



**2020-2021 COMPREHENSIVE PLAN
for
delivering educational programs and services
during the current covid-19 pandemic**

INSTRUCTIONAL OPTIONS

The District has identified several learning options for the 2020-2021 school year. Regardless of the option implemented or selected, teachers and staff will leverage existing district adopted curriculum resources and utilize Google Classroom as the learning management system.

IN-PERSON LEARNING

There are three different options that offer some form of in-person learning. **The availability or ability to implement the various options depends upon the severity or rates of COVID-19 in the community and relies upon state and county public health benchmarks and guidance.** Instruction will be supplemented with activities (in-person and virtual) that will support concepts taught in the class, but the primary learning mode will reflect an in-person learning environment. Students who attend in-person will practice health and safety precautions outlined in this document. **Parents/guardians whose child(ren) attend in-person classes on campus will be required to sign a COVID-19 Waiver Form as part of the return to campus procedures.**

The in-person instruction options include:

OPTION 1 - 1 Day On Campus and 1 Day Zoom 2 Days Via Google Classroom
VIRTUAL STUDENTS will have Zoom scheduled Sessions - 1 Day

- Split students into groups via Alphabet - 12-14 students, estimated per classroom
- Each group has one day a week on campus, one synchronous day on Zoom, along with two days of asynchronous learning.
- This option allows teachers proper preparation time for all student instruction (virtual and in-person).

Pros	Cons
Sufficient planning time	Students on campus only 1 time a week
Virtual Only students receive more equal access to direct instruction from the teacher	Connectivity issues will continue for some students
Direct instruction from the teacher 2 days per week – 1 day in-person and 1 day ZOOM	Teachers struggling with technology adaptation may continue to struggle
The Distance Learning option remains in use which makes it easier to make the transition	Less opportunities for Virtual Only students to have collaborative learning via ZOOM and possible reduced access to tutoring

Group A

Monday	Tuesday	Wednesday	Thursday
On Campus	Asynchronous	Synchronous- ZOOM	Asynchronous

Group B

Monday	Tuesday	Wednesday	Thursday
Asynchronous	On Campus	Synchronous- ZOOM	Asynchronous

Group C (Virtual only) divided into Group A and B

May be able to attend class via Zoom during on campus times relative to Group A or B placement (depends upon teacher and/or assigned class).

Monday	Tuesday	Wednesday	Thursday
Asynchronous	Asynchronous	Synchronous-ZOOM	Asynchronous

OPTION 2 - 2 Days On Campus and 2 Days Via Google Classroom
VIRTUAL STUDENTS will work Via Google Classroom

- Split students into groups via Alphabet - 12-14 students, estimated per classroom
- Alternating Days i.e. Monday-Wednesday or Tuesday-Thursday in-person instruction
- Alternating lunch times
- Each group has two days a week on campus and two days of asynchronous learning.
- This option allows for more direct in-person instruction, but does not allow for adequate preparation time or time to work with virtual/online only students as teachers have students in class everyday and are limited to a daily, 53-minute planning period.

Pros	Cons
All students on campus twice a week	Less planning time for virtual students
Direct, in-person instruction twice a week	Less opportunities for Virtual Only students to have collaborative learning via ZOOM and possible reduced access to tutoring
Least restrictive environment	Teacher time available to meet with individual students will be more limited.
Fewer connectivity issues for in-person students and some staff	

Group A

Monday	Tuesday	Wednesday	Thursday
On Campus	Asynchronous	On Campus	Asynchronous

Group B

Monday	Tuesday	Wednesday	Thursday
Asynchronous	On Campus	Asynchronous	On Campus

Virtual Only students will also be assigned to Group A or B and may join class via Zoom during on campus class times depending on their Group A or B placement and teacher and/or assigned class.

**OPTION 3 – All students on campus every day, all day.
VIRTUAL STUDENTS will work Via Google Classroom**

- This option allows for more direct in-person instruction, but does not allow for adequate preparation time or time to work with virtual/online only students as teachers have students in class everyday and are limited to a daily, 53-minute planning period.
- Alternating lunch times

Pros	Cons
All students on campus all week attending all classes following their daily schedule	Less planning time for virtual students
Direct, in-person instruction all week every day	Less opportunities for Virtual Only students to have collaborative learning via ZOOM and possible reduced access to tutoring
Least restrictive environment	Teacher time available to meet with individual students will be more limited.
No connectivity issues for in-person students and staff	<u>This option, due to the high percentages/rates of COVID-19 infection in the community, is not currently a viable option for safe implementation.</u>
	Inability to implement and adhere to social distancing guidelines due to the number of students in classrooms and on campus.

Virtual Only students may join class via Zoom during on campus class times depending on their teacher and/or assigned class.

*Depending on the number of virtual only students, one or more class periods per day may need to be designated for virtual learning.

