



# Guidelines for Reopening August 2021

## 2021-2022 School Year

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Informed by: Surveys of staff and parents, State Release of Roadmap June 2020, CDC information and guidelines at the local, county and state level and the Arizona Risk Retention Trust template.

### **Approved by the Somerton Governing Board on June 23, 2020.**

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community.

Updated 7/30/2021

### July 30, 2021 Update

Executive Order 2021-10: Mandated Face Covering requirements have been rescinded

ARS State Section 15-342.05 - [Effective 9/29/2021] Face coverings; requirement prohibition **A.** Notwithstanding any other law or order, a county, city, town, school district governing board or charter school governing body may not require the use of face coverings by students or staff during school hours and on school property. **B.** A school district or charter school may not require a student or teacher to receive a vaccine for COVID-19 or to wear a face covering to participate in in-person instruction.  
*A.R.S. § 15-342.05*

Added by L. 2021, ch. 404,s. 12, eff. 9/29/2021.

Executive Order 2021-09: Requiring disclosure of Vaccination status is prohibited

Executive Order 2021-04: Schools are to be Open for In-Person Learning.

Per U.S. Department of Transportation: we will encourage our students to wear a mask while riding the bus.

**Introduction:** The Somerton School Governing Board will determine the Phase of reopening based on multiple factors including the County Risk Level for COVID 19 in our area. As of July 2021 risk level for COVID 19 is low.

These recommendations are based on the assumptions that our Legislature will make the changes in law necessary to fund the services listed.

Adjustments to this document will occur over time as circumstances and information changes.

Changes, such as the Phase we are implementing, will be made only upon Board approval.

As of June 23, 2020, the Board is planning to open in August 2020, with Phase 1.

As of June 8, 2021 the Somerton School District Governing Board approved In Person Instruction for 21/22 school year.

As the COVID 19 situation changes, or if the funding is not secured from the State, the Somerton School District Governing Board may determine to alter the Phase implementation and will give public notice of the change if it should occur.

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# SOMERTON SCHOOL DISTRICT OPENING PHASE 1 – ALL REMOTE

When the County identifies High Risk, Phase 1 will be the most likely designation.

Define instruction

**Where-** Student instruction will take place over the school issued device. Students will not come into the school for instruction. Teachers may be allowed to work from their classrooms if they follow Basic Precautions and are approved by the Principal.

**When-** Students/parents will be given a schedule of the instructional activities.

**What** – Student schedules will include:

1. At least two broadcast lessons from the classroom teacher, primarily focused on Math and ELA. Instruction may include teacher presentation and student working under teacher online supervision.
2. An assigned number of minimal minutes working on assigned software, which may include Waterford, Successmaker, Reading Horizons.
3. Additional required programming may be assigned based on English Language Instruction needs, Learning Disabilities or individual learner needs.
4. Students may also be offered, Physical Education, Art, Music or other enrichment opportunities, delivered over their device. Attendance will be taken each session, whether required or enrichment, and time on task will be monitored through the instructional software programs.

Total Instructional Minutes will meet the Arizona State Guidelines for minimum instructional minutes per day. This varies by grade level.

**Grading – Class Work:** Students will be graded in much the same way they are graded in the classroom. They will be participating during the lesson, completing assignments often with the teacher online answering questions, and may be asked to submit or show their work.

*Measure of Standards progress:* Galileo assessments will be used to measure progress on standards.

*Report Cards:* Classroom Achievement/Participation and Standards Progress will be recorded on the report card.

***Teachers/schools will be providing a variety of tutoring and intervention opportunities to students. It is understood the interruption in student learning caused by COVID19 may result in gaps that will take time to identify and fill. Report cards are meant to inform parents and teachers about student progress. We will use the information from the grading tools to refine our instructional practice and to identify/fill needs for individual students. The Report Card will not be the basis for Promotion and Retention decisions. It is one of many indicators that will be used to determine readiness to promote and will record said decision.***

# **SOMERTON SCHOOL DISTRICT OPENING PHASE 2 - HYBRID MIXED MODEL**

When the County identifies a Moderate Risk for COVID19, Phase 2 may be preferred.

The hybrid mixed model will allow for some students to be attending in the classroom while other members of the classroom attend remotely. Twice during the day, the teacher will broadcast the lesson to the students working from home. The students at home will continue with their instructional assignments as described in Phase 1 and the teacher broadcasted lesson will be from the classroom as instruction is delivered to the students in the classroom.

The mixed model allows for students or families who prefer home learning and that are equipped to manage and support their students in the home. It is also a great choice for a student who is at high risk for severe complications due to preexisting health conditions and for incidences when a student has been exposed to illness and must stay home in quarantine for some period of time.

