

**HealthyVerify Procedures**  
Fowler Elementary School District  
July 30, 2020

These policies and procedures (“Procedures”) are intended to help Fowler Elementary School District (“Fowler”) reduce the risk that infectious diseases, including COVID-19, will be transmitted at its schools and facilities whenever it chooses to reopen. While no precautions can fully eliminate the risk of disease transmission, these Procedures are intended to create a healthier environment and provide key guidance. They are subject to change, however, as our understanding of COVID-19 continues to improve. As recommendations change, these Procedures will be updated during your period of certification. Further, as the extent of the community spread varies and new treatments become available, new information will be reflected in amended Procedures.

The HealthyVerify Procedures included in this document incorporate, and in some cases expand upon, portions of Occupational Health and Safety (“OSHA”) recommendations, Centers for Disease Control and Prevention (“CDC”) guidelines, and state-level recommendations. Certain provisions were developed by HealthyVerify specifically for the unique circumstances of Fowler’s operations. Finally, these Procedures incorporate portions of Fowler’s July draft of COVID-19 Safety Protocols, which were reviewed and approved by HealthyVerify prior to inclusion in these Procedures.

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## **I. Employees**

This Section will describe the procedures that apply specifically to Fowler employees.

### **A. Training**

All Fowler employees will be trained on all procedures and requirements in this document that affect them. Fowler will be responsible for ensuring that these Procedures are implemented consistently during the certification period. Fowler employees designated as Health Safety Managers, as described under Section IX, will be responsible for ensuring compliance at each Fowler school and facility.

### **B. Reducing Employee Risk**

Fowler employees fall into different categories of risk under OSHA's classifications. Employees working with students and the public are classified as a Medium Exposure Risk to COVID-19. This category is for jobs that require interface with the general public.

Fowler employees in environments that do not require contact with the general public, such as administrative managers and office staff that do not interface with the public likely fall into the Low Exposure Risk category. OSHA recommends that employers develop an Infectious Disease Preparedness and Response Plan for Low and Medium Exposure Risk settings. The procedures outlined in this document are intended to constitute such a plan for Fowler.

The CDC advises that one's risk of COVID-19 increases based upon the extent of an individual's interaction with students. Specifically, the CDC denotes three risk levels:

- Lowest Risk: Students and teachers participating in virtual only classes and activities;
- Medium Risk: Small in-person classes, wherein the classes stay together, and remain throughout across school days/groups do not mix. Students remain social distanced; and,
- Highest Risk: Full sized classes, where students mix throughout the day and share classroom supplies.

Depending on the structure of their class, employees interacting with students should be aware of their risk level and act accordingly, including being cognizant of social distancing measures, wearing protective equipment, washing their hands, and properly cleaning and disinfecting objects they touch.

This document attempts to incorporate portions of OSHA recommendations and includes elements of the CDC's guidelines in place as of July 17, 2020, along with the Arizona

Department of Education’s Final Draft of its Roadmap for Reopening Schools. In some cases, the procedures outlined herein go beyond OSHA recommendations.

### **C. Monitoring Employee Health**

Fowler will take the steps below to ensure that its employees remain healthy and minimize their risk of infecting themselves or others. All employees will be required to self-check their temperature at home before entering a Fowler school or facility to begin work. In addition, employees must commit to ongoing self-monitoring for illness symptoms and complete a one-time attestation that reflects this expectation.

#### **1. Temperature Checks**

Before employees are permitted to enter a Fowler school or facility and begin work, they will agree to self-check their temperature at home each day. Employees registering a temperature in excess of 100F will not be allowed to enter a Fowler school or facility, and Fowler will instruct them to adhere to this policy. Employees registering a temperature in excess of 100F will not be permitted to return to work until the timeframes described under Subsection 3 below expire.

#### **2. Symptom Screening Commitment and Attestation**

Fowler employees must monitor themselves for symptoms of illness while these Procedures are in effect. Employees will be directed to ask themselves the following three questions before reporting to work each day:

- a. Have you been in close contact with a person known to have COVID-19 since the last time you came to work?<sup>1</sup>
- b. Have you had a fever in the last 24 hours?<sup>2</sup>
- c. Do you have any new cough, shortness of breath, chills, sore throat, muscle pain, diarrhea or new loss of taste or smell?

If an employee can answer any of these questions in the affirmative, that employee should not come to work or enter a Fowler facility until the timeframes described under Subsection 3 expire. Fowler employees shall complete a one-time attestation indicating their understanding of, and agreement to follow, this policy. The format of this

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<sup>1</sup> For the purposes of this question, “close contact” shall be defined on the questionnaire pursuant to the CDC’s definition and in plain, easy to understand language (updated May 12, 2020). The CDC defines “close contact” as (a) being within approximately 6 feet of a COVID-19 case for a prolonged period [15 minutes] of time—including caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 patient—or (b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). *See* FN 2, COVID-19 FAQ, Centers for Disease Control and Prevention, available at [https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ffaq.html](https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ffaq.html)

<sup>2</sup> Fowler will make no-touch infrared thermometers available for employees to check their temperatures.

attestation will be at Fowler's discretion. Fowler will remind employees of this policy regularly while these Procedures remain in effect.