DISTANCE LEARNING (VIRTUAL) ONLY

Parents/guardians may choose to have their child(ren) continue to receive instruction, at home, even if in-person instruction is an option for students if they (the parent(s) feel that it is in the best interest of their child(ren). If the distance learning only option is chosen, the student(s) will receive all instruction virtually within their home until the end of the current school year. Distance learning only as an option for the balance of the 2020-2021 school year will consist primarily of asynchronous instruction where students work independently on assigned tasks or contact their teacher for further instruction or tutoring. Where feasible, some students participating in the distance learning only option for some classes may have an opportunity to participate in some synchronous classes/activities. Students will be provided with a daily schedule to follow.

ASSUMPTIONS



Five assumptions will guide the Santa Cruz Valley Union High School District decisions, preparations, and actions as we deliver our programs and services in light of the COVID-19 pandemic. These decisions will provide a framework should there be a need to modify instruction and operations, close school or make decisions regarding reopening.

- All decisions will be made with the health and safety of all students and staff as the primary factor. Health and safety considerations for students and staff at school as well as home will be evaluated when making these decisions.
- The District will work with local, state and national agencies to follow established guidelines, Executive Orders, and recommendations. Due to finite budget resources and other limitations posed by facility capacity, staffing, supply chain and budget restrictions, alignment with these guidelines will take place **to the greatest extent possible**.
- Given the complexity of issues created by the pandemic, the District recognizes and supports personal responsibility for students, parents/guardians, staff and the community in the decision making process.
- The District will maximize resources to ensure equitable education of all students within the school district.
- The District will work with families to provide the necessary resources to address educational, nutritional and social emotional needs.

The priorities of the plan are to:

- Slow the spread of the virus within our school community
- Limit the number of illnesses and potential deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruptions
- Minimize economic and academic losses

GUIDING PRINCIPLES

Five educational guiding principles will guide District decisions, preparations, and actions as part of the educational process. These principles include:

1. Ensure a safe learning and working environment for students and staff.
2. Maximize student learning experiences, as allowed by state guidelines.
3. Ensure all students receive instruction that meets state and federal standards and have the necessary supports for success, including:
 - a. Social-emotional wellness and health supports
 - b. Access to technology
 - c. Additional support to meet the needs of special populations.

4. Provide training, time and support necessary for staff to prepare to provide a high quality learning experience in clean and safe schools.
5. Provide proactive, clear communication to all families and staff.

DAILY SCHOOL PROCEDURES AND EXPECTATIONS



STAFFING ASSIGNMENTS

- Superintendent Roberts and Principal Jenkins will coordinate all messages to the public regarding reopening, possible closure, and other COVID-19 related information. Administration will ensure that the district has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout the campus and posters at building entrances, reminding individuals not to enter if sick.
- Superintendent Roberts and Principal Jenkins will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols, to the extent possible.
- Mr. Hector Longoria, Facilities Director, will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.
- Principal Jenkins, along with the school nurse, will coordinate and implement the protocols for students and staff. The school nurse will also be responsible for communicating any reported case of COVID-19 among the school population to Debi Tabeling, Human Resources Director, and informing her if there appears to be a cluster of respiratory related illnesses occurring within the student and/or staff groups.
- At the school or site, the Principal 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, to the extent possible.

- In conjunction with district administration, the athletic director and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.
- The special education director and 504 coordinator will coordinate with 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.

DAILY HEALTH SCREENINGS

Employees will not be allowed to work on-site 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
- new loss of taste or smell

Additionally, each employee will take his/her temperature at home prior to arriving at work. If an employee's temperature is at or above 100.4, the employee needs to stay home. An employee's arrival at school for the day is to be considered indicative of the employee not having the listed symptoms.

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
- new loss of taste or smell

Students will have the opportunity to make up work missed due to symptoms of COVID-19.

ON THE BUS * Face Masks are required at all times

- Bus Drivers will visually check each student.
- Students will have assigned seats loading back to front by bus stop.
- Students in same household will sit together.
- Social distancing will be enforced as much as possible.
- Students will unload front to back to limit exposure as much as possible.

ARRIVAL AT SCHOOL * Face Masks are required at all times

- Students will enter through main gate located between District Office and High School Office.
- All students will be required to wear masks.
- Bus riders, who eat breakfast on campus, will be encouraged to head directly to the cafeteria where they will eat breakfast with social distancing measures in place.
- Parents who drop-off/pick-up students on campus must do so without getting out of the car.
- Student walkers and drop offs, who eat breakfast on campus, will be encouraged to head directly to cafeteria where they will eat breakfast with social distancing measures in place.
- Teachers will prop doors open by 7:45am to allow students to enter without touching doorknobs.
- All students will be encouraged to use hand sanitizer upon entering and exiting the classroom.
- Prior to entering their first period classroom each student will be visually checked by a staff member/teacher for wearing appropriate PPE and for symptoms.

