

# **Pomerene School**

## **2020-2021 SY**

(COVID-19 Guidance Document for Re-opening School)

**The Pomerene School District is a welcoming school community whose mission is to provide an engaging and safe learning environment, emphasizing quality education and traditional values that prepare students to seize opportunities for success!**

Furthermore, please know that we recognize the uncertainty you may be facing as you make plans for this coming school year and we are doing our best to address the questions and concerns we are all facing as a school.

- **We are committed to preserving each family as part of our school community through these very challenging times.**
- **We are committed to providing a rich Pomerene educational experience for our students.**
- **We will continue to communicate plans and decisions as they develop.**

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July 15, 2020

## Pomerene School Community,

I am pleased to announce that Pomerene School will be opening on July 23, 2020! We appreciate the overwhelming response to our survey, driving our decision to open early with distance learning opportunities. Unfortunately, our state's leaders are not permitting in-person school at that time. Our school recognizes that this distance learning situation may not have been the way you wanted the school year to start. We recognize the many frustrations associated with parents having to manage the academic needs of their children. This is especially true for working parents with younger children. We are committed to making our, allowable, distance learning opportunities the best they can be! As a student enrolled at Pomerene School on July 23<sup>rd</sup>, you can expect the following:

- Teachers will be in their classrooms from 7:30 AM to 3:30 PM, focused on the individual circumstances of each student, offering instruction and feedback on all assignments.
- Both online and paper opportunities will be available.
- Teachers will show leniency in their expectations of students and families based on the feedback you give them.
- During this time, between July 23<sup>rd</sup> and the day in-person school resumes, parents will have the ability to push on the brakes or the gas pedal in relation to the learning opportunities we offer.
- We aim to avoid causing frustration while simultaneously offering as much as is desired.
- Teachers will count on your feedback to ensure just the right amount of opportunities are being offered.
- Teachers will respond to any concerns you have in a timely manner.
- Breakfast/Lunch will be available for pick-up. There will be food service fees determined by your free and reduced lunch status. We strongly encourage all to fill out our free and reduced meals paperwork. These numbers help our school tremendously!

We look forward to making the best of this situation. We are confident that our efforts in working together with families will help us to ensure continued success for each of our students!

**Upon returning to school in-person, Pomerene students will not be required to wear a mask unless mandated by the state or county. At this time, masks are not required. However, masks are recommended.** With our extremely small class sizes, averaging 12, we are able to maintain good social distancing practices throughout the day. Face coverings will be provided and asked to be used only in very limited instances where social distancing is not achievable. We aim to eliminate the need to wear the face covering with good social distancing practices. However, we are asking that each student have one readily available in the event it is needed. Students will work throughout the day in cohorts, limiting exposure and allowing for more traditional student interactions. Please contact us with any questions or concerns you may have. More details to come...

With kindest regards,



Michael L. Sherman

Pomerene School Superintendent

[msherman@pomereneschool.org](mailto:msherman@pomereneschool.org)

## **We Have Two Plans for Opening the School**

1. July 23<sup>rd</sup> Distance learning
2. August 24<sup>th</sup> In-Person return to school

### **Plan 1: Distance Learning**

All students will be welcomed back to school with a personal communication from their teacher outlining expectations and procedures for all things related to your child's coursework.

- Teachers will be in their classrooms from 7:30 AM to 3:30 PM, focused on the individual circumstances of each student, offering instruction and feedback on all assignments.
- Both online and paper opportunities will be available.
- Google Classroom, Study Island, Marco Polo, Kahn Academy, and Odysseyware are among the list of platforms to be used.
- Teachers will show leniency in their expectations of students and families based on the feedback parents/guardians give them.
- During this time, between July 23<sup>rd</sup> and the day in-person school resumes, parents/guardians will have the ability to push on the brakes or the gas pedal in relation to the learning opportunities we offer.
- We aim to avoid causing frustration while simultaneously offering as much as is desired.
- Teachers will count on parent/guardian feedback to ensure just the right balance of opportunities are being offered.
- Teachers will respond to any concerns parents/guardians have, in a timely manner.

### **Grab and Go Lunches**

Grab and go Breakfast/Lunch will be available for pick-up at our drive-thru between 8:30 AM and 9:00 AM. If you are unable to pick up your lunches, you may call the school and make other arrangements. There will be food service fees determined by your free and reduced lunch status. We strongly encourage all to fill out our free and reduced meals paperwork. These numbers help our school tremendously!