Parents, Teachers and Principals may decide to use the Hybrid model based on individual student needs and may determine when to apply Phase 2 for individual students once the Board has approved the risk level merits use of this Phase.

When Phase 2 is permitted it will be assumed all students will be back at school and only those who choose the hybrid mixed model will remain at home

# **SOMERTON SCHOOL DISTRICT OPENING PHASE 3- ALL AT SCHOOLS**

When the County identifies a Low Risk for COVID 19, Phase 3 may be preferred.

This Phase is regular school attendance. The Hybrid model may be applied to individual students as needed.

## COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. The protocols are based on CDC “step” guidelines—specifically, Steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate. Step 2 aligns with our SSD Phase 2 protocols and Step 3 with SSD Phase 3.

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

### STAFFING ASSIGNMENTS

At the district level, the Superintendent or designee will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The Maintenance department staff in conjunction with the Human Resources department will ensure that each site has posters with messaging on handwashing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator or designee will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the lead custodian will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, the school nurse, or other designee will coordinate and implement the protocols set forth in the **Step Two Protocols: Employees** section of this document for screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to Emma Rubio, District Nurse, and
- informing Emma Rubio, District Nurse, if absences of students and staff on any given day is above average or if there appears to be a cluster of respiratory-related illnesses.

The Special Education Director, Ms. Garza and 504 coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

In conjunction with district administration, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.

## TRAINING AND COMMUNICATION

### Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

### Communication

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents regarding these protocols.

Each school site will identify a person to be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

## PHASE 2 PROTOCOLS: STUDENTS ON CAMPUS

Phase 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

### Daily Health Screenings

#### At home

Inform students and parents that students must not come to school if they exhibit any of the following symptoms:

• fever of 100.4 degrees or higher, or chills;	• sore throat;	• vomiting;
• shortness of breath or difficulty breathing;	• headache;	• diarrhea; or
• muscle aches;	• fatigue;	• new loss of taste or smell.
• cough;	• congestion or runny nose;	

Also, inform parents via registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Assure parents that students will have the opportunity to make up work missed due to symptoms of COVID-19.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

### **On the bus**

All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

A bus driver or aide, wearing appropriate personal protective equipment (PPE), will visually check each student prior to the student boarding the bus. (We expect to have thermometers for each bus driver to scan students as they enter the bus.) If a student exhibits visible symptoms,<sup>1</sup> 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. The student will then go directly to the Nurses office at the school.

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.

### **At school**

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

A staff member, wearing appropriate PPE, will visually check each student and take temperatures with a non-contact thermometer prior to students entering the school. (Students entering school from the bus do not need to be screened as the driver has already taken care of it.) Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- 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, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

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<sup>1</sup> Visible symptoms include runny nose, cough, shortness of breath, or vomiting.



## Enhanced Social Distancing

### Basic social distancing practices

Have staff members educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.

Where possible, have students remain with the same groupings and the same staff throughout the day. Design schedules for middle and high school students to allow the same groupings of students to move from subject to subject as much as possible. Consider reducing class sizes as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

Non-instructional activity spaces may be converted to classrooms if the school site has sufficient teachers to staff those converted classrooms.

**Drop-off/Pick-up procedures.** Keep in mind that 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 school Principal should review current layouts to consider potential expansion of these locations when possible.

**OPTION 1:** Implement staggered drop-off times so that not all students arrive on campus at the same time. Stagger pick-up times similarly. School administrators should determine the staggered arrival and pick-up times in a way that best meets the individual school's needs and reduces the number of students in common areas at the same time. As an example, grades K, 2, and 4 could be scheduled to arrive between 7:45 and 8:00 a.m., with grades 1, 3, and 5 scheduled to arrive between 8:10 and 8:25 a.m. OR students with last names A–L could be scheduled to arrive at 7:45, etc. (This latter approach will be helpful for families with multiple children at the same site.)

**OPTION 2** (or in conjunction with **OPTION 1**): Require parents to drop off/pick up students without getting out of the car, unless express permission from a site administrator is provided for good cause. If a parent has permission to get out of the car during drop-off/pick-up, have the student arrive at/leave school before or after assigned times for the majority of students.

**Bus transportation seating options.** The district may consider the following seating options related to operation of district buses.

**OPTION 1:** Assign students to bus seats one to a row, with an empty row between each student. Have students sit in the seat closest to the window. Maintain maximum ventilation at all times, including open windows (weather permitting). Set ventilation systems to non-recirculating mode.

**OPTION 2:** Assign students to bus seats one to a row. Have students sit in the seat closest to the window. To the greatest extent possible, leave an empty row between each student. Maintain maximum bus ventilation at all times, including open windows (weather permitting). Set ventilation to non-recirculating mode.

