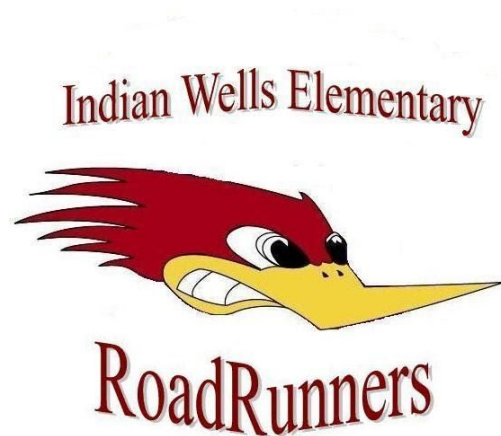


BACK-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



SY 2020-2021

Back-to-School Plan

IN RESPONSE TO COVID-19

INDIAN WELLS HUSD #3 RETURN TO SCHOOL PLAN

Greetings Parents and Guardians of Indian Wells Elementary School,

Indian Wells teachers and staff look forward to the start of the 2020-2021 school year. As you are aware, there will be major differences between this year's opening and past years. As an IWE Task Force, we have spent many hours planning and preparing for a safe and healthy return to our schools.

This plan is a guiding document for our response to COVID-19 at Indian Wells Elementary school. It was developed through teacher, parent and administrative support and will guide us through opening and our next steps. It includes the HUSD #3 12 point-Back-to-School plan which addresses the twelve essential functions for students' safe return to school.

The Indian Wells Task Force asks that you review the enclosed document and reflect upon the plan. This should provide you with the peace of mind that we are planning for all potential outcomes and are being proactive with the health and academic well-being of your students.

If you have any questions or concerns regarding the document, please feel free to reach out to me.

Respectfully,

Andrea Tomlin
Principal
Indian Wells Elementary



INDIAN WELLS HUSD #3 RETURN TO SCHOOL PLAN

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INDIAN WELLS HUSD #3 RETURN TO SCHOOL PLAN

HUSD #3 GOALS FOR SY 20-21

At HUSD #3 we have three overarching goals for SY 20-21:

- #1- ALL students receive the highest quality education at HUSD #3;
- #2- ALL campuses develop health and wellness guidelines to ensure student and staff wellness are our top priority;
- #3- ALL Roadrunners have options to be educated in a manner that best suits the students and families.

SY 20-21 BACK TO SCHOOL GUIDING PRINCIPLES

Reopening school systems during a pandemic will be complex. HUSD #3 believes that school systems are essential to our students, parents, and communities; therefore, HUSD #3 is committed to providing education systems that will help our Unique Students Develop.

As a result, HUSD #3 will focus on five (5) basic principles for reopening schools:

Principle #1- HUSD #3 will establish health and wellness guidelines to Help our Unique Students Develop that focus on student and staff wellness throughout the year (signs, screening, sanitation, social structures, sickness response).

Principle #2- HUSD #3 will offer educational opportunities to Help our Unique Students Develop which will include brick and mortar instruction (on-campus) and/or online/blended learning(at home) options provided by teachers at HUSD #3.

Principle #3- HUSD #3 will offer a well-rounded educational system (food services, counseling, educational resources, specialty classes, college and career readiness opportunities, etc.) to Help our Unique Students Develop while providing a safe and healthy environment for our students.

Principle #4- HUSD #3 will provide extra-curricular activities and opportunities to Help our Unique Students Develop which will be based upon personal and family choice (i.e. students and families will "opt-in" to educational services and opportunities).

Principle #5- HUSD #3 will engage in strong student, parent and family partnerships to Help our Unique Students Develop throughout the school year.

These guiding principles will help HUSD #3 continue to provide an excellent education program to help every child become who he/she is capable of becoming.



INDIAN WELLS HUDS #3 RETURN TO SCHOOL PLAN

SY 20-21 BACK TO SCHOOL 12 POINT PLAN

The Holbrook School District has developed a 12 point Back to School Plan to ensure HUSD #3 provides a safe, healthy and educational environment for SY 20-21. The HUSD # 3 12 point plan has been developed in cooperation with district and school leadership, school task force team members, support staff, teachers, parents and students.

The HUDS #3 Twelve (12) Point Back to School Plan is meant to provide peace of mind that our schools and district has thoroughly explored measures to ensure students, staff and parents are presented with the safest environment, the healthiest environment and the best educational environment possible during the COVID-19 pandemic.

The HUSD #3 12-Point Plan includes:

1. Health Screening Protocols
2. Student Sickness Response Protocols
3. Staff Sickness Response Protocols
4. Facility Signage Protocols
5. Classroom Operations Protocols
6. Instructional Platforms Protocols
7. Food Service Protocols
8. Socialization Protocols
9. Sports and Activity Protocols
10. School Visitor Protocols
11. Transportation Protocols
12. Sanitation Protocols

Each protocol is designed to provide guidelines for school operations to ensure each school provides a safe, healthy and educational environment to Help our Unique Students Develop!