### 3. Returning to Work After Isolation

Employees who have fever or symptoms as listed in above Section (C)(2), or who have close contact with a person diagnosed with COVID-19 (at home or otherwise) will be permitted to return to work under the following circumstances:<sup>3</sup>

- If a symptomatic employee tests positive for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If a symptomatic employee tests negative for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
- If a symptomatic employee has not been tested: Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If an asymptomatic employee has close contact with a confirmed case of COVID-19: Stay home for 14 days and monitor symptoms, regardless of PCR or antigen test result.
- If an asymptomatic employee tests positive for COVID-19 (PCR or antigen testing): Stay home until 10 days have passed since the day the test was done.

*Special criteria for persons with severe/critical illness or who are severely immunocompromised:* Studies have shown that severely immunocompromised individuals and people who have severe/critical cases of COVID-19 can remain contagious longer than others. Therefore, ADHS released the following guidelines for these special cases:

- If an employee is symptomatic: Return to work after 20 days have passed since symptoms first appeared, at least 24 hours have passed since last fever (without the use of fever-reducing medicines), and other symptoms have improved.
- If an asymptomatic employee tests positive for COVID-19 (PCR or antigen testing): Return to work once 20 days have passed since first positive COVID-19

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<sup>3</sup> These criteria are based on ADHS 'Release from Isolation' guidelines.

PCR/antigen test was taken, unless symptoms develop, in which case the rule directly above applies.

Fowler shall encourage these employees to call their health provider for advice on testing for COVID-19.<sup>4</sup> Fowler will facilitate flexible sick leave policies and remote working or telecommuting options that enable employees to stay home when they are sick or when they have been exposed to a person with COVID-19.<sup>5</sup>

#### 4. Action Plan for a Confirmed COVID-19 Case

In the event an employee is confirmed to have contracted COVID-19, Fowler will take the steps below:

- a. If an employee contracts a confirmed case of COVID-19, that employee shall remain in home isolation pursuant to Subsection 3. All employees who have been in proximity<sup>6</sup> with that employee will be notified of their potential exposure and be advised to continue coming to work. As always, they will be required to wear a mask and socially distance, but they shall also be reminded of the role masks and social distancing plays in reducing the risk of transmitting COVID-19 to others. Additionally, employees who have come into contact with the infected individual should closely monitor their potential development of symptoms and stay home if they develop any symptoms described in Subsection 2. If these employees develop symptoms, COVID-19 testing is strongly encouraged. These employees may return to work based on the timeframes described in Subsection 3.
- b. Additionally, Fowler or its exposed employees may take a test-based approach. Under this approach, exposed employees who test negative may return to work immediately while continuing to wear a mask and maintaining social distancing. Any exposed employee who tests positive shall follow the protocol of self-quarantine and return to work as outlined in Subsection 3.

### **D. Protective Attire**

This Section will describe the protective attire that Fowler employees must wear whenever they are in a Fowler facility.

#### 1. Masks

Fowler employees will be required to wear masks at all times. These masks may be disposable or made of cloth. If made of cloth, the mask shall conform to the CDC's

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<sup>4</sup> The Arizona Department of Health Services ("ADHS") maintains a list of available testing sites here: <https://www.azdhs.gov/COVID19testing>

<sup>5</sup> This provision is in accordance with CDC and ADHS recommendations.

<sup>6</sup> Note that 'proximity' at work differs from "close contact" as described elsewhere in these procedures. "Close contact" is as defined by the CDC and as described in Footnote 1.

guidance on homemade face coverings.<sup>7</sup>

## 2. Gloves

Fowler employees are not required to wear gloves unless a specific procedure states otherwise.

## 3. Eye Protection

Fowler employees are not required to wear eye protection unless a specific procedure states otherwise. In those instances, goggles or face shields may be used.<sup>8</sup>

### **E. Respiratory Etiquette and Social Distancing**

Employees will adhere to social distancing guidelines, meaning that a 6 ft. minimum distance should be maintained from other employees, students, and other individuals whenever possible. Employees will also be reminded to refrain from touching their faces, mouths, and eyes, as well as the need for them to practice proper respiratory etiquette. Respiratory etiquette includes covering one's coughs with a tissue and throwing the tissue away, sneezing into one's upper sleeve instead of one's hands, and washing hands or using hand sanitizer after coughing or sneezing.