**OPTION 3:** To the greatest extent possible given bus capacity, assign students to bus seats with one student per row and, when possible, an empty row between students. Where students can be assigned one per row, assign them to the seat closest to the window. Maintain maximum bus ventilation at all times, including open windows (weather permitting). Set ventilation to non-recirculating mode.

Additionally, consider adding the following guidelines to any of the options outlined above.

- When bus capacity will not allow for one student per row and an empty row between students, require students to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Require staff to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Load buses from back to front at bus stops, and unload front to back when at school (to minimize students passing by other students).
- Allow siblings to sit together if they wish.

**Classroom layout.** For all grades, mark classroom floors with adhesive tape to indicate where individual desks/workspaces will be located.

Position desks 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it. If desks cannot be positioned 6 feet apart, consider requiring cloth face coverings, unless a health condition prohibits this.

Position desks to face the same direction rather than facing each other. Do not use large tables for groups of students unless this is the only option. If this is the case, the district may consider requiring cloth face coverings.

Do not permit students to be physically grouped to work together. Instead, encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

**Communal spaces.** Guidelines for specific communal spaces are given below.

**Hallways:** Mark hallways with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

## Playgrounds

**OPTION 1:** Close playgrounds and do not allow students to use playground equipment. Individual classes may be assigned specific time slots for students to be taken outside for physical movement, with social distancing to be maintained at all times. Do not allow separate classrooms to mingle during outside activity time and encourage staff to be creative in

employing techniques to maintain social distancing during unstructured time. Finally, require teachers and students to wash their hands following activities.

**OPTION 2:** Allow no more than one class at a time on playground equipment. Assign classes a specific time slot, with time slots to be scheduled such that there is sufficient time between classroom use that playground equipment can be disinfected before the next group uses it. Encourage teachers to be creative in employing techniques to maintain social distancing during unstructured time. Finally, require teachers and students to wash their hands following activities.

## Lunchrooms

**OPTION 1:** Close the multipurpose room during lunch. Serve lunches in classrooms and on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect all items while wearing gloves. Prohibit students from sharing lunch items with one another.

If a classroom has a student with food allergies, convene a 504 team to discuss appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

**OPTION 2:** Open the multipurpose room during lunch, with increased safety measures, including the following:

- Mark tables in the multipurpose room to indicate where students may sit.
- Assign students to a specific seat with a minimum of 3 feet between marked seats.
- Limit multipurpose room seating to the number of assigned seats.
- If students line up for lunch service, permit only one class to line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.
- Serve lunches on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect items while wearing gloves.
- Prohibit students from sharing lunch items with one another.

**Bathrooms.** Permit students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain social distancing. Limit the number of students in the bathroom. Finally, display posters reminding students of proper handwashing techniques.

## Hand Washing

Require all students to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

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

## Cloth Face Coverings

Encourage students to wear cloth face coverings when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

\*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff.

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Students may bring their own cloth face coverings to and from school. When feasible, schools should also have a supply of face coverings available to provide students who cannot afford or do not have their own. Districts should provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

## Student Belongings/Materials

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

Do not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), have a staff member wipe down the item with disinfectant after each use.

## Trips and Activities

Field trips will be canceled. Have teachers use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

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.

Large-scale school events such as "Back to School Night" or fall carnivals 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 the protocols in this document.

## Specialized 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.

## PHASE 2 PROTOCOLS: EMPLOYEES

Phase 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

### Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, must assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, provide the PPE to staff at no cost and train staff on its correct use.

### Visitors to School

Limit nonessential visitors and volunteers at school. Do not use parent volunteers in the classroom during the COVID-19 health crisis.

### Daily Screening

Do not allow employees to work onsite if they exhibit any of the following symptoms:

• fever of 100.4 degrees or higher, or chills;	• sore throat;	• vomiting;
• shortness of breath or difficulty breathing;	• headache;	• diarrhea; or
• muscle aches;	• fatigue;	• new loss of taste or smell.
• cough;	• congestion or runny nose;	

Additionally:

**OPTION 1:** Have each employee's temperature taken by a designated staff member, wearing appropriate PPE, when employees report to work. Use a non-contact thermometer if available. If a non-contact thermometer is not available, have the designated staff member wear gloves, change gloves between each temperature check, and wear a cloth face mask. If the designated staff member does not have access to a non-contact thermometer, have him/her wear gloves, change gloves between each temperature check, and wear a cloth face mask and eye protection. Disinfect thermometers between uses according to the manufacturer's instructions.

If an employee's temperature is at or above 100.4, send the employee home. Inform employees that they must self-report any symptoms that develop during the day and must remain home if they exhibit any of the symptoms identified above while away from school.