Any student with visible symptoms of runny nose, cough or shortness of breath, will be sent to the Nurse's Office. The Nurse will take the student's temperature and if the student has a fever at or above 100.4, parents may be contacted for pick-up with the following possible exception:

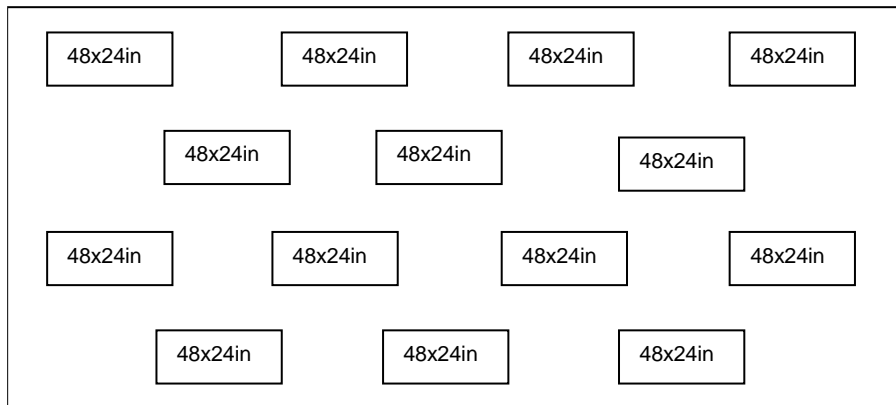
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms (including no temperature), the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or if there have been any COVID-19 exposures in the home. If not, the student may return to class.

IN CLASS * Face Masks are required at all times

- Staff members and teachers will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.
- All Asynchronous students that accidentally arrive at school will be supervised in a designated area until they can be picked up by a parent or transported back home.
- All students will be encouraged to use hand sanitizer upon entering and exiting the classroom
- Students will wipe desks that have been sprayed during passing period to allow the 3-minute kill time disinfectant to work.
- Students will be encouraged to use hand sanitizer after disposing of their paper towels and return to their assigned seat.
- Teachers will have seating charts that students will adhere to. This information will be available to administration upon request.
- Teachers and students shall wear their face masks during the entire scheduled class period. A teacher may take off their mask when they are alone in their classroom.
- Water fountains are closed and water bottle fillers are being installed on campus. Therefore, students will be allowed to have translucent water bottles with them.

- Teachers shall stagger the release of students from class to avoid clustering and gathering at the end of each class period. The teacher will release the row closest to the door first, followed by each consecutive row.
- Teachers will immediately begin spraying student workstations with disinfectant as students depart their classrooms.

CLASSROOM LAYOUT (Sample)



- Classroom floors may be marked with adhesive tape to indicate where individual desks/workspaces should be located.
- Desks will be situated 6 feet apart when possible.
- All desks will face same direction in the classroom when possible.
- Students will be assigned seats.
 - Students will sit in designated areas only.
 - Additional chairs may be removed from classrooms.
 - Students will remain seated for the entire class hour unless permission given by the teacher.
- Students will use technology for collaborative work.

Bathrooms

Students will be encouraged to maintain social distancing in the bathrooms whenever possible. Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

Hallways

Hallways may be marked, where feasible, with adhesive tape to direct students to stay on one side of the hallway for each direction of travel.

PASSING PERIODS * **Face Masks are required at all times**

- Prior to the release bell, the security guard or available administration will prop open all exterior building doors.
- Teachers will make sure that classroom doors are propped open prior to student release (allowing students to exit and enter next class without touching doors).
- Masks are always required to be worn during passing periods, even when students are physically distant from other individuals.
- Students will be encouraged to walk on the right side of the hallway to allow social distancing while moving from classroom to classroom.
- Teachers and administration will encourage students to get to their next class as soon as possible, avoiding social gatherings.
- At the end of the passing period, the security guard or available administration will close all exterior building doors.

Cafeteria

Seating in the cafeteria will be marked to indicate where students may sit so that social distancing can be maintained when feasible. If students line up for lunch, markings will be placed on the floor to indicate where students should stand to maintain social distancing and/or staff will assist students in maintaining social distancing.

LUNCH (sticker or marking on ID to indicate Group)

- Students will be released for lunch in 3 separate groups.
 - CFS Lunch will be from 11:00 - 11:20
 - Group 1 will go to Lunch from 11:47-12:22 (35 mins)
 - Group 2 will go to Enrichment 11:47- 12:40 (53 mins)
 - Group 1 will go to Enrichment 12:22- 1:15 (53 mins)
 - Group 2 will go to Lunch from 12:40 - 1:15 (35 mins)
- Students will be required to wear face masks until they sit down at a table to eat. Once done eating, students will be required to put their face masks back on.
- Cafeteria doors may be propped open if necessary to ensure appropriate air circulation.
- Students will be socially distanced, to the extent possible, in the cafeteria and out in the commons
- Students will sit in clearly marked designated areas only.
- Assigned teachers will monitor students for 15 minutes on a rotating schedule.
- All eating and seating areas will be cleaned and sanitized before all scheduled uses.

