



# ***Return to School "In-Person" Operational Safety Plan***

*February 18, 2021*

# DUSD #27 Return to School "In-Person" Operational Safety Plan

## Before Leaving Home

- Parents will read, sign and submit the COVID-19 Parent/Guardian Acknowledgement and Disclosure Form. (May need to send this out again)
- Parents should review the DUSD COVID-19 Protocols Employee and Students Handbook, found on our website and Cochise County Health Department (CCDH) for more guidance.
- Parent should adhere to the protocol below for symptom screening:
  - Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, he/she should not go to school.
  - **Make sure your child does not have a sore throat or other signs of illness, like a cough, congestion or running nose, fatigue, shortness of breath or difficulty breathing, loss of taste or smell, diarrhea, severe headache, vomiting, or body aches.** Parents should routinely check <https://covid-cochisehealth.hub.arcgis.com/> regarding what symptoms are related to COVID-19.
  - **If your child has tested positive for COVID-19 (or is awaiting test results), he/she should not go to school.** Please inform your child's school office immediately and follow CCDH guidance on what to do when someone has tested positive or awaiting test results.
  - **If your child has had close contact with a COVID-19 case, he/she should not go to school and will need to quarantine for 14 days.** Please inform your child's school office immediately and follow CCDH guidelines for reporting.

## Bus Safety

- Maximum of two (2) students per seat with siblings required to be seated together (sibling grouping could be up to three (3) per seat).
- All students, bus drivers and monitors will be required to wear a face covering.
- Increased sanitizing and disinfecting procedures will occur on a daily basis. This will consist of:
  - disinfecting the bus after the A.M. routes and after the P.M. routes.
  - special education buses will be sanitized and disinfected more often due to the midday routes.
- Drivers will call school in advance if transporting a student with symptoms.
- Bus students may be dismissed a few minutes earlier to avoid crowding afterschool.
- A seating chart may be used.

## At School

- As is normally practiced, staff members will visually assess students for illness symptoms throughout the day. Staff has received training to identify symptoms.

- Any student with visible symptoms will be taken to the health office, where parents will be contacted for pick up.
  - School nurses will identify a quarantine space(s) to place a student (or staff member) who presents COVID-19 symptoms so as to separate the child from other students who are in the nurse's office for other reasons (e.g. taking medication, etc.).
  - School nurses will be provided with specific Personal Protective Equipment (PPE) (e.g. masks, gowns, gloves, eye protection, etc.).
- Temperature checks will **not** be conducted on students upon entering the site.
- For students on IEPs/504s, teams will meet with families to address concerns of students with unique health considerations.
- The emotional wellbeing of our students and employees continues to be a priority and will be a focus.

## Face Masks

Cochise County Department of Health (CCDH) and CDC state that face masks are the most effective mitigation strategy in the prevention and spread of COVID-19.

- All PK-12 students and staff will be **required** to wear face masks (i.e. cloth face masks). The use of face shields alone is not recommended by the CDC. Neck gaiters, bandanas and valve masks are **not** allowed as CDC has identified these as less effective. Although we know that some may prefer one of these coverings, we are using what CDC and CCDH advises is the most effective. By doing so, this increases our chances of continuing in-person school with minimal disruptions
- If your child has a medical reason why they cannot wear a mask, you will need to consult with your campus nurse and administration.
  - If a child refuses to wear a face mask, the following will be implemented:
    1. Verbal warning
    2. In addition, disciplinary action will be administered including a removal from in person learning.
    3. Disciplinary information will be shared by your child's school.
- We recommend families provide a clean cloth face mask for their child(ren) on a daily basis. If a child arrives at school without a face covering, one will be provided.
- Face covering requirements will be determined in conjunction with local and/or state agencies. Cochise County Health Department and CDC recommends the use of face masks.
- Breaks *may* be provided for students to remove their face masks combined with appropriate social distancing.

## Health & Hygiene Considerations, Cleaning and Disinfection

- Frequent hand washing or sanitizing will be encouraged at regular intervals throughout the day. At a minimum, this will be encouraged at:
  - Start and end of day.