SECTION 1: SCHOOL SCHEDULES

PHASES AND TIMELINES

HUSD #3 has designed a four (4) phase back to school schedule. The phases are meant to align with current health data associated with local, state and national data pertaining to infection rates from COVID-19 and other health-related data that may impact school operations.

Phase	Timing	HUSD Protocols
I	<p>August 3 September 14</p> <p>NOTE: Phase I may be continued past August 17th based on health data</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School begins on Monday, August 3rd. <ul style="list-style-type: none"> <input type="checkbox"/> The school will be held through a distance learning model of instruction and learning. <input type="checkbox"/> Students will receive a Chromebook or suitable technological device upon registering (Pre-K-12th). HUSD #3 is working on securing K-2 technology devices. <input type="checkbox"/> Teachers will design instructional lessons through Google Classroom and other digital resources that can be utilized to teach the Arizona State Standards at the respective grade level, content areas and courses as appropriate. <input type="checkbox"/> Students will be accountable for: <ul style="list-style-type: none"> <input type="checkbox"/> Attendance as outlined by the teacher <input type="checkbox"/> Completion of assignments each week <input type="checkbox"/> Demonstrating knowledge and skill through benchmark assessment growth. <input type="checkbox"/> Grades will be accumulated based on participation and academic outcomes. <input type="checkbox"/> Staff will be available from 8 am - 3 pm <input type="checkbox"/> Students will not report to school prior to August 17th as per Governor Ducey's Executive Orders: <ul style="list-style-type: none"> <input type="checkbox"/> EO-2020-44 <input type="checkbox"/> EO2020-41 <input type="checkbox"/> Based on local and state health data HUSD #3 does not meet the health metrics for in-person, on-campus reopening at this time. <input type="checkbox"/> According to EO2020-41 specific modifications for on-campus supervision and instruction may be allowed for students including special education students, English Language Learners, and students that are in need of supervision. <input type="checkbox"/> A waiver must be signed by the parent prior to on campus supervision or instruction. <input type="checkbox"/> Visitors will not be allowed on campus during this time. Parents



INDIAN WELLS HUSD #3 RETURN TO SCHOOL PLAN

		and other stakeholders may contact the school from 8 am to 3 pm.
II	September 14- TBD	<ul style="list-style-type: none"> <input type="checkbox"/> School schedules will be modified to accommodate the developmental levels of students, independence levels of students, academic needs of students and population of students. <input type="checkbox"/> Phase II will integrate students back as per: <ul style="list-style-type: none"> <input type="checkbox"/> Indian Wells Elementary: ONE days on campus and THREE days distance learning. <input type="checkbox"/> Phase II plans will reduce the number of students that require transportation needs and allow for more physical distancing at each site. <input type="checkbox"/> Parents may choose to continue academic learning in a distance learning platform if they choose to do so. <input type="checkbox"/> According to EO2020-41 specific modifications for on-campus supervision and instruction may be allowed for students including special education students, English Language Learners, and students that are in need of supervision. <input type="checkbox"/> A waiver must be signed by the parent prior to on campus supervision or instruction. <input type="checkbox"/> Visitors will not be allowed on campus during this time. Protocols will be put in place for student pick up and drop off; as well as, protocols for contacting the school for appointments only.
III	TBD	<ul style="list-style-type: none"> <input type="checkbox"/> School schedules will be modified to accommodate the developmental levels of students, independence levels of students, academic needs of students and population of students. <input type="checkbox"/> Phase III will integrate students back as per: <ul style="list-style-type: none"> <input type="checkbox"/> Indian Wells Elementary: two days on campus and two days distance learning. <input type="checkbox"/> Phase III will accommodate specific student groups that may be in need of additional on campus learning time. <input type="checkbox"/> Phase III plans will reduce the number of students that require transportation needs and allow for more physical distancing at each site. <input type="checkbox"/> Parents may choose to continue academic learning in a distance learning platform if they choose to do so.
IV	TBD	<ul style="list-style-type: none"> <input type="checkbox"/> School operations resume to a normal school week with health and wellness guidelines continuing as appropriate.
MONITORING AND ADJUSTING		
<p>Each phase will be monitored and adjusted based on the analysis of:</p> <ul style="list-style-type: none"> ★ Health and wellness data (hospitalization, COVID-19 cases, attendance) 		



- ★ Instructional delivery progress
- ★ Student accountability progress
- ★ Staff attendance/sickness
- ★ State and national regulations

SECTION 2: 12-POINT PLAN

#1 HEALTH SCREENINGS PROTOCOLS

Indian Wells Elementary will implement the following health screening protocols:

1. Self-reporting of sickness
2. Daily temperature checks
3. Visual screening for sickness
4. Protocols for sickness response

SELF-REPORTING OF SICKNESS

Parents, students and staff shall monitor their own well-being and signs of sickness. If symptoms of sickness occur that prohibit the student or staff member from attending school, the **students, staff and parents shall report to the school of the sickness.**

Self-reporting shall occur at:

- HOME BEFORE ATTENDING SCHOOL
- PRIOR TO GETTING ON THE BUS OR COMING TO SCHOOL
- AT-SCHOOL WHEN DEMONSTRATING SIGNS OF SICKNESS

Self-reporting is a critical aspect to self-care, containment, and transmission. It is essential that parents, students and staff self-report illnesses as appropriate.

TEMPERATURE CHECKS

Temperature checks will be administered, at a minimum, once per day. Upon entry onto a school bus, school vehicle, or school campus, students and staff will be monitored for signs of sickness through temperature checks.

Mrs. Morris (IWE Health AIDE) will perform temperature checks.

Students and staff must not come to school if they exhibit any of the following symptoms:

- fever of 100 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;



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- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

HAND WASHING

All students and staff must wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home, and
- after sneezing, coughing, or blowing their nose.

VISUAL SCREENING

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to students, staff, and the community, we will be requiring visual screening for staff and students which includes monitoring COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept **confidential** by school officials and district nurses. Anyone demonstrating signs of sickness will undergo a sickness screening protocol and will be referred to parents or other health professionals as appropriate.

HEALTH PROTOCOLS

- If a student and/or a staff member becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave and go home or to the nearest health center.



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- Students and staff may be asked to submit a healthcare provider's note before returning to campus.

If a student or staff member has been diagnosed with COVID-19, the student and/or staff member may return to work when **the following criteria** are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); **and**
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); **and**
 3. At least 7 days have passed since symptoms first occurred; **or**
 4. COVID-19 test results are negative
 5. **Or** have been released by the local public health agency.
- If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to campus until the three criteria listed above have been met. Staff and students will be re-evaluated before the entrance to school/work.

#2 SICKNESS RESPONSE PROTOCOLS

Students and staff traditionally demonstrate signs of sickness throughout a school year. Due to the nature of COVID-19 additional precautions will occur when a student demonstrates signs of sickness.

VISUAL SCREENING

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to students, staff, and the community, we will be requiring visual screening for staff and students which includes monitoring COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

All screening information will be kept confidential by school officials and district nurses. Anyone demonstrating signs of sickness will undergo a sickness screening protocol and will be referred to parents or other health professionals as appropriate.



INDIVIDUAL CARE ROOMS

Students or staff that demonstrate signs of sickness as outlined above will be placed in an individual care room (IC room) to reduce exposure. At that time the student will be evaluated by a school nurse or health assistant as per the COVID-19 Evaluation Form.

PARENT CONTACT

It is essential that the school work collaboratively with parents in the event that a student shows signs of sickness. In the event that students show signs of sickness, the parent or guardian will be contacted immediately. If the parent is not responsive, additional contacts in the Infinite Campus system will be contacted to pick up the student. It is essential that the student has contact information available that will allow an approved contact person to immediately come to pick up the student.

If contact is not available the student will remain in the Individual Care room until appropriate steps are made for medical attention.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. School nurse
 - c. Your supervisor (school employees)
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

PHYSICAL DISTANCING

Physical distancing is an effective way to prevent potential infection. Indian Wells staff, students, parents, and visitors should practice staying approximately 3 to 6 feet away from others and eliminating contact with others when possible. To monitor and regulate physical distancing, our school will control:

- **Traffic Flow** – Taped lines on the floor will mark the walking direction throughout the office in order to best maintain the physical distancing.



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- **Ad-hoc Interactions/Gatherings/Groupings** – Non-essential/informal meetups and visiting should be avoided

COVID19 SCREENING FORM

If a student becomes ill on-campus/district, he/she will immediately report to the district **nurse's care room** and the case form will be completed.

Once the employee or student arrives at the individual care room, the employee or student will be immediately provided a mask and gloves to help protect other employees and students and prevent the spread of the potential virus.

- The nurse will complete the **Suspected COVID19 Case Form** call the student's parents and seek advice regarding transportation and health care.
- The nurse and others attending to the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. ***Unless required by the local health authority, the name of the person should not be provided.***
- The Individual Care Room and suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

#3 SIGNAGE PROTOCOLS

Indian Wells will utilize signage as a proactive measure to educate and alert students, staff and visitors about signs of COVID-19 and other health-related measures.