Breakfast/Lunch orders must be made on Fridays for the upcoming week and will be made through SurveyMonkey. Parents/Guardians will receive a survey via text and email that will require them to indicate which days they will be purchasing a meal for the next week. Orders may be canceled by phone call to the office, by 3:30 PM the day prior.

*Need to pay for your child's lunch? There are several ways you can do so. We will take cash, check, money order, cashier's check and now you can use PayPal. When paying by PayPal there is no fee if you pay from either your PayPal balance or your checking account. There will be a small fee if you choose to use your debit or credit card.*

- 1. log onto your PayPal account (or set one up)*
- 2. Select Tab MONEY*
- 3. Select Tab Send or request Money*
- 4. Click on Send to Friends and family*
- 5. Type our new address cafeteria@pomereneschool.org*
- 6. Enter the amount you want to send (enter your child(s) name in the note section)*
- 7. Confirm the info and send*

Have questions? Give the office a call and we can help you out.

Office number: 520-586-2407

**\*Note- Distance Learning options may continue to be available after In-Person School opens. This will be contingent upon executive orders allowing for funding.**

*We look forward to making the best of this situation. We are confident that our efforts in working together with families will help us to ensure continued success for each of our students!*

## Conditions for In-Person Reopening

1. A decision to reopening will take into consideration, applicable state and local orders.
2. Orders may come from the Governor's Office, County Leaders, Arizona Department of Health Services, Local Health Departments.
3. Pomerene School is ready to protect children and employees at higher risk for severe illness.
4. Pomerene School is able to screen students and employees, upon arrival, for symptoms and history of exposure.
5. Pomerene School will conduct daily health checks/screenings when feasible and can include:
  - A. Visual symptom checks, which may include temperature checks.
  - B. Verbal/written confirmation from parent that student is symptom-free.
6. Pomerene School will encourage anyone who is sick to stay home.
7. Pomerene School will have procedures in place for when students or employees get sick.
8. Pomerene School will regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
9. Pomerene School will monitor student and employee absences and have flexible leave policies and practices.
10. Pomerene School will be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.

**\*Note:** Implementation (of CDC guidance) should be guided by what is **feasible, practical, acceptable, and tailored to the needs of each community.**

## **Plan 2: In-Person School**

Welcome all students back to our beautiful campus on the first day of in-person attendance, on **August 24<sup>th</sup>**. The Pomerene School community may follow specific health precautions which may be in accordance with our local, state, and federal requirements and will include, at a minimum, the following:

- Adults must attest to being symptom-free each day.
- Adults/Students will have face coverings readily accessible, to be used where social distancing is not reasonably achievable.
- Social distancing will be practiced to the extent that there is minimal need for face coverings.
- Personal hygiene will be emphasized.
- Extra Social Emotional support, related to the pandemic, will be provided to students and staff.
- Students will operate in cohorts, greatly reducing the chances of another schoolwide shutdown.
- Students will eat lunch with their cohort.
- Students will enjoy recess time with their cohorts.
- Staff will disinfect shared surfaces and equipment between uses.
- Pomerene School will reduce or, in some cases, eliminate shared materials.
- Pomerene School will be creative in finding ways to offer extra-curricular activities and actualize events shown on the school calendar, where possible.

### **Pomerene School Calendar 2020-2021 SY**

[https://drive.google.com/file/d/18kB\\_JguzNYdXUkTPCad8Ap\\_3XOEPX0TP/view?usp=sharing](https://drive.google.com/file/d/18kB_JguzNYdXUkTPCad8Ap_3XOEPX0TP/view?usp=sharing)

## Daily Health Screening

A staff member, will visually check each student and may take temperatures with a non-contact thermometer prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, will be taken to the student office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide 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 nurse/health aide observes that there are no other symptoms, the nurse/health aide 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 your student shows any of these signs at home please do not let them attempt to attend school.
- If we have a confirmed case present in the school, we will contact our county health officials to help determine the best actions to be taken.

**\*Note: Students that ride the bus will be screened before they are allowed to enter the bus.**

### **Continuum of Screening:**

**HOME** is the first point on the screening continuum. Families should self-report symptoms of illness, which could include fever, new onset of cough, or close contact with an infected individual. Please contact the school and let us know about any possible conditions; we will excuse these absences and provide distance learning

opportunities for them so they will not fall far behind or lose seat hours.