### **F. Hand Washing and Cleanliness**

Employees shall keep their hands as clean as possible by washing them regularly with soap and water for at least 20 seconds. Employees shall also be reminded to wash or sanitize their hands at the following times:

- After blowing one's nose, coughing, or sneezing;
- After using the restroom;
- Before eating or preparing food; and,
- After contact with animals or pets.
- After using shared equipment.

As described under Subsection E, employees will also be encouraged to wash their hands before and after touching their face, or to use hand sanitizer on these occasions. Finally, employees will be reminded to avoid handshakes.

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<sup>7</sup> The CDC's instructions for the construction and use of cloth face coverings are available at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

<sup>8</sup> Note that face shields are suitable only for use as eye protection, not as a replacement for masks. Therefore, they must be worn in conjunction with masks.

## **G. Meetings**

Fowler will adopt the following practices for meetings:

- In-person meetings will be avoided whenever possible and virtual platforms used as an alternative.
- If in-person meetings are unavoidable, Fowler shall ensure that social distancing is maintained, meaning that employees will keep a 6 ft. distance from one another, and meeting group size shall be limited to 10 or less people unless otherwise necessary. All participants shall wear masks and the meetings will be held in the largest space practical. Confined areas, such as conferences rooms that would require attendees to be in close proximity to one another, should be avoided.
- Common or shared sources of food such as buffets, potlucks, shared water or beverage dispensers, etc. are prohibited.
- Any equipment used in meetings should be disinfected with either alcohol wipes or a disinfectant spray containing at least 70% alcohol prior to use, pursuant to the methods described under Section VI.

## **II. Students**

Fowler students will be required to undergo ongoing health monitoring and temperature checks, in addition to wearing masks and conforming to cohorting procedures described in detail below.

### **A. Monitoring Student Health**

Fowler will require that parents monitor their child's health on a daily basis and keep their child at home if the child is experiencing illness symptoms or comes into close contact with a person known to be infected with COVID-19. This expectation, which is provided below, will be communicated to parents through any means Fowler deems appropriate, and will be in addition to consistent, ongoing reminders included in subsequent Fowler communications:

*Fowler Elementary School District now requires that you, as a parent or guardian of a Fowler student, closely monitor your child for illness symptoms including fever every day before sending your child to school. For the health and safety of our children, faculty, and community, please review the questions below. Consider the following questions every day before you send your child to school. If any of the following apply to your child, keep your child at home.*

- *Has your child had a fever, which is defined as a temperature of 100F or above, in the last 24 hours?*
- *Has your child experienced any new cough or shortness of breath, runny nose,*

*sore throat, headache, chills, muscle aches, abdominal pain, vomiting, diarrhea, or any loss of sense of smell or taste?*<sup>9</sup>

• *Has your child been in close contact – at home or otherwise – with a person known to have COVID-19 since the last time he or she came to school? (Close contact is defined as being within 6 feet of an infected person for a period of 15 minutes or longer.)*

Note that the parent monitoring requirement described above is to be implemented in conjunction with temperature checks conducted either before boarding buses or on-site at Fowler schools, which are described under Subsections IV(E) and III(A), respectively. Parents should be informed that these temperature checks will be implemented jointly with the home symptom monitoring described above.

Any child who has a fever as defined above or any of the symptoms listed above shall stay home, and the child’s parents/guardians shall be required to communicate the absence to Fowler’s front office. The student will be allowed to resume on-campus classes according to criteria described in Subsection B below. For these students, Fowler will facilitate remote or virtual learning access. Further, it will encourage students who are sick to stay home without fear of reprisal by temporarily discontinuing perfect attendance awards, consistently educating parents on symptoms and criteria to stay home, and reassuring parents that there will be no negative impact on school performance and evaluation if their child needs to stay home when sick.<sup>10</sup>

With respect to instances of “close contact,” parents/guardians shall be encouraged to immediately share this information with Fowler. Children who come in close contact with an individual who has a confirmed case of COVID-19 may only resume on-campus classes as described in Subsection B below.

Fowler’s registered nurse, Nurse Julie Davis, will be informed when any student develops symptoms of COVID-19 or has come in close contact with an individual who has COVID-19, and she will contact the affected family to share health resources with them.

## **B. Returning to School After Illness**

Students who have a fever or are exhibiting any other symptoms listed above under Subsection A, or who have close contact with a person diagnosed with COVID-19 – at

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<sup>9</sup> See more on symptoms for children; Erin K. Stokes, MPH; Laura D. Zambrano, PhD; Kayla N. Anderson, PhD; Ellyn P. Marder, DrPH.; Kala M. Raz, MPH; Suad El Burai Felix, MPH; Yunfeng Tie, PhD; Kathleen E. Fullerton, MPH. Coronavirus Disease 2019 Case Surveillance – United States, January 22-May30, 2020. Morbidity and Mortality Weekly Report, Centers for Disease Control and Prevention. June 19, 2020. Vol. 69(24);759-765.