- Before and after lunch and recess.
- Before and after transitions.
- Before and after using the restroom.
- Hand sanitizer will be provided by the school
  - Hand sanitizing stations in critical areas such as front offices, lobby areas of gyms, cafeterias, nurse offices, libraries, etc.
  - Although DUSD has ample supply of hand sanitizer, parents are encouraged to send hand sanitizer with their child for personal use.
- Sanitizing & Disinfecting
  - Periodic sanitization of frequently touched surfaces (e.g. tables, desks, faucets, sinks, light switches, doorknobs, etc.) during the school day to reduce bacteria, viruses, parasites, or fungi on surfaces to levels acceptable by public health agencies. Teachers and students will assist with cleaning protocols within the classroom setting.
    - DUSD utilizes the safest and most effective cleaning chemicals to use around stakeholders. Both staff and students can safely sanitize using these chemicals.
  - Disinfection to occur at the end of each school day by trained cleaning staff members of frequently touched surfaces (e.g. tables, desks, faucets, sinks, light switches, doorknobs, etc.).
    - DUSD uses a variety of disinfectants approved by the EPA.
- District Office and schools will promote health and safety protocols by posting health and hygiene posters in the following areas:
  - Front office
  - Nurse's office
  - Hallways and classrooms
- Indoor Air Quality & Management
  - Proper ventilation will be in place at each site
    - DUSD mechanical systems filter outdoor & indoor air
      - Mechanical Systems are engineered for specific size, thickness, media requirements, restriction, and replacement schedule
      - Air filters are changed on a regular schedule, and on an as-needed basis when warranted

## Technology

- In an effort to discourage students from sharing personal items or items that are difficult to clean or disinfect, the following guidelines will be followed:
  - Students who requested a device have been provided with their own personal technology device (i.e. Chromebook or iPad).
  - Students may bring the DUSD device or their own personal device (i.e. Chromebook, laptop, or iPad), if they have one.
  - Cell phones are **not** considered a technology device.

- If a device is needed, please contact the IT Department. (Limited devices available)
- DUSD is **not** responsible for the loss or damage of personal devices and upkeep of those devices.

## Supplies

- Students will be encouraged to bring at least a full 32 oz water bottle each day with the student's name clearly labeled on it. Water dispensers will be operational. If students need more than a 32 oz bottle of water each day, families will be encouraged to bring multiple water bottles or water bottles that hold larger amounts of water. Families are encouraged to donate extra bottles of water to classrooms.
- Schools will attempt to provide K-5 classrooms with their own set of recreational equipment to be used at recess (e.g. soccer balls, etc.).
- Students will have their personal set of supplies to use throughout the day.

## Food Services

- Students will continue to receive meals through Nutrition Services or they may bring meals from home.
- There will be no self-service bar for staff and students - condiments will be pre-packaged.
- Students will eat in the cafeteria, patio, and/or other areas with first preference in the cafeteria. When possible, students will be physically distanced at least 3-6ft apart.
- Teachers and students may need to help clean and sanitize their eating area.
- DUSD will follow the CDC's "No Sharing" guidelines with all food and drinks.

## Social/Physical Distancing

- Students will report directly to classrooms when they arrive at school when possible.
- Schools will attempt to implement strategies for arrival and dismissal to stagger various waves of students.
- Classrooms will be organized to allow for physical distancing as much as possible. Schools will strive to provide at least 6 ft. of physical distancing when possible. If not feasible, then schools will aim to provide at least 3 ft. of physical distancing. When this is not possible, students will be seated in "pod" arrangements where groups of students will be separated by at least 3-6 ft. There is no guarantee that physical distancing will always occur.
- Overflow classrooms or areas may be provided for those classrooms with more students.
- **PK-12, as applicable**
  - The model will offer flexibility for student transitions outside the cohort and/or pod for items such as fine arts, special education, language, gifted, and other special areas.

