mentors - District employees
- f. Help Hotline **480-757-0711**
 - i. Posted on the website

- ii. How do we differentiate for needs?
 1. *laptop/tech need*
 2. *food needs*
 3. *diaper/infant needs*
 4. *academic*
 5. *Can we create a list of businesses hiring?*
- iii. Shifts to man the line
- iv. Communicate through all available mediums
- g. [Community Resources](#) posted on website
- h. [School Closure Student Needs Assessment](#) (see Freeman's example)
 - i. [Mentors can contact families and add notes](#)
 - ii. Could we use this opportunity to inquire about tech needs? (

9. School Closure Extended

- a. Trad
 - i. Notification Plan -
 1. Create phone tree system to make direct contact with students/families in the event school is closed or exposed. (Dept of Health will notify schools if there are any confirmed cases at school sites - district will follow their protocols).
 2. Post signs on the entrance of the site.
 3. When school resumes, inact phone tree system to notify students of ability to return to school.
 - ii. Attendance Plan
 1. Daily Meets check-in or OW completed lessons serve as evidence of attendance
 - iii. Tech Access Priority
 1. Priority 1 - Trad/ESS will have first priority to district-loaned laptops.
 2. Site distribution plans should be developed by principal
 - a. Principals create pick-up plan with controlled flow
 - b. Curb-side pick up process
 - i. Use gloves (delivered tomorrow but will check inventory on hand)
 - ii. Wipe down laptops if possible
 - c. Borrower form needs completed -consider process to reduce contamination
 - d. Principals should work with tech team to lock computers for non-use
 3. Internet access
 - a. SCHS can provide internet to low-income families (\$10 per month) - (Andrea and Jessica can assist with process)

- b. Application process (see Tala for guidance)-
[Connect2Compete](#)
 - i. Go to Cox online to begin process - Tala recommends starting this process for the family
 - ii. Have Didi share form letter with principals - this is required for the application

b. DRP

- i. Notification Plan
 - 1. Utilize communication tools listed above
 - 2. Sites can directly contact the few students who do attend daily.
 - ii. Tech Access Priority
 - 1. Priority 2 - Seniors/ESS with less than 3 courses
 - 2. Priority 3 - any student/ESS who attend daily and are actively working in OW
 - 3. Principals should notify John of needed inventory
 - 4. Site distribution plans should be developed by the principal
 - a. Principals create pick-up plan with controlled flow
 - b. Curb-side pick up process
 - i. Use gloves (delivered tomorrow but will check inventory on hand)
 - ii. Wipe down laptops if possible
 - c. Borrower form needs completed -consider process to reduce contamination
 - d. Principals should work with tech team to lock computers for non-use
 - 5. Internet access
 - a. SCHS can provide internet to low-income families (\$10 per month) - (Andrea and Jessica can assist with process)
 - b. Application process (see Tala for guidance)
 - i. Go to Cox online to begin process - Tala recommends starting this process for the family
 - ii. Have Didi share form letter with principals - this is required for the application
- c. ESS Students (see Sped Q/A doc in folder)
 - i. Provided with their provisions of FAPE outlined in IEP
 - ii. Provide services through virtual tools-
 - 1. [COVID-19 ESS SDI Reference Page \(Trad campuses\)](#)
 - 2. Plan for IEP meetings and new students
 - 3. OW is coded indicating eligibility/needs
- d. Community Centers

- i. Kroc
 - 1. Enable the process for school closure listed above
 - 2. Staff will report to Tempe to work from that site
- ii. YMCA's
 - 1. Enable the process for school closure listed above
 - 2. MV Staff will report to District office conference room to work from that location
 - 3. Glendale Staff will report to Peoria - P2 to work from that location