<sup>10</sup> This provision was included based on the Arizona Department of Education’s guidance on reopening schools and CDC guidance, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

home or otherwise – will be permitted to return to class on-campus under the following circumstances:<sup>11</sup>

- If a symptomatic student tests positive for COVID-19 (PCR or antigen testing): Return to school after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If a symptomatic student tests negative for COVID-19 (PCR or antigen testing): Return to school after they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
- If a symptomatic student has not been tested: Return to school after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If an asymptomatic student has close contact with a confirmed case of COVID-19: Stay home for 14 days and monitor symptoms, regardless of PCR or antigen test result.
- If an asymptomatic student tests positive for COVID-19 (PCR or antigen testing): Stay home until 10 days have passed since the day the test was done.

*Special criteria for persons with severe/critical illness or who are severely immunocompromised:* Studies have shown that severely immunocompromised individuals and people who have severe/critical cases of COVID-19 can remain contagious longer than others. Therefore, ADHS released the following guidelines for these special cases:

- If a student is symptomatic: Return to school after 20 days have passed since symptoms first appeared, at least 24 hours have passed since last fever (without the use of fever-reducing medicines), and other symptoms have improved.
- If a asymptomatic student tests positive for COVID-19 (PCR or antigen testing): Return to school once 20 days have passed since first positive COVID-19 PCR/antigen test was taken, unless symptoms develop, in which case the rule directly above applies.

Fowler teachers shall encourage parents of ill students to call their health provider for advice on testing for COVID-19.<sup>12</sup> As described under Subsection A, Fowler will facilitate remote or virtual learning that enables students to stay home when they are sick or they have been exposed to a person with COVID-19, without negative impact on their learning

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<sup>11</sup> These criteria are based on ADHS ‘Release from Isolation’ guidelines.

<sup>12</sup> COVID-19 Testing Sites in Arizona can be found at <https://www.azdhs.gov/COVID19testing>.

or school performance.<sup>13</sup>

### **C. Mask Requirement**

All students, with the exception of those with special health needs, will be required to wear a face mask. These masks may be disposable or made of cloth. If made of cloth, the mask shall conform to the CDC's guidance on homemade face coverings.<sup>14</sup> Fowler shall inform families about how to properly clean their children's face masks.

### **D. Cohorting and Social Distancing**

Fowler will group students into "cohorts." Cohorts are groups of students that will remain together throughout the school day and not intermingle with individuals in other cohorts. Cohorting minimizes the risk of exposure to illnesses outside of the cohort, and should a member of the cohort become infected, it facilitates contact tracing among affected students. Cohort parameters will be established at Fowler's discretion and may be assigned by classroom or other groupings as appropriate. Fowler will limit intermingling between cohorts – student and employee groups will remain as static as possible by having the same groups of students interact with the same employees each day, and this applies during class, recess, and on buses, to the extent possible.

Students will also maintain a 6 ft. minimum social distance between one another and Fowler employees whenever possible. Although this may not be feasible at all times, it will be encouraged by Fowler employees and students may be reminded of this requirement with announcements and signs. Students will also follow the markings that designate distancing requirements in Fowler schools that are described in more detail in Section III.

### **E. Students with Disabilities or the Medically Vulnerable**

Special accommodations, along with compliance with all applicable state, federal, and local laws, shall be made for Fowler students with disabilities or those with unique medical needs. Where possible, these students should wear masks and maintain a 6 ft. social distance, and employees who interact with these students should be informed that wearing masks in their presence is uniquely important. To the extent possible, these students should arrive at school at a separate, staggered start time and maintain a staggered schedule that allows for separation from other students. Virtual or distancing learning options should be readily available for these students. Fowler will also ensure that it protects the privacy of those students at higher risk for severe illness regarding underlying medical conditions.

### **F. Students with Vulnerable Individuals in Their Household**

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<sup>13</sup> This requirement is critical to enhance compliance with self-reporting symptoms and contacts and is included in the Arizona Department of Education's reopening guidelines.

<sup>14</sup> The CDC's instructions for the construction and use of cloth face coverings are available at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

Fowler will ensure that virtual or distancing learning options are readily available for students living in the same household as adults or other children with disabilities or who are medically vulnerable if these families opt for distance learning.

### **III. Campuses and Classrooms**

Fowler will implement the procedures described in this section relating to its buildings and operations at schools and in its facilities.

#### **A. Student Arrivals**

If at all possible, Fowler should increase the number of entrances in the school and direct each cohort to enter through a specified entrance.