**OPTION 2:** Have each employee take his/her temperature at home prior to arriving at work. When the employee arrives at work, have the employee check in with the designated on-site staff person, maintaining at least 6 feet of distance and verbally confirming that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

**OPTIONAL:** Have the designated on-site staff member keep a daily checklist of employees who have affirmed that they were symptom-free upon arrival. Maintain these records in a separate file marked "Confidential."

## Handwashing

Require employees to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

## Enhanced Social Distancing

Require employees to maintain a distance of at least 3-6 feet between individuals at all times, unless this is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), have the staff member resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

## Cloth Face Coverings

Cloth Face Mask (teachers may use a clear plastic face shield to allow students to see mouth when speaking)

SSD will provide each student and teacher with cloth face masks. (Rubio is ordering these.) These masks should be worn one day and then be washed before wearing again. Teacher's will additionally receive a face shield so that students can see the mouth moving when the teacher is speaking.

We will initially supply disposable face masks for each school office and for each school nurse for visitors or for students who don't arrive with the proper cloth mask. After the initial disbursement the ongoing purchase of disposable masks will be the school's responsibility.

**OPTION 1:** Require staff members to wear cloth face coverings during interaction with students or other staff unless they cannot do so for health reasons. In these cases, have employees notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Have employees contact the district's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering. Permit staff members to remove face coverings if the staff member is alone in his/her work area. Note, however, that the face covering must be worn again, and the work area disinfected, before students or other staff arrive.

~~**OPTION 2:** Encourage, but do not require, staff members to wear cloth face coverings during interactions with students or other staff. Require staff to wear cloth face coverings, unless a health condition prevents this, when on school buses and when physical layout does not allow for maintenance of 6 feet of space between individuals. If the staff member needs a reasonable accommodation due to disability, have him or her contact the district's ADA coordinator or his/her direct supervisor to request a reasonable accommodation and begin the interactive process.~~

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

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

## Cleaning and Disinfecting

Prior to reopening, inspect water systems to ensure that they are safe for use after the prolonged shutdown. This will help to minimize the risk of waterborne pathogens that cause illnesses such as Legionnaires' Disease.

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

sports equipment, and any other shared items (if they are being used) must be cleaned between uses by groups of students.

Inform staff that they are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

Assign schedules to janitorial staff for increased cleaning of surfaces and bathrooms throughout the day.

## PHASE 3 PROTOCOLS: STUDENTS ON CAMPUS

### Introduction

Phase 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Phase 2. Consult with local health officials for guidance. When a district, or a specific school site, progresses to Phase 3, the Phase 2 protocols should remain in place with the following exceptions:

### Social Distancing

#### Introduction

Social distancing protocols may be relaxed somewhat during Phase 3. Staff members should continue to educate and regularly remind students to maintain 6 feet of distance between individuals at all times possible. However, increased social interaction among classes is permissible.

Note: Nonessential visitors and volunteers at school may continue to be prohibited. If volunteers and visitors to school are permitted, they should be limited in number and must agree to adhere to the district's social distancing and other protocols.

Update: Visitors will continue to be prohibited on campus during regular school hours.

### Drop-off/Pick-up procedures

If schools adopted staggered drop-off and pick-up times with specific time slots assigned to families, they may revert to a single drop-off/pick-up window for all families. If schools adopted a drop-off/pick-up process with a prohibition on parents getting out of the car, this may be lifted.

### Communal spaces

**Playgrounds.** Permit classes to have staggered use time on playground equipment. Assign no more than two classes to a specific time slot, and schedule time slots such that there is sufficient time between classroom use for disinfection of the playground equipment.



**Lunchrooms.** If Option 1 was chosen for lunch rooms in Phase 2 above, transition to Option 2: Open the multipurpose room during lunch, with increased safety measures, including the following:

- Mark tables in the multipurpose room to indicate where students may sit.
- Assign students to a specific seat with a minimum of 3 feet between marked seats.
- Limit multipurpose room seating to the number of assigned seats.
- If students line up for lunch service, permit only one class to line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, staff may serve food to each student at their assigned seat.
- Serve lunches on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect items wearing gloves.
- Prohibit students from sharing lunch items with one another.

### Trips and Activities

Field trips that can comply with the protocols in this document will be permitted *only* if the area to be visited is at a Phase 3 of community mitigation. Teachers should continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School assemblies may be held in staggered groups to ensure that social distancing protocols can be maintained. Unless social distancing can be maintained with all students in the same room, school-wide assemblies must be held virtually with student groups remaining in their classrooms.

## PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation to Emma Rubio, District Nurse, 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, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.

4. Close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).
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 recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine 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 two scenarios has occurred and they have been cleared by Health Services Manager (Emma Rubio):

**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  $\geq 24$  hours apart (total of two negative specimens).