RELEASE OF SCHOOL DAY * Face Masks are required at all times

- Teachers shall stagger the release of students to avoid clustering and gathering at the end of school. The teacher will release the row closest to the door first, followed by each consecutive row.
- All students are expected to leave campus immediately. Exceptions will be allowed for:
 - Tutoring
 - Athletes
 - Extracurricular activities
 - Co-Curricular activities
- Students requiring tutoring will report directly to that teacher.
- Athletes will report directly to practice.
- Students will be required to wear their mask as they exit campus. Students taking the bus home are required to keep their masks on until they are dropped off.

CLEANING AND DISINFECTING

- Facilities staff will sanitize and disinfect indoor spaces throughout the campus on a nightly basis using fog atomizer sprayers supplied with recommended chemicals.
- All frequently touched surfaces, such as door handles, sink handles, water bottle fillers, desks, and learning tools will be cleaned and disinfected daily.
- If any of the following are being used: outdoor tables, benches, sports equipment and any other shared items will be cleaned between uses by groups of students.
- Bus seats and windows will be disinfected after each use (e.g. after the morning routes and after the afternoon routes).
- Janitorial staff will be assigned schedules 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:

1. Immediately report the situation to their immediate supervisor 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 and arrange to send the employee home in a safe manner. If the employee is able to self-transport, the employee should go home or to a health care provider immediately. If the employee is not able to safely self-transport, staff should arrange to 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, an ambulance will be called (call 911).
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear PPE or a cloth face covering and will maintain six feet distance from the student at all times unless there is an emergency. A parent will be contacted immediately to pick the student up. If the student appears to be in medical distress, an ambulance will be called (call 911).
4. Whenever possible, close off any areas that the sick employee or student were in for a prolonged period (greater than 30 minutes). Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation in those areas. After 24 hours, thoroughly clean and disinfect all surfaces in the area as 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 direct exposed individuals to monitor their health closely, to contact their health care provider if possible, and/or to self-quarantine for 14 days to see 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 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

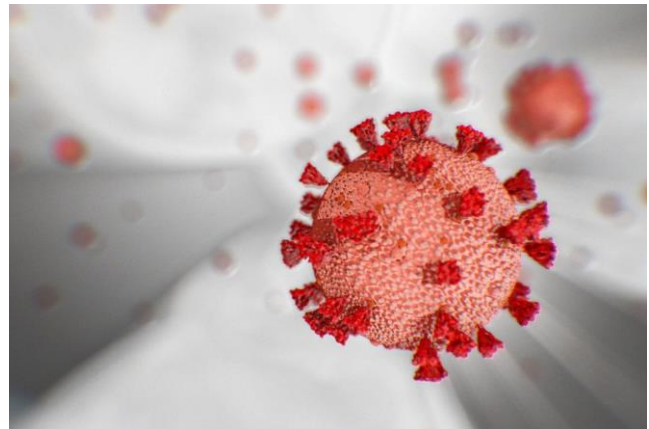
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected at least 24 hours apart (total of two negative specimens).
7. A doctor's release and/or clearance is required prior to return to school (employee and/or student).

COVID-19

This section provides a detailed summary of health and safety recommendations that will be implemented to prevent the spread of COVID-19, as well as best practices when addressing confirmed cases of COVID-19 within the district.

PREVENT THE SPREAD

Santa Cruz Valley Union High School District will continue to collaborate with local and state health officials to ensure a safe and healthy learning environment for students and staff. Any person entering the school or district facilities will be required to follow all public health recommendations and guidelines. Summarized below are current health and safety recommendations based on available information as of October 2020. Please note that these guidelines may be subject to change as public health situations evolve or more information becomes available.



Social Distancing and Cohorts

- Encourage students and staff to maintain a six feet distance from each other.
- Minimize or modify mass gatherings of large groups such as assemblies, cafeterias and staff meetings based on state and federal guidelines.
- Maintain as much social distancing as possible on buses and while outside, including before and after school and school lunch breaks.
- Utilize mandatory seating charts in all classrooms to minimize close contact exposure
- Maintain cohorts for students when possible.

Building Use

- Non-essential visitors will not be allowed on campus to minimize exposure and lower building capacity.
- Signage and messaging will be displayed in highly visible locations throughout the school campus to encourage healthy habits such as hand washing, traffic flow, social distancing, and proper use of face coverings.

Personal Protective Equipment (PPE)

- As a result of Governor Ducey's Executive Order 2020-51, all staff, visitors, and students must wear face coverings/masks while in District and school buildings. This policy will be in effect until the Arizona Department of Health Services determines that face coverings are no longer necessary or recommended to contain the spread of the virus.
- Additional barriers such as sneeze guards will be utilized in high volume areas to reduce exposure.
- Gloves are required for Food Services workers and custodians at all times, and recommended for staff who are cleaning or sanitizing an item or surface.

Handwashing and Hygiene

- Proper handwashing techniques will be expected and reinforced to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Students will be encouraged to wash or disinfect hands throughout the day, including when entering the classroom, prior to lunch and after breaks.
 - Hand cleaning time will be built into the day and students will be asked to wash or disinfect hands at each of the above intervals.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue or place their mouth and nose in the crook of their elbow. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or hand sanitizer should be used.