Upon arrival at school, students will go directly to their classroom or a designated area to meet their cohort. Fowler employees will remind students throughout the campus during arrival times to go directly to this classroom or meeting area immediately, and parents will be informed and reminded of this policy. Full day students who eat breakfast at school will report to their classroom and be served breakfast there.

As each student enters the campus, a Fowler employee will perform a temperature check using a touchless, infrared forehead thermometer. Employees will wear gloves and eye protection, in addition to masks that are required at all times, while performing these checks. Students will be reminded to maintain a 6 ft. distance from one another and will not congregate such that distances cannot be maintained while waiting for their temperatures to be checked. Students registering a temperature in excess of 100F will be accompanied by the employee to a quarantine area, as described in Subsection B below.

#### **B. General Campus Measures**

Fowler will take the steps below to minimize the risk of infection at its schools:

- Playgrounds will be closed during the initial phase of reopening.
- Signs will be placed on water fountains that indicate they are not to be used. Instead, students and employees will be directed to obtain water from water stations that enable touchless water bottle filling.
- Fowler shall ensure that each school's ventilation system is operating properly.
- Fowler shall phase timing of work performed at schools by non-teaching employees or contractors according to the urgency for the work performed and the number of students present at campus to ensure that only necessary staff is present on campus. (See Subsection C below regarding Visitors for additional detail.)
- Hand sanitizing stations will be placed throughout the campus with signage asking students, employees, and visitors to use them frequently.

- Fowler will close cafeterias and temporarily convert them to a “Quarantine Area” for children who have fevers or other symptoms associated with COVID-19. The Quarantine Area will include marked areas within it that feature cots spaced with 6 ft. intervals between them. Cots will be made of a material which allows for quick disinfection with chemicals described in Section VI. Quarantine Areas will be monitored by a School Health Aide when in use – who will be wearing a mask, eye protection (goggles or face shields), gloves, and other Personal Protective Equipment as deemed appropriate by Fowler medical staff. Quarantine Areas will have a restroom available exclusively for use by ill students in the Quarantine Area. Note that Fowler should maintain a separate isolation area for students with non-COVID-19 related symptoms or injuries that are in need of care
- If possible, Fowler should keep each cohort in one classroom throughout the day. If this proves impossible, Fowler will extend the amount of time allowed for moving between classrooms and place floor markings and signs in hallways indicating “lanes” in which students and employees should walk within to maintain social distancing. These signs will direct the flow of traffic in hallways. Fowler should also take steps to ensure that any areas of schools that may result in crowding, due either to the building’s layout or student tendencies to congregate in a particular area, should be closed or marked so as to ensure these crowding bottlenecks do not occur.

### **C. Visitors**

Fowler will strongly discourage visitors from entering its schools, except in emergency situations. Visitors are considered those individuals who are not essential for Fowler operations, such as parents or vendors. Parents picking up students should report to the school’s front office and meet their child there. In the event a campus visitor is necessary and unavoidable – for example, a technician performing an unscheduled building repair – that visitor will be required to wear a mask, have their temperature checked, and will be subject to the symptom screening described under Subsection I(C).

### **D. Classrooms**

Fowler will ensure that the following steps are taken in its classrooms:

- Students will have assigned seating with their cohort.
- Desks will be placed 6 ft. apart from one another wherever possible and will be positioned such that they face the same direction. Desks will not be placed in a manner that results in students facing one another.
- Each student’s belongings should be kept separate and isolated from one another, such as designated cubbies or partitioned storage. Cubbies or other in-classroom storage should be assigned to individual students and be consistently used by that

student.

- Whenever possible, the sharing of objects between students should be discouraged. (This includes personal belongings like backpacks or cell phones.) For essential supplies like pencils, pens, books, etc., if possible, provide the student with their own “pack” of supplies to use that is labeled with the student’s name and used exclusively by that student. For any other shared classroom equipment, wipe down the shared equipment/supplies with either alcohol wipes or if unavailable, sprays that contain at least 70% of alcohol after each student’s use.
- All cloth items will be removed from classrooms.
- The maximum classroom occupancy of each classroom has been established by the District, and this figure will be displayed on classroom doors. Under no circumstances will this number be exceeded.
- Only those Fowler employees deemed essential for being in the classroom will be permitted entry.
- Each room will have hand sanitizer for the room for both student and employee use, and if running water is available in the room, students will be encouraged to wash hands frequently.
- Extra water bottles and face masks will be kept on hand in each classroom for students who forget to bring these items with them.