- In situations when students must mix, efforts will be made to keep groups or “pods” of students seated together in order to minimize quarantine requirements if a COVID-19 case arises.
  - K-5 classrooms will provide 2 recesses per day to remain consistent with state law.
  - Students will wash or sanitize their hands before and after recess.
  - PreK-5 classrooms will be allowed to use playground equipment (e.g. swings, play structure, etc.).
  - During lunch recess, PK-5 classrooms may have designated outside areas to play and a schedule will be developed so that classroom and grade level cohorts stay together (as much as possible) and limit sharing of equipment.
    - It is possible that social distancing will not occur during recess times. Lunch recess times may be limited so as not to encourage close contact.
  - Outdoor areas generally require normal routine cleaning and do not require disinfection. This is consistent with CCDH guidelines regarding cleaning outside areas.
  - Schools will try to “cohort” and/or “pod” students throughout the day as much as possible. This means that students will remain together with the same groupings and limit mixing between groups as much as possible.
- **At lunch (in cafeteria)**
    - K-8 Social distancing in the cafeteria may require fewer students sitting together and students sitting 3-6 feet apart when possible.
    - High School will implement a grab and go breakfast and lunch. (AM students will take the meal to go and PM students will eat in the classroom)
    - Visitors will not be allowed to eat with their children on campus.
    - Cafeteria staff will use touchless procedures to key students in for meals or limited extra items.
    - Keep students in cohort groups (homeroom) if possible when they use the cafeteria.
      - When possible, refrain from allowing students to sit with other students in the grade level if they are not from their homeroom and/or cohort group.
- **At elementary recess:**
    - K-5 classrooms will provide 2 recesses per day to remain consistent with state law.
    - Students will wash or sanitize their hands before and after recess.
    - PreK-5 classrooms will be allowed to use playground equipment (e.g. swings, play structure, etc.).
    - During lunch recess, classrooms will have designated outside areas to play and a schedule will be developed so that classroom and grade level cohorts stay together (as much as possible) and limit sharing of equipment.

- It is possible that social distancing will not occur during recess times. Lunch recess times may be reduced so as not to encourage close contact.
  - Outdoor areas generally require normal routine cleaning and do not require disinfection. This is consistent with CCDH and CDC guidelines.
- **During Specials:**
  - Special Area classes will provide a modified approach for teaching the performance based curriculum.
    - Smaller groups playing or singing for no longer than 30 minutes while wearing masks and/or spaced according to district guidelines.
    - Outdoor rehearsals and/or classes such as Band, Choir, and P.E. are strongly recommended for larger groups of students while socially distanced.
    - Shared materials are discouraged due to sanitizing needs.
- **PK-8 Schools** (Faras, Sarah Marley, Clawson, Stevenson, Joe Carlson, Huber and RBMS)
  - Students will follow the 4 Day Hybrid Model. Four days of in-person instruction and one day of virtual learning (M, T, Th, Fri are in-person and Wednesday is virtual).
  - Some classes may have more students than others.
  - Online students will join the in-person instruction simultaneously.
  - Instruction for the in-person may vary styles of teaching.
  - All students and staff are expected to wear face masks during transitions and in class.
  - No field trips nor in person large gatherings (assemblies, concerts, etc.) until further notice. Virtual field trips and assemblies will be encouraged.
  - Students are **expected** to attend all classes during their assigned time--both online and in person.
- **Douglas High School**
  - High school students will follow a modified block schedule (A/B and AM/PM so as to reduce the number of daily transitions for both students and staff.
  - Some classes may have more students than others.
  - Online students will join the in-person instruction simultaneously.
  - Instruction for the in-person may vary styles of teaching.
  - Secondary students and staff are expected to wear face masks during transitions and in class.
  - No field trips nor in person large gatherings (assemblies, concerts, etc.) until further notice. Virtual field trips and assemblies will be encouraged.
  - Students are **expected** to attend all classes during their assigned time--both online and in person.

## Volunteers/Visitors

- All persons entering the front office must wear a face mask.
- Limited visitors will be permitted on school campuses.
- Volunteer opportunities on campus will be postponed until further notice.
- Front office staff will attempt to conduct all business with the public via appointments.
- Front offices will be configured in a manner that limits the number of persons so that all persons can be socially distanced from one another. Front office staff will direct the public to wait outside if the maximum number of persons is reached inside the front office.