**TRANSPORTATION** is the second point on the screening continuum. Students will be screened, and if they have any of the above mentioned symptoms they will not be allowed on the bus.

### **SCHOOL**

is the final point on the screening continuum. Pomerene School will screen every individual that comes on campus to ensure they are not showing symptoms. If anyone is showing symptoms they will be asked to go home.

### **Student Drop off procedures**

We will have a drive thru drop off in front of the school running north to south. A staff member will meet you at the drop off point, screen your child for symptoms and see to it your child enters the school.

- Please do not leave until your student has been cleared to stay at school.

### **Student Pick up procedures**

Parents/Guardians may park and text their teacher to let them know they are here. Students will then be escorted to the parent who will remain at

their vehicle. If weather permits, we would ask that you stand in front of your parked vehicle to aid in this process.

Students waiting for pick up will be grouped with their cohort classes and monitored by staff.

### **Sports:**

We have an aspirational date of September 25, 2020, for our first volleyball games to take place. More information to come.

### **Bus Procedures:**

All bus riders will be screened prior to boarding the bus. Parents are asked to be present at their bus stop until their child or children have been cleared to board the bus.

- While on the bus, students will be seated by cohorts or with siblings. When possible, there will be an empty seat between cohorts.
- Students will be taught best practices for social distancing while riding the bus.

**\*Note:** Our bus is typically at only half capacity. However, students may be asked to wear their, readily available, face covering in the event our bus approaches its capacity.

### **Water Procedures:**

- All water fountains will be turned off. We will have water filling stations instead. Please send a refillable water bottle each day.

### **Enhanced Social Distancing:**

- Staff members will educate and remind students regularly to maintain the desired 6' of distance between individuals at all times possible. This will be done respectfully with a tone meant to result in understanding and not intended to be punitive in any way.
- **Small class sizes averaging 12 will greatly enhance Pomerene School's ability to practice good social distancing behaviors.**

### Common Areas:

- **Classrooms**- Operate in cohorts with social distancing behaviors practiced within.
- **Hallways**- Scheduling will allow for one cohort at a time to pass when possible.
- **Playgrounds**- Cohorts will be assigned to designated areas on a rotating schedule
- **Lunch Rooms**- Students will be seated at a table with their cohort class. There will be a desired 6' of distance between tables.
- **Restrooms**- In order to meet social distancing guidelines, restrooms will be limited to 2 students at a time.

### SIGNING IN OR SIGNING OUT STUDENTS

- Masks will be recommended for all visitors entering campus.
- All visitors will remain at the front office unless given permission otherwise.
- Office staff will be behind a plexiglass barrier to limit interaction between visitors and staff/students.
- Sick children will be kept in a designated area until parent/guardian/emergency contact picks them up.
- Custodians/office staff will be asked to promptly disinfect areas that the sick child was in. Staff will disinfect the office prior to other students entering the office.
- Teachers/Instructional assistants will wipe down (disinfect) door knobs/handles, counters, desks, tables, and shelves between each class period.
- Custodians will clean restrooms often, disinfecting toilets, sinks and urinals.
- Custodians will disinfect counters, door knobs/handles, windows, doors, handrails, and anything else that may be touched throughout the school day.

## Additional COVID-19 Protocols for Re-Opening Schools

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.

### STAFFING ASSIGNMENTS

At the district level, the public information officer (PIO) will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The PIO will ensure that each site has posters with messaging on hand-washing 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 lead janitor will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse, or other designee will coordinate and implement the protocols set forth in the **Step Two Protocols: Employees** section of this document for screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the superintendent, and
- informing the superintendent if absences of students and staff on any given day are above 10% or if there appears to be a cluster of respiratory-related illnesses.

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 waiver 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. (Office Manager)

### **STEP 2 PROTOCOLS: STUDENTS ON CAMPUS**

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

#### **Daily Health Screenings**

##### At home

Inform students and parents that 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.

Also, inform parents via registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Assure parents that students will have the opportunity to make up work missed due to symptoms of COVID-19.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

#### On the bus (optional)

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,<sup>1</sup> 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 the student's first period classroom. If eating breakfast, student will go directly to the cafeteria.