## **E. Restrooms**

Fowler will ensure that the following steps are taken regarding its school restrooms:

- Cohorts will use a designated restroom on campus and use that restroom at scheduled times each day, although students may use the restroom outside of designated times if they need to.
- Depending on each restroom’s capacity, only a limited number of students should be permitted to use it at time. A limited hall or restroom pass system may be used to minimize the number of students in the restroom at one time.
- If possible, students should be encouraged to use (whether through prior instruction or signage) every other urinal and bathroom sink in restrooms to facilitate social distancing. If this is not possible, Fowler may consider installing physical barriers such as plastic flexible screens between sinks. Restroom stalls are exempt due to their inherent physical barrier design.
- Students shall be reminded, via signs and/or verbal reminders, of the importance of using the proper hand washing technique.

- High touch surfaces in restrooms shall be cleaned and disinfected pursuant to Section VI every two to three hours during the school day.
- Restroom occupancy limits will be posted outside each restroom and shall not be exceeded.
- Teachers will monitor students and ensure that students wash hands in restrooms where sinks are visible.

#### **F. Playgrounds and Recess**

Playground equipment will be closed during the initial phases of reopening. Cohorts will be maintained during recess. Recess will consist of primarily stretching and other “moving-about” breaks that allow for students to maintain social distancing. Other activities that allow for social distancing, like running or games such as “Simon Says,” may be used during recess. Outdoor recess, when possible, is preferable. Indoor recess activities that permit social distancing include bingo or games like I Spy, Ship to Shore, Captain’s Waiting, or others.

#### **G. Field Trips, School Gatherings, and Extracurricular Activities**

During the initial phase of reopening, field trips, school gatherings like assemblies, and extracurricular activities involving groups of students should be avoided. Activities like choir, band, theater, or any activity that is difficult to undertake while social distancing and/or wearing a mask should be avoided. During this phase, school-sponsored sporting events are also discouraged, but if unavoidable, the steps described under Subsection H below should be taken.

#### **H. Youth Sports**

Youth sports are initially suspended for the 2020-2021 school year. Fowler will consider applicable CDC, ADE, and AZDHS guidelines when considering options for the resumption of its athletics programs.

#### **I. Parent Pick-Up**

Students will leave the school building and walk to a designated outdoor area for pick up. Fowler will ensure that students maintain social distancing while they walk to the designated area.

### **IV. Buses and Transportation**

Fowler provides transportation services that help its students get to and from campus. The sections below detail how Fowler will mitigate the risk of infection through its transportation operations, and include procedures for vehicle disinfection, vehicle assignment, route planning, and procedures to be taken during routes.

## **A. Vehicle Disinfection**

To reduce the risk of any surface becoming contaminated within a Fowler vehicle, drivers will be responsible for ensuring all high touch surfaces in these vehicles are disinfected before each route. Surfaces to be disinfected include interior and exterior door handles, the steering wheel, dashboard, center console, shift lever, seat belt buckles, switches and heat/cooling controls, keys, grab handles, seats, seat adjustment handles and if applicable, garage door opener remote controls. These surfaces will be wiped down with alcohol-based wipes or spray containing at least 70% alcohol, and this must occur prior to the commencement of each route. For example, for a vehicle performing a single route, before picking up students in the morning the assigned driver will perform this wipe down, and it will be repeated before picking up students for the return trip home. For vehicles performing multiple routes, disinfection should occur before the first route in the morning and in between routes, prior to the next group of students who are picked up. Vehicles will be thoroughly cleaned and disinfected pursuant to the methods described under Section VI at Fowler vehicle sanitation stations.

## **B. Ventilation**

When the weather allows it, windows will be opened to increase ventilation on the bus.

## **C. Vehicle Assignment**

Wherever possible, vehicles will be used consistently by the same driver and students. Drivers shall be assigned to the same vehicle and routes each day, and accordingly, the same group of students will ride in the same vehicle. Fowler will also maintain records of each driver and student who uses a vehicle each day in the event contact tracing is needed.

## **D. Route Planning**

Wherever possible, routes will be shortened to reduce the number of students in a vehicle at any one time and help to facilitate the distancing measures described under E below.

## **E. Procedures During Routes**

Drivers and students shall wear masks during routes. Signs will be placed on buses, pursuant to the ADE Roadmap for Reopening, encouraging students and parents not to go to school if exhibiting symptoms. If a driver observes a student that he or she believes may be ill during a route, the driver shall inform the Fowler nurse's office.

Drivers will use the bus's non-recirculating air conditioning function to improve ventilation within the vehicle and whenever possible and safe, and as weather allows, open the windows for air to recirculate. The number of riders in a bus at any one time will be minimized and the space between them shall be maximized. If feasible, students on the bus will have assigned seating and siblings should be seated together.

All drivers and children shall wear masks while they are in Fowler’s buses, except for children who cannot tolerate a mask for valid medical reasons.

**V. Fowler Offices**

This Section will describe the procedures that apply to Fowler’s offices and the employees who work there.

