



# CVIT Reopening Plan 2020/2021- Revised January 2021

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## 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.

- The protocols that follow do not address whether CVIT should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made.
- The protocols are based on CDC “step” guidelines—specifically Step 2. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate.

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) Mike O’Neal, 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 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 the CVIT Central Campuses, the Maintenance Supervisors will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At the CVIT Central Campuses, a site administrator 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 Mike O’Neal, and
- informing Mike O’Neal if absences of students and staff on any given day are above 20%, or if there appears to be a cluster of respiratory-related illnesses.

The 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.

## **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 by email and directed to review a copy on the district website of the portions of these protocols that relate to students. 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 attend school if they are exhibiting any symptoms.

**The district will require a signed waiver letter from parents regarding these protocols.** (See CVIT Parent Waiver Letter)

Mike O'Neal is the designated COVID-19 point of contact. He will be responsible for answering parent questions regarding implementation of COVID-19 protocols. Mr. O'Neal's email address is mo'neal@cvit81.org, and his phone number is (928) 242-1907.

## **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 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.

### At school

Upon arrival at school, each student will proceed directly to the student's designated classroom.

A staff member, wearing appropriate PPE, will visually check each student and 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 instructed they must leave the campus and parents may be contacted for pick-up if required.

## **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 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.

Classrooms will have no more than 10 individuals (includes students and instructor) assigned at any given time during the day, unless the room's square footage can allow for more with everyone maintaining 6 feet of distance from one another at all times.

### Additional social distancing practices

#### *Staggered school attendance.*

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 day(s) and are provided with Hybrid online distance

learning assignments and supports during non-in-person instructional time. A Hybrid method will reduce student presence sufficiently to allow social distancing guidelines.

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.*

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.

*Classroom layout.*

For all classes, position desks 6 feet apart facing the same direction rather than facing each other. Do not use large tables for groups of students.

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 signage 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.

*Bathrooms.* Direct students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain social distancing. 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 or marker 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.

\*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.

\*\*\*

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.

Certain programs will require Plastic face guards in addition to face covers, which provide added protection for the wearer, and will be provided by District.

### **Student Belongings/Materials**

Do not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, medical instrument or tool), have a staff member wipe down the item with disinfectant after each use. Each Student will be provided with a personal sized hand sanitizer.

### **Onsite Support Services**

School will provide a safe place in their designated computer lab(s) at the EAC-Gila Pueblo Campus for students to have internet access and participate in their distance learning programs/courses as needed for support.

## **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.

For CVIT Staff, Step Two Protocols will be handled by the Business Manager/Superintendent.

At the CVIT Central Campuses, a site administrator 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 Mike O'Neal, and
- informing Mike O'Neal if absences of students and staff on any given day are above 40%, or if there appears to be a cluster of respiratory-related illnesses.

### **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.

Have each employee take his/her temperature at home prior to leaving for work; confirming that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

### **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.

### **Enhanced Social Distancing**

Require employees 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 example, 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.

### **Cloth Face Coverings**

Require staff members to wear cloth face coverings during interaction with students or other staff unless they cannot do so for health reasons. In these cases, have employees notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Have employees contact the district's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering.

Unless a health condition prevents it, require janitorial staff to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools.

Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible.

### **Cleaning and Disinfecting**

Arrange for daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, desks, and learning tools. Any 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.

### **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. For EAC Staff,- Immediately report the situation to the Campus Dean only.
2. For CVIT Staff, report to Business Manager/Superintendent. Confidentiality must be maintained to the greatest extent possible.
3. 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.
4. 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.
5. 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](#).

6. Determine whether other employees or students may have had close contact with the symptomatic individual. The CDC defines close contact as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. 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.
7. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until:
  - 10 days since symptoms first appeared, and
  - 24 hours with no fever without the use of fever-reducing medications, and
  - other symptoms of COVID-19 are improving.

### **PROCEDURES FOR CLOSE CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19**

If an employee has had close contact with someone who has tested positive for COVID-19 (the CDC defines close contact as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period) then the employee must quarantine. Below are quarantine guidelines for a few different scenarios:

- If the employee does not develop symptoms, they must quarantine for 10 days.
- If the employee does not develop symptoms and wishes to return to work earlier, they may produce a negative test result taken within 48 hours of the seventh day of quarantine, and return to work after 7 days of quarantine.
- If the employee develops symptoms, they must quarantine and isolate for at least 14 days and until symptoms improved. The employee should also be tested for COVID-19.

Protocols Regarding Actions Steps Upon Possible COVID-19 Exposure- Reporting and Notification – [Refer to The Trust Document](#)