## Athletics and Extracurricular Activities

- High school athletics and extracurricular activities will be given priority in the 2020-21 school year and operations will be consistent with guidance from the Office of the Arizona Governor and other governing bodies (e.g. the [Arizona Interscholastic Association](#) (AIA)).
- All high school students may participate in athletics, regardless of whether they are online only or in person.
- If high school athletic and other extracurricular events are cancelled by their governing bodies, DUSD will consider conditioning activities and inter-District non-competitive scrimmages provided it is allowed by guidance from the Office of the Arizona Governor.
- Specific practice and game information will be provided by the athletic director and the Return to Play Operational Plan.
- K-8 extracurricular activities and athletics will likely not begin.

## Protocols

- **Protocol - Notification of COVID-19 Case to Community** - DUSD will follow the guidelines outlined in our DUSD COVID-19 Employee and Student Handbook and notify current staff, faculty, students, and students' parents and guardians if an outbreak due to COVID-19 occurs within the population of a school within 24 hours of confirming such information.
  - ADHS defines an outbreak as two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.
- **Protocol - When a student tests positive for COVID-19:**
  - Students should stay at home and not report to school. Students and parents should follow DUSD COVID-19 Procedures by calling the school's COVID-19 point of contact/nurse or school office.
  - Family will be contacted by a school staff member to complete the contact tracing interview protocol.

- School or district staff members will notify those student(s) or staff who have close contact with the student who tested positive. The school will notify all other students in the class as applicable.
- Students may return to school after the student meets the requirements set forth by Cochise County Health Department.
- Students and staff members who have had close contact with a student or staff member who has tested positive will be notified via a phone call and a letter. Students who have had close contact will need to quarantine at home for 14 days. The parent must provide proof of the negative result along with the date of the test and the student must be symptom free since the last exposure.
- Schoolwork will be provided via online during the 14-day quarantine.
- DUSD will adhere to the reporting requirements as stated in [ADHS Emergency Measure 2020-03](#) which require the school to notify current staff, students, and students' parents if an outbreak of COVID-19 occurs within the population of the school.
- The classroom and other areas where the student who tested positive for COVID-19 will be disinfected according to guidelines.
- **Protocol - Student is sick with COVID-19 Symptoms without a Positive Test or Awaiting Test Results**
  - Protocol is the same as if the student had tested positive for COVID-19. If the test returns a negative result, the student must stay home until symptom-free and they have been fever-free without medication for 24 hours
- **Protocol - Closing of a Classroom, Section of a Building, or Entire School**
  - If an outbreak were to occur, DUSD will consult with Cochise County Health Department to determine if a closure at any level (i.e. classroom, grade level(s), school) is needed.
- **Protocol - Close Contact for a Student with a Someone Who is COVID-19 Positive**
  - If a student is in close contact with a positive case of COVID-19 (e.g. household member or other member of the community), then:
    - Students should stay at home and not go to school. Students and parents should follow DUSD reporting procedures as outlined in our COVID-19 Employee and Student Handbook.
    - Stay home and monitor for symptoms for 14 days.
    - Work will be provided by the student's On Campus teacher(s) during the 14-day quarantine period.

### **Chronic Allergies or Other Chronic Symptoms that Mirror COVID-19**

- Parents should inform the school nurse of the situation.
- Known chronic symptoms should be monitored by the student and their family.
- Any student with a chronic illness from a known and documented diagnosis e.g. allergies, migraine headaches, may return to school when symptoms have improved,

and student has **no** fever for 24-hours without the use of fever-reducing medications. Any student with non-resolving symptoms should be assessed by a physician.

- **Student is Sick with Something Other than COVID-19 (e.g. cold)**
  - Students should stay home until symptom-free and fever-free without medication for 24 hours.

## **Attendance**

- **Attendance Procedures - CUTS, loss of credit, etc.** - Schools will adjust absence procedures for CUTS, loss of credit, etc. to account for the increased absences due to COVID-19.
- **Attendance for Students who attend In-Person-** The expectation is that students will attend daily, unless a student is ill or experiencing any symptoms. If so, any in-person student who is unable to attend, may attend their classes virtually or online. Parents must notify the school in such cases or excuse their absence.
- **Student expectations-** all students are expected to adhere to all policies and procedures as outlined in their student handbooks and COVID-19 Safety protocols.