Signs will be located in:

- Hallways
- Bathrooms
- Classrooms
- Offices
- Communal areas

Signs will include:

- Handwashing information
- Sanitation stations
- Physical distancing signs
- Restroom protocols
- Health protocols (covering mouth, self-reporting, etc.)
- PPE (personal protective equipment) zones
- Maximum occupancy areas



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- Waiting zones
- Other signs as appropriate

Signs are intended to educate and remind students, staff, and visitors about the health and wellness protocols for each school.

Examples ONLY



#4 CLASSROOM PROTOCOLS

Classrooms are natural communal areas in which students and staff gather to conduct educational activities. Classrooms are meant to be socially interactive areas and must be to properly educate students. Classrooms will continue to be educational environments while accommodating for health and wellness factors.

PERSONAL WORKSPACE/CLASSROOM

Classrooms will be designed to provide physical distancing. Students will have a personal workspace and will be positioned to avoid physical or social contact as much as possible.

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



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The sharing of school supplies among students will not be permitted. Students and staff will be responsible for the proper disinfecting of all supplies and materials on a daily and use by use basis.

SHARED/COMMUNAL WORKSPACE

Classrooms generally provide space for shared workspace or small groupings. **During phase II**, shared workspaces will be permitted for learning **with required PPE** in groups of no more than five. With the inception of **phase III**, shared workspaces may be used **with required PPE** and physical distancing.

Classrooms and shared workspaces will be disinfected multiple times throughout the day, giving special attention to commonly touched surfaces. **Indian Wells** will provide safe, alcohol-based, hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The **Indian Wells** Custodial Team will clean all workspaces at their designated cleaning time.

There will be limited access to certain workspaces to reduce exposure to risks and ensure staff and student safety. Workspace usage is as follows:

Offices– Office use will be monitoring the number of staff and students. During **Phase I office** space will be limited to **staff only**, require proper PPE, and include maximum occupancy. Staff, students, and parents are requested to use email or phones to contact the staff when needed.

Conference Rooms/Library/Computer Labs– Conference rooms/Libraries/Computer Labs will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors during **Phase II**.

Breakrooms or Teacher Lounge/Multipurpose Room—These spaces will be closed or limited to maximum capacity. Shared appliances such as coffee machines, refrigerators, and microwaves will be sanitized according to the sanitization schedule.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks/Face Shields: Face masks/Face Shields are an important part of the staff and student protection; as well as, personal hygiene, social distancing, and frequent cleaning efforts. PPE zones will be designated throughout the campus. **Students and staff are expected to comply with PPE zones.**



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Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Gloves will be required in certain situations but will not have a prevalent use for students or staff. Hand sanitizer will be available as a means of disinfection.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

#5 INSTRUCTIONAL PLATFORM PROTOCOLS

The Holbrook School District will provide two platforms for instruction during the modified school year:

ON-CAMPUS INSTRUCTION

On-campus instruction (or Brick and Mortar instruction) will be provided upon the inception of Phase II. On-campus instruction will include in-classroom instruction provided by teachers. On-campus instruction will be in a very similar format to a traditional setting with the exception of modified cohorting or grouping of students; as well as, modified classroom protocols as outlined above. It is the goal to provide the same courses as a traditional school year would offer.

DISTANCE LEARNING

Distance learning will be provided via synchronous and asynchronous methods.

Synchronous methods will include the interaction between students and teachers via Google Classroom and other online learning platforms. Synchronous methods may include live presentations, recorded presentations, or activities accessible online.

Asynchronous methods will include learning packets and/or downloadable materials that can be utilized on devices. Teachers will develop asynchronous materials to be delivered to students who may need to utilize district wifi locations to upload information.

Assignments will be collected and graded with teacher feedback each week through SchoolsPLP, google classroom and/or during virtual meetings.

Class lessons and materials will be available via SchoolsPLP and/or Google Classroom for one week at a time.

Instructional platforms will be monitored and grades will be administered based on both participation and completion of learning activities.



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Traditional grading systems will apply through the Infinite Campus Learning System.

SPECIAL EDUCATION LEARNING PLATFORMS

The Holbrook School District will implement special education learning platforms that will assist all students on Individualized Education Plans (IEP) to develop to their fullest potential. IEPs will be administered by special education staff throughout the school year in alignment with the general education of all students. Staff and parents will work cooperatively to ensure IEP goals are met to the student's fullest potential while balancing the health and wellness of each student.

ELL LEARNING PLATFORMS

The Holbrook School District will develop learning opportunities for English Learners (EL) aligned with Individualized Language Learning Plans (ILLPs). EL students may be offered individualized lessons, access to technology, tutorial as applicable and family/parent support to ensure English Learners are meeting the state standards.

SPECIAL CLASSES/ELECTIVE CLASSES

Some classes, such as science labs, choir, band, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies and to reduce the spread of respiratory droplets.

