

HealthyVerify Procedures

Isaac School District

August 18, 2021

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

The HealthyVerify Procedures included in this document incorporate, and in some cases expand upon, portions of Occupational Health and Safety (“OSHA”) recommendations, Centers for Disease Control and Prevention (“CDC”) guidelines, and state-level recommendations, including the Arizona Department of Education’s (“ADE”) Roadmap for Reopening Schools and Isaac School District’s Draft Guidelines for Schools document dated July 9, 2020. Certain provisions were developed by HealthyVerify specifically for the unique circumstances of Isaac’s operations. All provisions based on external guidance were reviewed and approved by HealthyVerify prior to inclusion in these Procedures. Finally, note that HealthyVerify does not decide whether, or when, Isaac schools may reopen for the school year, and the preparation of these Procedures should not be considered a recommendation for reopening. Any decision to reopen should be made by Isaac in coordination with local health authorities.

It is critical that school administrators:

- Engage and encourage everyone in the school and the community to practice preventive behaviors. These are the most important actions that will support schools’ safe reopening and will help them stay open.
- Implement multiple SARS-CoV-2 mitigation strategies (e.g., social distancing, cloth face coverings, hand hygiene, and use of cohorting).
- Communicate, educate, and reinforce appropriate hygiene and social distancing practices in ways that are developmentally appropriate for students, teachers, and staff.
- Integrate SARS-CoV-2 mitigation strategies into co-curricular and extracurricular activities (e.g., limiting or cancelling participation in activities where social distancing is not feasible).
- Maintain healthy environments (e.g., cleaning and disinfecting and ventilation) .

- Make decisions that take into account the level of community transmission.
- Repurpose unused or underutilized school (or community) spaces to increase classroom space and facilitate social distancing, including outside spaces, where feasible.
- Develop a proactive plan for when a student or staff member tests positive for COVID-19.
- Develop a plan with state and local health department to conduct case tracing in the event of a positive case.
- Educate parents and caregivers on the importance of monitoring for and responding to the symptoms of COVID-19 at home.
- Develop ongoing channels of communication with state and local health departments to stay updated on COVID-19 transmission and response in your local area.¹

¹ From “Preparing K-12 School Administrators for a Safe Return to School in Fall 2020 Preparing a Safe Return to School” From CDC, updated 8/1/2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>.

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I. Employees

A. Training

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

B. Reducing Employee Risk

Isaac employees fall into different categories of risk under OSHA classifications.

OSHA recommends that employers develop an Infectious Disease Preparedness and Response Plan for Low and Medium Exposure Risk settings. The procedures outlined in this document are intended to constitute such a plan for Isaac.

The CDC advises the risk of COVID-19 increases based upon interaction with non-vaccinated individuals. Specifically, the CDC denotes three risk levels:

- **Lowest Risk:** Fully vaccinated individual coming into contact with other fully vaccinated individuals.
- **Medium Risk:** Non-vaccinated individuals in person classes where most individuals are following mitigation strategies.
- **Highest Risk:** Full sized classes of non-vaccinated individuals and not following mitigation strategies.

Dependent on the structure of the class and employees and students vaccination status, employees interacting with students should be aware of the level of risk and act accordingly, including being cognizant of social distancing measures, wearing protective equipment, and washing their hands.

This document incorporates portions of OSHA recommendations and includes elements of the CDC's guidelines in place as of July 9, 2021, along with the Arizona Department of Education's Final Draft of Roadmap to Reopening Schools. In some cases, the procedures outlined herein go beyond OSHA recommendations.

C. Monitoring Employee Health

Isaac will take the steps below to ensure that employees remain healthy and minimize the risk of infection. All employees will be required to ongoing self-monitoring for illness symptoms and complete a one-time attestation that reflects this expectation.

D. Symptom Screening Commitment

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

Non-vaccinated employees:

- a. Have you been in close contact with a person who has tested positive for COVID-19 since the last time you came to work?²
- b. Have you had a fever – meaning a temperature of 100.4F or higher – in the last 24 hours?³
- c. Do you have any new cough, shortness of breath, chills, sore throat, muscle pain, diarrhea or new loss of taste or smell?

If an employee can answer any of these questions in the affirmative, that employee should not come to work or enter an Isaac school or facility until the timeframes described under Subsection 3 expire.

Fully vaccinated employees:

If you are a fully vaccinated employee who has been in close contact with a person who has tested positive for COVID-19 since the last time you came to work and can answer no to the below questions. You do not need to get tested and you do not have to quarantine.⁴

- a. Have you had a fever – meaning a temperature of 100.4F or higher – in the last 24

² For the purposes of this question, “close contact” shall be defined on the questionnaire pursuant to the CDC’s definition and in plain, easy to understand language (updated October 21, 2020). The CDC defines “close contact” as “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.” See Close Contact, Appendix A – Glossary of Key Terms, Centers for Disease Control and Prevention, available at <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>. **Exception:** in the K-12 setting, a student who was within 3-6 feet of an infected student is not considered a close contact if both students were engaged in consistent and correct use of well-fitting masks at all times. This exception does not apply to teachers, staff or other adults in the classroom setting. **Exception:** Per MCDPH, and in accordance with CDC and ADHS guidance, close contacts who are not fully vaccinated or have not tested positive for COVID-19 in the last 90 days are to quarantine (stay) at home for up to 10 days. If you are a staff member or an educator who is considered to be an essential worker, you can continue to work during quarantine as long as you do not have any symptoms and you wear a mask while working.