Shared Objects

- The sharing of items that are difficult to clean or disinfect will be discouraged.
- The use of digital coursework will be utilized whenever possible to minimize the sharing of textbooks and other belongings.
- Every effort will be made to provide adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- Students and staff will avoid sharing electronic devices, Chromebooks, books, and games or learning aids whenever possible. If sharing is necessary, items will be disinfected in between uses.

Personal Responsibility

The District recognizes the importance of strong positive relationships between parents/guardians, staff and schools for student success. Working together to prevent the spread of COVID-19 will also ensure a safe learning and working environment for all. The following expectations are essential for creating the safest school environment:

- Adults should screen themselves and their children daily for signs of COVID-19. This should include taking temperatures and looking for a fever, cough, or shortness of

breath. This will be especially important for individuals identified in the high risk categories.

- All staff and students shall take their temperature taken daily prior to coming to the campus.
- Staff and students with a temperature exceeding 100.4° will be sent home.
- Staff and families will be educated about the importance of staying home when appropriate.
 - Staff and students who are sick should stay home. This includes all individuals who have a temperature greater than 100.4°.
 - Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
 - Staff and students who have recently had close contact with a person with COVID-19 must follow the District guidelines outlined later in this section.
 - Policies and communication regarding truancy will also be evaluated to accommodate those who stay home when sick.

PREPARATION FOR WHEN SOMEONE GETS SICK

The following CDC guidelines will be utilized by the District in the event a staff member or student gets sick while at work or school:

- **Stay Home When Sick**
 - Staff and families should not come to work or school if they or their children become sick with COVID-19 symptoms or test positive for COVID-19. They must notify their immediate supervisor or school if they or their child has become sick with COVID-19 symptoms or tests positive for COVID-19. If they or their children have been exposed to someone with COVID-19 symptoms they must follow guidelines outlined in the **Close Contact of COVID-19 section.**
 - In the event a member of the household tests positive, the staff or student is required to abide by the guidelines outlined in the **Close Contact of COVID-19 section,** which includes quarantining for 14 days.
- **Isolate and Transport Those Who are Sick**
 - If a staff member or student is suspected of having COVID-19 at work/school, staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school will be immediately separated.
 - Staff who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
 - Students will be released to their parent/guardian and follow CDC guidance for caring for oneself and others who are sick.
 - An isolation area will be made available to separate anyone who has COVID-19 symptoms until they can be removed from the campus. The school nurse will use standard and transmission based precautions when caring for sick people.
- **Clean and Disinfect**
 - The District will close off areas used by a sick person and not use these areas until after cleaning and disinfecting.

- The District will wait at least 24 hours before cleaning and disinfecting, if feasible. If this is not feasible, the District will wait as long as possible before starting disinfecting procedures. These procedures are outlined in the **Facilities section** of this document.
- **Notify Health Officials and Close Contacts**
 - In the event the sick staff member or student receives a positive test for COVID-19, the procedures outlined in the subsequent subsections will be followed.

CONFIRMED CASES OF COVID-19

If there is a confirmed case of COVID-19 in the District, a short-term closure of some or all facilities may be implemented. A confirmed case is identified as **an infected person being in a school/district building**. In such cases, the District will implement the following procedures.

Coordinate with Local Health Officials

Once the District learns of a confirmed COVID-19 case of someone who has been in a District building, the District will immediately notify local health officials. Health officials will help District administrators determine an appropriate course of action based on the case and potential exposure.

Temporary Closure of Facilities

The District may dismiss staff and students at the school site or facility depending on the situation. An initial short-term closure will allow time for the local health officials and District administrators to assess the situation and determine appropriate next steps, including making the determination if an extended closure is necessary to stop or slow further spread of COVID-19. During the assessment period of a temporary closure:

- Local health officials and District administrators will establish recommendations for the scope (e.g., a single class, multiple classes, the entire school) and duration of closures.
- Extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies and sporting events) may be canceled based on a case-by-case basis.
- Staff, students, and their families of the impacted class or building will be discouraged from gathering or socializing elsewhere.

Communication

The District will work closely with local health officials to disseminate accurate and timely communication (letters) regarding confirmed COVID-19 cases and any class, school or facility closures.

Cleanliness During Temporary Closure

The District will implement the following procedures for the impacted school or district building:

- Areas used by the individual(s) with COVID-19 will be secured and a staff will wait, when possible, a minimum of 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. If feasible, outside doors and windows will be opened to increase air circulation in the area.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, the District will use the most common EPA-registered disinfectants and chemically fog the entire area. The District staff will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Extending a Closure

The decision to temporarily close a school site or facility is not taken lightly, and the extension of a closure may take place if deemed necessary to stop or slow the further spread of COVID-19.