GRADING POLICY/ATTENDANCE POLICY

GRADING

To receive class completion credit and to track attendance during the 2020-2021 school year students are expected to complete all assigned work.

COMPLETION PROTOCOLS

Students not making progress, not completing academic packets or opting not to participate during online learning, will be referred to the An Individual Assistance Team (IAT) and may be at risk for being retained, due to lack of participation, attendance, and assignment completion.

ATTENDANCE

Attendance will be **required and mandatory during** school operations according to State and Federal guidelines. Students' attendance will be monitored through participation in Google Classroom, by school staff through phone contacts, classroom activities, and other procedures established by the district and/or school to ensure academic success.



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Perfect attendance and other attendance awards will be suspended for this school year!

RECEIVING AND RETURNING STUDENT WORK THROUGH DISTANCE LEARNING

Any time that the school is in distance learning mode during the 2020-2021 school year, the Holbrook Schools will follow the established guidelines below for receiving and returning student work.

In an effort to cut down on paper packets and maintain health protocols, schools will utilize the SchoolsPLP learning platform along with google classroom for assigning lessons, classwork, tests, quizzes, etc. The SchoolsPLP platform and/or google classroom will also be utilized for turning in classwork, tests, quizzes, etc. In addition, The SchoolsPLP platform will be utilized as the main point of contact between classroom teachers and students.

In order to support our students instructionally while they are at home, all classroom teachers will be offering office hours where they can meet with students and/or families through virtual meetings or phone calls. Additional academic support will be established with the individual classroom teacher. Accommodations and/or modifications may be made according to student need including but not limited to students on an IEP or identified as an English Language Learner.

Families that do not have continuous reliable internet access are encouraged to visit one of the Park and Surf WiFi spots throughout the district once a week. Using one of the school's WiFi zones will allow students to download and then access offline (no internet required) all the class lessons and materials for the week as well provide an opportunity to turn in assignments from that week. This will allow students to make all lessons, assignments and activities available offline, therefore being able to complete the work without an internet connection.

*Additional accommodations may be made on an individual basis if required.

If a student is able to access the internet regularly, effectively all class lessons, assignments and activities can be done without having to download the materials.



INSTRUCTIONAL PLATFORM

SchoolsPLP, along with Google Classroom, will be our instructional platform to help deliver weekly instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with assignments in the same week. Virtual tutoring and/or enrichment sessions will occur based on student's progress and need. The teacher will establish guidelines for students needing additional instructional support, including but not limited to students on an IEP or identified as an English Language Learner.

Each teacher will establish an online tutorial and office hours. The teachers schedules will be available via the SchoolsPLP learning platform, Google cClassroom, the school website and by contacting the school office.

#6 FACILITIES CLEANING/SANITATION PROTOCOLS

The safety of our students and staff is our first priority. Upon returning to school, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before students and staff return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency	Depth	Accuracy
Workspaces	Classrooms, Offices	At the end of each use/day	Desktops, Chairs, Empty trash, Wipe all touchpoints	Accuracy through a tracking system to track all actions performed
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily	Clean all surfaces, and Touchpoints.	Accuracy through a tracking system to track all actions performed
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones,	At the end of each use/day and/or between use	Touchpoints, surfaces	Accuracy through a tracking system to track all actions performed



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	keyboards			
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day	Touchpoints, Sinks, countertops, toilets urinals, floors	Accuracy through a tracking system to track all actions performed
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day	Sanitize seats, handrails, and sweep & mop floors. empty trash- change trash can liners	Accuracy through a tracking system to track all actions performed
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups	Sanitize countertops, sinks, desks, restrooms	Accuracy through a tracking system to track all actions performed

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning will be conducted as needed.

#7 STAFF SICKNESS PROTOCOLS

ADMINISTRATIVE PROCEDURE:	EMPLOYEE SICKNESS EXPOSURE PROTOCOLS
BOE POLICY REFERENCES:	<p>GBGCB Staff Health and Safety</p> <p>Families First Coronavirus Response Act (“FFCRA”)</p> <p>Americans with Disabilities Act (“ADA”)</p> <p>Family Educational Rights and Privacy Act (“FERPA”)</p> <p>Health Insurance Portability and Accountability Act (“HIPAA”)</p> <p>Centers for Disease Control and Prevention (“CDC”)</p> <p>Arizona Risk Trust: The Trust appreciates the following firms peer-reviewing this document: Udall</p>



INDIAN WELLS HUDS #3 RETURN TO SCHOOL PLAN

	Shumway, DeConcini McDonald Yetwin & Lacy, and Sims Mackin.
CABINET ADOPTION:	6-22-2020
BOE APPROVED:	7-14-2020

PURPOSE:

The purpose of this communication is to provide information to Arizona School Risk Retention Trust (“Trust”) members on reporting requirements and best practices if an employee or member of a district’s community has been diagnosed, exposed to, or has symptoms of COVID-19.