A 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 the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to

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<sup>1</sup> Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

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 nurse/health aide observes that there are no other symptoms, the nurse/health aide 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**

### Basic social distancing practices

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

Where possible, have students remain with the same groupings and the same staff throughout the day. Design schedules for middle and high school students to allow the same groupings of students to move from subject to subject as much as possible. Consider reducing class sizes as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

### Additional social distancing practices (see also [this link](#))

*Staggered school attendance.* Larger classes unable to effectively social distance will be considered for AM/PM schedules. Assign students to specific attendance schedules, with the remainder of instructional time to be completed through distance learning. Make assignments such that students attend in-person during assigned days and are provided with distance learning assignments and supports during non-in-person instructional time. Provide each student with the same amount of in-person and distance learning time unless distance learning is not necessary to ensure enhanced social distancing practices in that student's classroom, or an IEP team has determined that the student's least restrictive environment is home instruction placement.

*Drop-off/Pick-up procedures.* Keep in mind that some parents may not allow their children to ride the bus under current conditions, leading to greater crowding at drop-off/pick-up locations. The district should review current layouts to consider potential expansion of these locations when possible.

Implement staggered drop-off times so that not all students arrive on campus at the same time. Stagger pick-up times similarly. School administrators should determine the staggered arrival and pick-up times in a way that best meets the individual school's needs and reduces the number of students in common areas at the same time. As an example, grades K, 2, and 4 could be scheduled to arrive between 7:45 and 8:00 a.m., with grades 1, 3, and 5 scheduled to arrive between 8:10 and 8:25 a.m. OR students with last names A–L could be scheduled to arrive at 7:45, etc. (This latter approach will be helpful for families with multiple children at the same site.)

Require parents 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.

Kindergarten parents will be allowed to walk their child to the front door while best efforts in maintaining 6 ft. distances with others are made.

*Bus transportation seating options.* The district may consider the following seating options related to operation of district buses.

To the greatest extent possible given bus capacity, assign students to bus seats with one student per row and, when possible, an empty row between students. Where students can be assigned one per row, assign them to the seat closest to the window. Maintain maximum bus ventilation at all times, including open windows (weather permitting). Set ventilation to non-recirculating mode.

Additionally, consider adding the following guidelines to any of the options outlined above.

- When bus capacity will not allow for one student per row and an empty row between students, require students to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Require staff to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Load buses from back to front at bus stops, and unload front to back when at school (to minimize students passing by other students).
- Allow siblings to sit together if they wish.

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

Position desks 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it. If desks cannot be positioned 6 feet apart, consider requiring cloth face coverings, unless a health condition prohibits this.

Do not permit students to be physically grouped to work together. Instead, encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

*Communal spaces.* Guidelines for specific communal spaces are given below.

Hallways: Mark hallways 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:

Allow no more than one class at a time on playground equipment. Assign classes 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. Encourage teachers to be creative in employing techniques to maintain social distancing during unstructured time. Finally, require teachers and students to wash their hands following activities.

Lunch rooms:

Open the lunch room during lunch, with increased safety measures, including the following:

- Mark tables in the multipurpose room to indicate where students may sit.
- Assign students to a specific seat within their cohorts and the maximum distance achievable between students, and at least 6 feet between cohorts.
- Limit lunch room seating to the number of assigned seats.
- If students line up for lunch service, permit only one class to line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.
- Serve lunches on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect items while wearing gloves.
- Prohibit students from sharing lunch items with one another.

*Bathrooms.* Permit students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain social distancing. If feasible, add sneeze guards/partitions to sink areas. If sneeze guards or partitions are not possible due to physical layout or cost, limit the number of students in the bathroom to allow an empty sink between students during handwashing. Finally, display posters reminding students of proper handwashing techniques.

*Front offices.* If a glass/Plexiglas divider is not already in place, install sneeze guards or other partitions in front of the front desk. If this is not feasible, place adhesive tape on the floor 6 feet from the front desk and post signage directing visitors not to come closer than the tape markings.

### **Hand Washing**

Require all students 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.

### **Cloth Face Coverings**

Require students and staff to wear cloth face coverings, subject to the health condition exception stated below,

\* when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

\*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff.

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Students may bring their own cloth face coverings to and from school. When feasible, schools should also have a supply of face coverings available to provide students who cannot afford or do not have their own. Districts should provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

### **Student Belongings/Materials**

For younger grades and where possible, require that student belongings be kept in individual bins or cubbies labeled with each student's name. Belongings should be sent home for cleaning each day.

Do not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), have a staff member wipe down the item with disinfectant after each use.

### **Trips and Activities**

Field trips will be canceled. Have teachers 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), hold school-wide assemblies 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.