- Depending on exposure and health and safety factors, some facilities may be allowed to open for limited uses during a temporary or extended closure.
 - Teachers may be allowed to develop and deliver lessons and materials virtually from their classrooms, thus maintaining continuity of teaching and learning.
 - Other staff members may be allowed to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed on site should be made in collaboration with local health officials.
- District administrators will work in close collaboration and coordination with local health officials to make closure and cancellation decisions. The nature of these actions (e.g., geographic scope, duration) may change as the public health situation evolves.
- District officials will seek guidance from local health officials to determine when students and staff should return to school and what additional steps are needed for the safety of the school community.

Supporting Students During a Closure

In the event of a school closure, the District will ensure continuity of educational and support services for all students. These include implementation of distance learning, provision of essential medical and social services, and ensuring continuity of food service programs.

Returning to School or Work

The following CDC guidelines will be utilized by the District when a staff member or student **has a confirmed case of COVID-19**. These guidelines also provide specific steps that must be completed prior to returning to school/work following a positive test for COVID-19. **All staff and students with a confirmed case of COVID-19 will stay home for 14 days after the date the positive test is taken.** Upon confirmation of a positive test, staff must inform their school site or Human Resources of the test results immediately. Parents must inform their child's school of a positive COVID-19 test. Staff and students may return to work or school upon meeting the following criteria*:

- At least 14 calendar days have passed since the date of their first positive test or documentation from a doctor or local health department allowing the return to work, **AND**
- Staff/student has no fever for at least 72 hours prior to returning (that is three full days of no fever without the use of medicine that reduces fevers), **AND**
- Other symptoms have improved (for example, when cough or shortness of breath have improved), or symptoms were never present.

****In all cases, staff and students are expected to follow the guidance of their doctor and local health department. The decision to return to work/school should be made in consultation with healthcare providers and state and local health departments. Some people, for example those with weakened immune systems, may continue to shed virus even after they recover, hence additional guidance may be necessary.***

CLOSE CONTACT OF COVID-19 POSITIVE PERSON

The following CDC guidelines will be utilized by the District when a close contact has been identified. Per the CDC guidelines, a close contact is an individual who has been within six feet, for 15 minutes or more, of a person who has tested positive for COVID-19. The timeframe for having contact with the confirmed individual includes the period of time 48 hours before the individual becomes symptomatic.

Staff should notify supervisor/principal and Human Resources of a close contact. To the greatest extent possible, staff and students will be notified if they meet the criteria of a close contact of a confirmed case. This notification may come from local health officials or the District. If a student or staff member feels they may meet the requirement for close contact, but they have not been notified of a close contact situation, they may voluntarily choose to follow the guidelines presented below. Staff or students who have had an exposure as a close contact but remain asymptomatic will quarantine at home for 14 days to see if symptoms develop and:

- **Self-Screen:** Staff and students should take their temperature and assess symptoms frequently while quarantining.
- **Regular Monitoring:** Staff and students should self-monitor for fever, cough, loss of taste and shortness of breath.
- **Testing:** If staff or students receive a positive test, they must adhere to the District protocols outlined in this section for **Confirmed Cases of COVID-19.**

FACILITIES

This section will provide specific guidance regarding the cleaning and disinfecting of facilities, maintenance and use of facilities.

CUSTODIAL GUIDELINES

Reducing the risk of exposure to COVID-19 through proper cleaning and disinfection is an important part of maintaining school operations in the district. It is also vital in helping to build trust with students, staff, parents and community.



The EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses even stronger than COVID-19.

This section provides a general framework for cleaning and disinfection practices in all four phases of a pandemic. The framework is based on the following principles:

- Cleaning with soap and water will decrease how much of the virus is on surfaces and objects. Therefore, normal routines will include this practice in order to reduce the risk of exposure.
- The District will utilize EPA-approved disinfectants against COVID-19, including chemical fogging, to also help reduce the risk of spread.
- Frequent disinfection of high touch surfaces and objects will be implemented.

The District is committed to following the highest level of standards and practices when mitigating the risk of COVID-19 exposure. These important practices and reminders include the following:

- COVID-19 on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces and lowers the risk of spreading COVID-19 infection.
- While sanitizing and disinfecting, special attention will be paid to frequently touched areas, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, and phones.
- EPA-approved disinfectants will be used and are an important part of reducing the risk of exposure to COVID-19.
- Disinfectants will be stored and used in a responsible and appropriate manner according to the label. Bleach or other cleaning and disinfection products will not be mixed together, as this can cause fumes that may be very dangerous to breathe in. All disinfectants will be safely stored.
- Appropriate gloves will be worn based on the type of chemicals being used during cleaning and disinfecting. Additional personal protective equipment (PPE) will be provided based on setting and product.
- When sanitation or disinfectant supplies are not available, social distancing will be practiced, facial coverings may be worn, and other proper prevention hygiene should be followed.

Staff Guidelines

The District has created this plan with the safety of staff and students as a guiding principle. The following guidelines will be implemented for staff safety from being exposed to the virus and to any toxic effects of the cleaning chemicals.