The goal of this administrative procedure is to reduce transmission; continue to serve the community; maintain a healthy work environment, and comply with reporting requirements.

SICKNESS TRANSMISSION PROTOCOLS

Industrial Hygiene

Policy GBGCB grants the Superintendent the authority “to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases.” This includes requiring appropriate industrial hygiene practices before and following possible COVID-19 exposure. OSHA developed specific guidance, which includes:

- 1. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment;**
- 2. Promote frequent and thorough hand washing;**
- 3. Provide soap and/or alcohol-based (at least 60%) hand sanitizer, tissues, disposable towels for workers to clean their work surfaces, and trash receptacles;**
- 4. Require social distancing at worksites;**
- 5. Assess whether personal protective equipment (“PPE”) is appropriate for individuals working onsite;**
- 6. Encourage “respiratory etiquette” which includes covering coughs and sneezes;**
- 7. Post mandatory reminders for workers to follow hygiene protocols;**
- 8. Restrict the number of people entering a previously contaminated area;**
- 9. Where appropriate, limit access to the worksite or restrict access to only certain workplace areas;**



10. Consider strategies to minimize face-to-face contact (e.g., drive-through windows, staggered work shifts);
11. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment;
12. Isolate individuals who have had close contact with an individual who has been diagnosed, exposed to, or has symptoms of COVID-19;
13. Temporarily close and sanitize a previously contaminated area; cleaning chemicals should include Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens which are expected to be effective against COVID-19.

SICKNESS TRANSMISSION PROTOCOLS

Suspected COVID-19 Infection- Employee

Policy GBGCB grants the Superintendent the authority “to take reasonable and lawful measures to protect students and staff members from the transmission of communicable diseases.” A district may exclude an employee from working onsite if they have a communicable disease “if the staff member presents a direct threat to the health or safety of others in the school workplace.” Therefore, if a district is notified that an employee, volunteer, contractors, subcontractor or other onsite individual has been diagnosed, exposed to, or has symptoms of COVID-19, the District may:

1. Send the individual home immediately to self-quarantine.
2. Investigate the matter by telephonically interviewing the individual.

Suggested interview questions:

- a. Have you been diagnosed with COVID-19?
- b. Do you have symptoms of COVID-19 [Fever, chills, cough, shortness of breath, or sore throat]?
If yes, for how long? [Limit questions to COVID-19 and not other health conditions.]
- c. Have you been in close contact with an individual diagnosed, exposed to or who has symptoms of COVID-19?
- d. Who at the district have you had close contact within the last two weeks?
- e. What district sites have you been to within the past two weeks?
- f. Have you had any physical contact with anyone else affiliated with the district (e.g., students, parents, etc.) in the last two weeks?
- g. Have you had any physical contact with products that were distributed to district constituents (e.g., lunches, learning packets, etc.) in the last two weeks?

3. Assess possible exposure



- a. Assess who may have had contact with the individual in the last two weeks; and
- b. Assess which district sites may need to be sanitized or temporarily closed.

4. Determine who should receive notice of potential COVID-19 exposure.

5. Information collected.

All information collected during the interview should be maintained in a separate employee medical file and not in the employee's personnel file.

6. Payroll/leave considerations. HB2910 allows a district to assign the individual telework. If the employee is unable to telework, they may qualify for paid emergency sick leave under the Families First Coronavirus Response Act ("FFCRA").

SICKNESS TRANSMISSION PROTOCOLS

Reporting and Notification

The Americans with Disabilities Act ("ADA"), Family Educational Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPAA") should be considered in any district disclosure of possible COVID-19 infection.

In each instance, a district should maintain all information as a confidential medical record and should only disclose relevant non-identifying information to those individuals that the district is permitted to provide notice.

The Arizona Attorney General's office has issued recent guidance on this issue found at <https://www.azag.gov/sites/default/files/2020-03/I20-005.pdf>.

Mandatory Reporting

According to the Arizona Attorney General, a school district is not required to report a possible COVID-19 infection to health authorities under A.R.S. § 36-621.3

A district may report a case of COVID-19 to the appropriate board of health or the Arizona Department of Health. In doing so, the District should evaluate whether the disclosure falls under the emergency health and safety exception under FERPA; a link to an analysis of disclosure of student information during an emergency/disaster issued in June 2010 by the U.S. Department of Education is available at <https://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpa-disaster-guidance.pdf>.

SICKNESS TRANSMISSION PROTOCOLS

Notifying Coworkers and the Public

If an employer receives notification that an employee, contractor, volunteer or other individual working on a district's site has a confirmed COVID-19 infection, the Centers for Disease Control and Prevention ("CDC") recommends that the employer "inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain the confidentiality of the affected individual as required by the Americans with Disabilities Act (ADA).