**A. Social Distancing**

All employees who work in the office shall be mindful of Fowler’s social distancing policy and ensure that they do not come within 6 ft. of any other individual unless absolutely necessary.

**B. Masks**

Masks shall be worn at all times unless an employee is in their own office and has no reason to believe that they will come within 6 ft. of any another individual.

**C. Shared Equipment & Supplies**

Fowler should limit the use of shared equipment and supplies to the greatest extent possible. Any shared equipment or supplies must be cleaned and disinfected pursuant to Section VI after each use. Only one employee may be near the copy machine at any given time.

**D. Employee Procedures Apply**

The procedures described in Section I apply to office employees, including the “Monitoring Employee Health” procedures described in Section I(C).

**VI. Cleaning and Disinfection of Schools, Facilities, and Vehicles**

Fowler employees and cleaning staff shall follow the CDC’s Disinfecting Facilities Guide instructions that apply to the item being cleaned. These instructions are detailed below.

**A. High Touch Surfaces**

High-touch surfaces include, tables, chairs, shared classroom equipment, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets, floors, and sinks. These surfaces must first be cleaned with soap and water, rinsed, as possible and then disinfected with an EPA-registered disinfectant. High touch surfaces in vehicles described under Subsection IV(A) do not require cleaning with soap and water and may be cleaned using the solutions described below or disinfecting wipes containing 70% alcohol. High touch surfaces that are electronics, and therefore are not suitable for cleaning with soap and water, are addressed in Subsection C below. The disinfectant used must be one of the following:

- An EPA-registered disinfectant.<sup>15</sup>
- A diluted household bleach solution mix with:
  - (1) 5 Tablespoons (1/3 cup) bleach per gallon of water OR
  - (2) 4 Teaspoons bleach per quart of water.
- An alcohol solution with at least 70% alcohol.

High touch surfaces shall be cleaned and disinfected every 2 to 3 hours. When using either the bleach or alcohol-based solution described above, the solution will be left on surface for at least 1 minute prior to wiping clean. The employee cleaning the surface shall wear gloves and ensure good ventilation while disinfecting.

## **B. Soft Surfaces**

Soft surfaces include any carpeted floor, furniture, rugs, and drapes. Soft surfaces must be cleaned as often as OSHA guidelines normally require. Soft surfaces shall be treated, as appropriate, according to one of the following procedures:

- Cleaned using soap and water or with cleaners appropriate for these surfaces.
- Laundered according to the manufacturer's instructions. The warmest appropriate water setting shall be used, and items will be dried completely.
- Disinfected with an EPA-registered disinfectant.

## **C. Electronics**

Electronics include touch screens, keyboards, tablets, and remote controls. Electronics shall be cleaned based on their number of users. Devices used by one employee shall be cleaned once daily, and devices used by multiple users shall be cleaned after each user is finished using the device. If possible, wipeable covers will be placed on electronics. Electronics will be cleaned as follows:

- By following the manufacturer's instructions for cleaning, OR
- If unavailable, with alcohol-based wipes or sprays containing at least 70% alcohol. Surface will then be dried thoroughly.

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<sup>15</sup> Products that are EPA List N disinfectants shall be used. Current List N disinfectants may be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Disinfectants that are not included on List N must carry a label that features an EPA registration number and lists human coronavirus as a target pathogen. If the product does not, a bleach solution or alcohol solution, as described in Subsection VI(A) above, shall be used instead.

## **VII. Infected Persons Protocol**

In the event Fowler becomes aware of a COVID-19 infected person on its properties or in its vehicles, the steps below shall be taken. These steps described the procedure the be followed for both infected persons and areas occupied by that person or persons.

### **A. Infected Persons**

Fowler shall separate employees and students exhibiting COVID-19 symptoms immediately. These employees and students should be sent home as soon as possible. If any person exhibiting COVID-19 symptoms cannot leave campus immediately, he or she will go to the Quarantine Area in the cafeteria. If a Fowler employee identifies a student who is demonstrating COVID-19 symptoms, they will direct that student to the Quarantine Area and, if that employee is not the student's teacher, notify that student's teacher that the student is going to the Quarantine Area. The employee will then escort the student to the Quarantine Area, where the nurse will determine whether the student should remain on campus or be sent home. If the student is sent home, they will be sent with materials regarding COVID-19 and a description of the policy regarding returning to school. The school nurse (or another designated Fowler employee) will personally contact the parent or guardian of the student. School nurses and aides working in the Quarantine Area shall wear masks, goggles, and gloves when caring for ill persons.

If it is later confirmed that the symptomatic individual has COVID-19, Fowler shall warn teachers and parents/guardians of the children in the cohort that a member of the cohort has become infected, in accordance with ADHS guidance, while still maintaining the child's anonymity.