- Staff will wear appropriate PPE for cleaning and disinfecting, including face masks.
- Staff will be instructed on how to apply the disinfectants according to the label.
- Staff will ensure that the products are used effectively.

Guidance recommends PPE ensembles for various types of activities that workers will perform. In general:

- PPE should be selected based on the results of an employer's hazard assessment and workers specific job duties.
- When disposable gloves are used, workers should typically use a single pair of nitrile exam gloves. Change gloves if they become torn or visibly contaminated with blood or body fluids.
- When eye protection is needed, use goggles or face shields. Personal eyeglasses are *not* considered adequate eye protection.

- If workers need respirators, they must be used in the context of a comprehensive respiratory protection program that meets the requirements of OSHA's Respiratory Protection standard (29 CFR 1910.134) and includes medical exams, fit testing, and training.
- After removing PPE, staff are to always wash hands with soap and water for at least 20 seconds, if available. Hand hygiene facilities (e.g., sink or alcohol-based hand rub) will be readily available at the point of use (e.g., at or adjacent to the PPE removal area).
- Standard operating procedures will be established and followed for cleaning (including laundering) PPE and items intended to function as PPE, as well as for maintaining, storing, and disposing of PPE. When PPE is contaminated with human blood, body fluids, or other potentially infectious materials, employers must follow applicable requirements of the Bloodborne Pathogens standard (29 CFR 1910.1030) with respect to laundering. OSHA's Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens (CPL 02-02-069) provide additional information.

MAINTENANCE

Building core infrastructure will be routinely inspected. Since buildings may be closed with little warning and preparation, the District will follow best practice and thoroughly inspect for any damage or issues caused by the closure. The physical condition and operation of the equipment and service supporting the building will also be assessed.

When re-opening a facility after a closure, the building will be flushed with clean air, all water lines should be drained and flushed, all water filters changed, and all HVAC filters changed.

DISTRICT OPERATIONS

The District Operations section of this plan provides a shared understanding of expectations from Food Services and Transportation Services.



TRANSPORTATION SERVICES

The District will follow CDC guidelines to the greatest extent possible when providing transportation for students to and from schools. The Transportation Department supports students by providing safe and timely transport services for eligible riders attending in-person learning. In order to ensure the health and wellness of these riders, the following recommendations will be implemented.

All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the visible covid-like 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,¹ 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 and upon arriving at school, report to the nurse for further screening.

Student Transportation

School bus capacity will not allow for one student per row and an empty row between students as recommended by the CDC. As such, the following procedures will be implemented:

- Buses will be loaded from back to front at bus stops and unloaded from front to back at school to minimize students passing by other students.
- Face coverings/masks are required on buses and social distancing is encouraged whenever possible.
- Siblings will be allowed to sit together if they wish to do so.
- All students will be visually screened for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, or fatigue when getting on the bus.
- All bus schedules and plans will be released to the public prior to the start of school. These may include modifications to limit the amount of close contact between students during high-traffic situations and times.
- Students who ride the bus will still be subject to bus evacuation drills, but will follow appropriate health and safety guidelines when doing so.
- Students and parents are requested to help maintain social distancing while at bus stops.
- For students who walk home the District recommends that students maintain social distancing.

Additional Cleaning/Decontamination of School Buses

- A CDC-approved disinfectant will be used when wiping down surfaces.
- Each school bus will be wiped down after each run, including the morning run, afternoon run and any special runs.
- Items to be wiped down include the entry handrail, the fronts and backs of seats and any hardware or accessories, windows, window handles and walls.
- In addition, the exterior surfaces and hardware of the entry door as well as driver controls of the bus such as the steering wheel, mirrors, etc. will be wiped down each run, including the morning run, afternoon run and any special runs.

Hand Sanitizer Stations for School Bus Drivers and Students

- Hand sanitizer stations will not be available on buses due to state regulations that prohibit them.

Tissues:

¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

- Each school bus will have tissues available for students who cough or sneeze. In addition, a trash disposal station will be readily available.
- Disposal of tissues after each run will be part of the disinfecting of the bus.

Driver Training:

- All drivers will receive training on proper disinfecting procedures for the school bus and CDC recommendations.
- This training will be properly documented similar to other District provided training.

Sick Student Procedures:

- District procedures will be shared with all drivers on how to handle a student who appears ill.

Driver Isolation:

- All drivers and office staff will be encouraged to practice social distancing when inside the Transportation Warehouse.
- Drivers will also be supported by the establishment of a buffer zone on the bus. This means no one will be able to sit in the seat directly behind the bus driver.

FOOD SERVICES

The District will continue to follow local, state, federal, and CDC guidelines when feeding students and staff. Regardless of whether the District is operating in distance learning mode or in-person instruction mode, we will continue to provide meal service to students to the greatest extent possible.