The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).”

Similarly, a district may notify its community that they may have been exposed to COVID-19 through their interactions with the district. The same procedure can apply for a contractor, volunteer, or other individual associated with a district. The district must maintain confidentiality at all times and is prohibited from providing any information that would identify the affected individual. If the individual involved is a subcontractor or employed by another entity, the district should also inform their employer immediately.

SICKNESS TRANSMISSION PROTOCOLS

Notification Basics

1. The notice must not contain personally identifying information;
2. The notice should only include non-identifying information that is relevant to allow those with potential exposure to self-monitor and self-quarantine;
3. Only provide the notice to “appropriate parties;”
4. District may inform appropriate health officials as long as it complies with applicable privacy laws;
5. The notification should include information about the district sites frequented by the individual during the incubation period and while exhibiting symptoms;
6. The notification should include information on what the district is doing in regard to industrial hygiene, including whether the site will be closed and for how long; and
7. The notification should encourage those individuals that may have been exposed to COVID-19 to self-monitor for symptoms and to self-quarantine if appropriate.

COVID19 CASE FORM

If an employee becomes ill while on campus, he/she will immediately report to the district **nurse’s care room** and the case form will be completed.

Once the employee or student arrives at the individual care room, the employee will be immediately provided a mask and gloves to help protect other employees and students and prevent the spread of the potential virus.

- The nurse will complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation; as well as, location for health care.
- The nurse and others attending to the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work as appropriate.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*



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- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning before reporting to work.
- The Individual Care Room and suspected employee's area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

#8 FOOD SERVICE

Foodservice plays a vital role in the overall function of our school systems. Foodservice operations will continue in a manner that best suits the back to school phase the school is in.

In order to facilitate a healthy and safe environment, all school campuses will be closed to outside food or off-campus lunch periods.

Phase I: Foodservice will be delivered via Monday and Thursday delivery in which food for three days will be delivered (Monday, Tuesday, Wednesday) and (Thursday, Friday, Saturday). All food will be prepared and delivered from the HUSD #3 food service department.

Phase II & III: Foodservice will be administered on-site for students on campus daily and delivered on Monday and Thursdays for students utilizing distance learning.

Phase IV: Foodservice will return to normal operations on site.

In addition, lunch schedules will be staggered but will take place in communal areas with physical distancing and health and wellness provisions. Breakfast will be provided via Breakfast in the Classroom and/or Grab and Go Breakfast while maintaining physical distancing and health and wellness provisions.

Students may bring sack lunches if appropriately prepared, wrapped, and consumed.

Finally, bringing or sharing refreshments, snacks, treats, etc. during school is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered or brought onto campus until further notice. This included all holidays and birthdays and other types of special events.

#9 SOCIALIZATION PROTOCOLS

Schools are social organizations and rightfully so; however, the current COVID-19 pandemic is associated with a social structure that includes the spread of the infection from person to person via airborne droplets. In order to control the spread of the infection, our school is implementing social structures including the following protocols:



BEFORE AND AFTER SCHOOL

Students and staff will report to and from classrooms only. There will not be allotted social time before or after school.

- Student's that ride the bus will go directly to their classroom. Students will be health screened prior to getting on the school bus.
- Students that are dropped off by their parents will be dropped off in the roundabout parking area. They will be health screened outside before entering the building. After passing the health screening they will immediately go to their classroom.
- **Students cannot be dropped off early.**
- Students must be health screened prior to entering the school building.

TRANSITION AND HALLWAY PROTOCOLS

Transitions between classes will be managed by classroom teachers and administrators. Transitions will be limited in scope and regulated to ensure physical distancing and limited contact procedures are in place.

- Transitions and Hallways will be "Mask Zones." Signage will be placed in all areas where PPE is required.

PLAYGROUND PROTOCOLS

Students will not utilize common playground equipment. Playground structures will be limited to controlled and structured recess times focusing on health and wellness activities; as well as, outdoor activities whenever possible.

- Students will not be able to play on the playground equipment or participate in other contact sports such as basketball, football or any activity that requires shared equipment.
- Each class will have scheduled and staggered outdoor structured activities time.
- PPE will not be required **outside** as long as students remain physically distant.

LUNCHROOM PROTOCOLS

Breakfast will be served in the classroom as a "grab and go."

The lunchroom environment will be controlled environments with proper physical distancing. Noise levels will be monitored and all schools will implement closed lunch periods to reduce social factors that may impact health and wellness within the school.