### **B. Occupied Areas**

If Fowler determines that a person infected with COVID-19 has entered one of its facilities, vehicles, or campuses, Fowler will ensure that all areas or vehicles where the infected person is known to have entered, where feasible, will be cleaned pursuant to the methods described under Section VI as soon as possible.

## **VIII. Food Safety**

Fowler shall follow the following practices relating to serving food:

- Follow all applicable state and local food regulations for safe food handling, in addition to the FDA's 4 key steps to food safety.<sup>16</sup>
- Wash, rinse, and sanitize food contact surfaces such as food equipment after each use using an EPA-registered disinfectant.

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<sup>16</sup> The FDA's Safe Food Handling guide is available at <https://www.fda.gov/media/91319/download>.

- Wrap food containers to prevent cross-contamination.
- Discontinue use of any kind of shared serving methods, such as salad bars, self-service buffets, or beverage service stations, napkin dispensers, utensil dispensers, or condiment stations. (Note that although Fowler will be serving students meals in classrooms, such shared serving methods should not be utilized outside of the cafeteria either.)
- Fowler shall offer food handler retraining to its employees that handle food. Employees handling and serving food shall wear masks and gloves at all times.
- Any third-party food companies that make deliveries to facilities or campuses should be updated regarding the social distancing and mask wearing policies included in this document.
- Ensure that any machines used to wash plates, bowls, dishes, and/or silverware are properly operating. Note that the use of disposable plates and silverware is preferred.

## **IX. Compliance**

To ensure that these procedures are fully implemented in all its schools and facilities, Fowler will designate certain employees as Health Safety Managers and Health Safety Specialists. These designations and the scope of responsibilities assigned will be determined as Fowler deems appropriate.

### **A. Health Safety Manager**

Fowler shall designate one employee at each of its schools and facilities as that location's Health Safety Manager. Health Safety Managers will be responsible for ensuring that the procedures outlined in this document are implemented at that Manager's location. Health Safety Managers will follow a daily checklist to ensure that the tasks outlined in this document are completed. The checklist will include:

- Monitoring cleaning frequency of high touch surfaces and ensuring high touch surface signs are updated according to cleaning schedules.
- Ensuring protective attire (masks, gloves) is worn by employees.
- Ensuring daily screening is performed before each employee begins work.
- Ensuring social distance is being promoted among employees, students, and visitors.
- Monitoring employees and students for visible signs of COVID-19.
- Ensure there are adequate supplies of paper towels, tissues, disinfectant wipes, or sprays, and no-touch trash cans.
- Handle communication with parents and guardians relating to COVID-19. [This is a suggestion. Fowler has discretion in making this delegation.]

## **B. Health Safety Specialists**

Health Safety Managers may appoint other Fowler employees as Health Safety Specialists to carry out specific disinfection, cleaning, or other needs. Health Safety Specialist responsibilities may include all or part of the Fowler employee's job during their shift. These responsibilities shall be determined at the discretion of the Health Safety Manager and may be as limited or extensive as is deemed appropriate by Fowler.

## **X. Parent, Family, and Community Engagement and Communication**

In accordance with Arizona Department of Education guidelines,<sup>17</sup> Fowler shall determine parent, family, and community expectations regarding its strategies and communications related to COVID-19. Fowler will provide each of these stakeholder groups with regular two-way communication and provide training and guidance on the measures it is taking with respect to COVID-19 and use both distance learning and in-person tools and protocols. Fowler shall provide training and resources for best practices for resuming classroom teaching and learning for special populations; and engage in conversation about sensitivities and needs in respect to individualized student plans and needs.

Further, communications will emphasize the importance of adults self-monitoring their health and watching for symptoms in children. Communications will reference the symptoms described under Subsection I(C). Additionally, Fowler shall inform families that they play a significant role in reducing the risk of COVID-19 transmission at Fowler, and therefore, they should maintain social distancing as much as possible and wear masks whenever they might come within 6 ft. of an individual who does not reside in their home.

**\*Note: Implementation of these HealthyVerify Procedures will not eliminate the risk of disease transmission. Employees, students, and others may still become ill or transmit diseases to one another despite these Procedures being followed. HealthyVerify does not determine whether Fowler or any school campus should open or not or when the most appropriate time to open may be. Any determination to open for the school year should be determined by the relevant school district authorities in coordination with state and local health authorities. Fowler and its individual campuses will be responsible for notifying state and local health authorities of any outbreaks among students or employees, and if occurring, whether school closures (total or partial) may be needed.**

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<sup>17</sup> This provision is taken from the ADE's Considerations for Teachers in Reopening Schools, June 2020, available at <https://files.constantcontact.com/cbebfe4e101/4c929282-94f5-4920-b8e7-21b3e6d77fb7.pdf>.