Students Participating in In-Person Instruction

- An additional lunch period will be added to the schedule to reduce the number of students attending each lunch. Tables will be marked to provide for social distancing, to the greatest extent possible.
- Breakfast and lunch may be served in the cafeteria or other designated location based on social distancing and occupancy needs. Food Services will prepare portable, packaged food items that may be consumed regardless of meal location.
- Food service will continue to prepare meals as medically necessary for those students with properly documented allergies (Special Dietary Needs Form on File with Food Services).
- Disposable food service items such as utensils, trays, dishes will be used for all meals.
- Employees will use appropriate PPE such as masks and gloves during student interaction and food preparation.
- Single line and one-way direction for meal distribution will be encouraged, including the practice of social distancing for students and staff.
- Individuals will wash their hands after removing their gloves or after directly handling used food service items.
- If food is offered at an event within the designated school hours, it will be in pre-packaged boxes or bags for each attendee.
- Cafeterias will be set up so that all tables are facing in the same directions. Students will be appropriately spaced at tables.

Students Participating in Distance Learning

- A meal distribution program for families of students who participate in distance learning instruction maybe made available.

- Specific locations and delivery system will be determined for this program based upon need and information will be provided to families.

SCHOOL OPERATIONS

This section provides a shared understanding of expectations for students, staff and administrators as they conduct routine operations.



SUBSTITUTE TEACHERS

Once in-person instruction is implemented, if available, substitute teachers will be hired to cover for staff who are ill or must quarantine/isolate due to COVID-19 exposure. If no substitute is available, the class(es) of students will be relocated to the practice gym or gym where socially distanced tables will be set up and students can access their Google classroom using their Chromebooks and the district internet. Support staff will provide the necessary supervision of the students each period.

VISITORS AND VOLUNTEERS

Non-essential visitors will be limited to minimize exposure and lower building capacity. Volunteers on campus will be postponed until further notice.

REQUIRED FACE MASKS

As a result of Governor Ducey's Executive Order 2020-51, all staff, visitors, and students must wear face coverings/masks while in District and school buildings. This requirement will be in effect until the Arizona Department of Health Services determines that face coverings are no longer necessary or recommended to contain the spread of the virus.

TEMPERATURE CHECKS

In order to prioritize the health and safety of students and staff, all staff, visitors, and students will be required to have their temperature checked daily.

In the event of a high temperature, students will go to the Nurse's Office for a second temperature check. If the temperature exceeds 100.4° parents will be contacted to come pick up their child.

STAGGERED ARRIVAL AND DISMISSAL

Staggered school attendance. Students may be assigned to specific attendance schedules, with the remainder of instructional time to be completed through distance learning. Students may be assigned to attend classes on-campus/ in-person certain days per week and will be provided with distance learning assignments and supports (using video conferencing) the remaining days per week. Each student will be provided with the same amount of on-campus and distance learning time unless an IEP team has determined that the special needs student's least restrictive environment requires an alternative configuration.

Drop-off/Pick-up procedures. 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 shall review current layouts to consider potential expansion of these locations when possible.

Parents who drop-off/pick-up students on campus must do so without getting out of the car, unless express permission from either campus security or administration is provided for good cause. If a parent has permission to get out of the car during drop-off/pick-up, they will be allowed to do so either before or after the majority of the students have arrived at school or have left for the day.

ATHLETICS AND EXTRACURRICULARS

Athletics and activities are a critical part of a high school student's experience. These activities, which generally occur outside of the classroom and during the school day, provide a strong social and emotional connection for students, while allowing them to explore and develop specific interests. Students are eligible to participate in all extracurricular activities regardless of if they select in-person or distance learning, and are expected to comply with all eligibility requirements to remain in these activities. For the purposes of this plan, athletics will include any athletic team in 9th-12th grades and activities governed by the Arizona Interscholastic Association (AIA). The Arizona Interscholastic Association has developed the metrics and guidelines for the sports and activities under their governance which the district will follow. Activities include clubs and after school activities which will follow district guidelines and rules.

Other Considerations

- Hand sanitizer will be available at contests and practices. Participants, coaches and officials should clean hands frequently.
- To the greatest extent possible, balls and equipment will be wiped down frequently.
- No pre-game and post-game handshakes/high-fives/fist bumps will be permitted.
- Officials and sideline volunteers will be required to wear face coverings.
- Food sold for events out of the concession stand must be pre-packaged and will follow the same guidelines as the District's Food Service team.

TRIPS AND ACTIVITIES

Field trips will be canceled until it is deemed safe for students and staff due to COVID-19. Teachers should use virtual learning opportunities (such as virtual tours) to enhance students' educational experiences.

School-wide assemblies will not be held with students in the same physical location. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies are encouraged to increase the sense of community

among students and staff. School assemblies may be held in staggered, smaller groups to ensure that social distancing protocols can be maintained.

Extracurricular activities should be cancelled unless the activity can be conducted in compliance with COVID-19 protocols and maintain social distancing.

Large-scale school events such as “Scarlet and Gray” or other large gatherings 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 COVID-19 protocols in this document.