- Students may bring sack lunches if appropriately prepared, wrapped, and consumed.
- No food can be shared.
- Lunch periods will be structured to reduce the total numbers in each group to promote physical distancing measures.
- All lunch tables will face one way and have limited seating.
- Phase II will have two students per table. This puts maximum occupancy at 54 students in the IWE lunchroom.



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- Phase III will have three students at a table. This puts maximum occupancy at 81 students in the IWE lunchroom.
- Phase IV IWE will return to normal lunch operations.

PPE ZONES (Personal Protective Equipment)

Personal protective equipment will be provided and required to be utilized in all settings designated as PPE Zones by each school.

RESTROOM PROTOCOLS

Restroom protocols will be scheduled and monitored appropriately. Restrooms will be marked with maximum occupancies. Restrooms will be cleaned and disinfected regularly. Restroom health and wellness protocols will be utilized including education on handwashing, hand drying, cleanliness procedures, etc.

- The restroom will be limited to two students per restroom during Phase II.
- The restroom will be limited to three students per restroom during Phase III.
- The restroom will return to normal operations during Phase IV.

#10 TRANSPORTATION PROTOCOLS

HUSD #3 transports students within a 1,500 square mile school boundary, over 2,500 miles per day, and a half-million miles per year on over 24 school buses.

Transportation is a critical element for educational attainment at HUSD #3. In order to maintain health and wellness within our transportation systems, the following protocols will be utilized:

DISINFECTING

Bus drivers must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

HEALTH SCREENING

Health screenings will be conducted prior to the student being transported from the bus stop locations. Temperature checks will be administered by the bus driver.

TRANSPORTATION HEALTH PROTOCOLS

Students that choose to ride the bus as a form of transportation to and from school will be required to wear personal protective equipment while on the bus. Failure to do so will prevent students from utilizing bussing as a means of transportation.



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If the student has a medical condition that signifies the existence of pre-existing medical conditions the parent and/or guardian shall call the school and transportation department to communicate the necessary information pertaining to the student's condition prior to riding the bus.

SICKNESS IDENTIFICATION

Students that are identified as running a temperature of more than 100 degrees will not be allowed to enter the bus. If the student has a medical condition that signifies pre-existing conditions, the parent and/or guardian shall call the school and transportation department to communicate the necessary information pertaining to the student's condition prior to riding the bus.

BUS SEATING

Phase II: Bus seating will be limited to no more than 1 student per seat unless the students sitting together are from the same family.

Phase III: Bus seating will be limited to 2 students in a seat.

Phase IV: Bus seating will resume to normal operations.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease in the last 7 days.

#11 SPORTS AND ACTIVITIES PROTOCOL

There will be no sports or activities at IWE until further notice.

PE will continue in Phase II but through non-contact activities.

Fall sports for Holbrook Junior High and Indian Wells Elementary School will be cancelled for SY 20-21 including White Mountain and the Navajo Area Junior High League competition in football, boys and girls soccer, volleyball, chess, cross country; as well as, any other sport offered at HUSD #3.

HUSD #3 will explore options for intramural sports upon entering Phase II of the HUSD #3 12-Point Back to School Plan.

TRIPS AND ACTIVITIES

Field trips will be canceled for Phases I, II, and III. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.



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School-wide assemblies may not be held with students assembled in the same physical location. As an alternative (if feasible), hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Family events such as “Back to School Night” or fall carnivals will be canceled 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 canceled unless the activity can be conducted in compliance with the protocols in this document.

#12 VISITOR PROTOCOLS

The safety of our staff and students remains the district’s primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitation on campus will be limited. Visitation on campuses will be limited as follows:

Phase I: (distance learning)

- No visitors on campus. Phone or virtual visitation only (except registration).
- All visitors will need to call the office for any accommodations or appointments.

Phase II/III: (blended learning)

- No visitors on campus- by appointment only.
- All visitors will need to call the office for any accommodations.
- Outdoor pick up only.
- Office visits will require PPE and will be by appointment only-must call ahead.

Phase IV: (normal operations)

- Limited office visits.
- PPE required.
- Pick up/drop off protocols will be communicated

Section 3: Conclusion

Parents and Guardians of Indian Wells Elementary School,

We thank our students, parents, staff and community for the good work put into this plan. We are looking forward to working with all Roadrunners to implement this plan to ensure our school is a safe, healthy and educational environment to Help our Unique Students Develop!

The Holbrook High School 12-Point Back to School Plan is a work in progress and will be updated as appropriate throughout the school year.

Our biggest priority is the health and safety of our students and staff. We will stay up-to-date on all health-related information as it becomes available.



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Please watch the HUSD#3 Facebook page, the IWE, and the District webpage for the most up-to-date information.

We will work through this difficult time together. Thank you for **H**elping our **U**nique **S**tudents **D**evelop!

Stay Safe
Stay Healthy

Andrea Tomlin
Principal IWE