## **STEP 2 PROTOCOLS: EMPLOYEES**

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

### **Exposure Assessment and PPE**

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, must assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, provide the PPE to staff at no cost and train staff on its correct use.

### **Visitors to School**

Limit nonessential visitors and volunteers at school. Do not use parent volunteers in the classroom during the COVID-19 health crisis.

### **Daily Screening**

Do not allow employees 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.

Additionally:

If an employee's temperature is at or above 100.4, send the employee home. Inform employees that they must self-report any symptoms that develop during the day, and must remain home if they exhibit any of the symptoms identified above while away from school.

Have each employee take his/her temperature at home prior to arriving at work. Have the designated on-site staff member keep a daily checklist of employees who have affirmed that they were symptom-free upon arrival. Maintain these records in a separate file marked "Confidential." (Office Manager)

### **Handwashing**

Require employees 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.

### **Cleaning and Disinfecting**

Arrange for 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.

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

Assign schedules to janitorial staff for increased cleaning of surfaces and bathrooms throughout the day.

## **STEP 3 PROTOCOLS: STUDENTS ON CAMPUS**

### **Introduction**

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. Consult with local health officials for guidance. When a district, or a specific school site, progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

### **Social Distancing**

#### Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Staff members should continue to educate and regularly remind students to maintain 6 feet of distance between individuals at all times possible. However, increased social interaction among classes is permissible.

Note: Nonessential visitors and volunteers at school may continue to be prohibited. If volunteers and visitors to school are permitted, they should be limited in number and must agree to adhere to the district's social distancing and other protocols.

#### Drop-off/Pick-up procedures

If schools adopted staggered drop-off and pick-up times with specific time slots assigned to families, they may revert to a single drop-off/pick-up window for all families. If schools adopted a drop-off/pick-up process with a prohibition on parents getting out of the car, this may be lifted.

#### Communal spaces

*Playgrounds.* Permit classes to have staggered use time on playground equipment. Assign no more than two classes to a specific time slot, and schedule time slots such that there is sufficient time between classroom use for disinfection of the playground equipment.

*Lunch rooms.* If Option 1 was chosen for lunch rooms in Step 2 above, transition to Option 2: Open the multipurpose room during lunch, with increased safety measures, including the following:

- Mark tables in the multipurpose room to indicate where students may sit.
- Assign students to a specific seat with a minimum of 3 feet between marked seats.

- Limit multipurpose room seating to the number of assigned seats.
- If students line up for lunch service, permit only one class to line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, staff may serve food to each student at their assigned seat.
- Serve lunches on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect items wearing gloves.
- Prohibit students from sharing lunch items with one another.

### **Trips and Activities**

Field trips that can comply with the protocols in this document will be permitted *only* if the area to be visited is at a Step 3 of community mitigation. Teachers should continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School assemblies may be held in staggered groups to ensure that social distancing protocols can be maintained. Unless social distancing can be maintained with all students in the same room, school-wide assemblies must be held virtually with student groups remaining in their classrooms.

### **PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST**

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation to the superintendent **ONLY**. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.

4. Close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).
5. Determine 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). If so, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two scenarios has occurred:

Scenario one

- At least 3 days (72 hours) have passed since recovery, which is defined as:
  - (a) resolution of fever without the use of fever-reducing medications; and
  - (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged.

**OR**

Scenario two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).

**Please remember-**

**The Pomerene School District is a welcoming school community whose mission is to provide an engaging and safe learning environment, emphasizing quality education and traditional values that prepare students to seize opportunities for success!**

Again, please know that we recognize the uncertainty you may be facing as you make plans for this coming school year and we are doing our best to address the questions and concerns we are all facing as a school.

- **We are committed to preserving each family as part of our school community through these very challenging times.**
- **We are committed to providing a rich Pomerene educational experience for our students.**

\*We will continue to communicate plans and decisions as they develop.

**To the San Pedro Valley**

*Thank You*

**For Your Kindness,  
Your Commitment and  
Your Unwavering Support of**

**POMERENE SCHOOL**

*"Kindness is a language which the deaf can hear and the blind can see." —Mark Twain*



Pomerene Elementary School  
Serving the San Pedro Valley for over 100 years.  
Average Class Size Under 15  Homestyle meals  Friendly People  
For a personal tour call us 586-2704 or visit us at [WWW.pomereneschool.org](http://WWW.pomereneschool.org)



*We Hope to See You Soon!*