³ Isaac will make no-touch infrared thermometers available for employees to check their temperatures.

hours?⁵

- b. Do you have any new cough, shortness of breath, chills, sore throat, muscle pain, diarrhea or new loss of taste or smell?

If an employee can answer any of these questions in the affirmative, that employee should not come to work or enter an Isaac school or facility until the timeframes described under Subsection 3 expire.

Isaac employees shall complete a one-time attestation indicating their understanding with, and agreement to follow, this policy. The format of this attestation will be at Isaac's discretion. Isaac will remind employees of this policy regularly while these Procedures remain in effect.

E. Returning to Work After Illness

Employees exhibiting a fever, the illness symptoms listed above in Subsection (C)(2)(a-c), or who have come into close contact with a person diagnosed with COVID-19 – at home or otherwise – will be permitted to return to work under the following circumstances:⁶

- If the employee is fully vaccinated, the employee does not need to quarantine if they do not have any symptoms.
- If the employee is tested for COVID-19 (PCR or antigen testing) and the test is positive: Employee may return to work after they have no fever for 24 hours (without the use of fever-reducing medicine) and other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If the employee is not tested for COVID-19 and has symptoms compatible with COVID-19: Employee may return to work after they have no fever for 24 hours (without the use of fever-reducing medicine) and other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If the employee is tested for COVID-19 (PCR or antigen testing) and the test is negative: Employee may return to work after they have no fever for 24 hours (without the use of fever-reducing medicine) and other symptoms have improved.
- If the employee has close contact with a person who tested positive for COVID-19, at home or otherwise, and does not develop symptoms²: Non-vaccinated employee should stay home for 10 days and monitor symptoms regardless of PCR test results. Alternatively, if a COVID-19 test is performed on day 6 or 7 following your last

⁵ Isaac will make no-touch infrared thermometers available for employees to check their temperatures.

⁶ These criteria are based on ADHS 'Release from Isolation' guidelines available at <https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/public-resources/release-from-isolation.pdf>.

exposure and is negative and you remain asymptomatic, you may end quarantine after 7 full days following your last exposure.

- If the employee has no symptoms, is not-fully vaccinated and tested positive for COVID-19 (PCR or antigen test): Employee should stay home until 10 days have passed since the day the test was done.
- Employees who have had a severe/critical illness or are severely immunocompromised should:
 - If symptomatic, stay home away from others or under isolation precautions until:
 - At least 20 days have passed since symptoms first appeared; AND
 - At least 24 hours have passed since last fever without the use of medicine that reduces fevers; AND
 - Other symptoms have improved.
 - If asymptomatic, stay home away from others or under isolation precautions until:
 - At least 20 days have passed since specimen collection of the first positive COVID-19 PCR/antigen testing while asymptomatic.
 - If symptoms develop, follow guidance for symptomatic and tested positive for COVID-19.
 - (Outside of these criteria above, extension of isolation is not routinely recommended if an individual is retested within 3 months of onset of symptoms or date of first positive test while asymptomatic.)
 - Isaac shall encourage these employees to call their health provider for advice on testing for COVID-19.⁷ Isaac will facilitate flexible sick leave policies and remote working or telecommuting options that enable employees to stay home when they are sick or when they have been exposed to a person with COVID-19.⁸ Employees returning to work after recovering from COVID19, are expected to continue observing the same risk-mitigation measures as before they contracted the infection.

⁷ The Arizona Department of Health Services (“ADHS”) maintains a list of available testing sites here: <https://www.azdhs.gov/COVID19testing>

⁸ This provision is in accordance with CDC and ADHS recommendations.

F. Action Plan for a Confirmed COVID-19 Case

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

- If an employee contracts a confirmed case of COVID-19, that employee shall remain in home isolation pursuant to Subsection 3.
- All employees who have come into proximity⁹ with that employee will be notified of potential exposure and advised to continue coming to work, and that wearing a face covering at all times continues to be required and is especially important for them, as is maintaining social distancing. If these employees develop symptoms, COVID-19 testing is strongly encouraged. Those who develop symptoms must stay home and will be subject to the return to work timeframes described in Subsection 3.
- However, if a supervisor instead determines that an employee came into a close contact – as defined by the CDC – with the confirmed case, rather than proximity, that employee will immediately be sent home and return to work pursuant to the timeframes described under Subsection 3 above.

G. Protective Attire

Cloth Face Coverings (Masks) are required indoors at all sites district-wide for all students, staff, and visitors effective, August 18, 2021

H. Respiratory Etiquette and Social Distancing

Employees will adhere to social distancing guidelines, whenever possible. Employees will also be reminded to refrain from touching their faces, mouths, and eyes, as well as to practice respiratory etiquette. Respiratory etiquette includes covering coughs with a tissue and throwing the tissue away, sneezing into one's upper sleeve instead of one's hands, and washing hands or using hand sanitizer after coughing or sneezing.

I. Hand Washing and Cleanliness

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

- Upon arrival at school;
- After being outside for physical activity;
- After blowing one's nose, coughing, or sneezing;

⁹ Note that 'proximity' at work differs from "close contact" as described elsewhere in these procedures. "Close contact" is as defined by the CDC and as described in Footnote 2.

- After using the restroom;
- Before and after eating or preparing food;
- After physical contact with other employees or students;
- After contact with animals or pets;
- After using shared equipment; and
- Prior to leaving school for home.

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

J. Meetings

Isaac will adopt the following practices for meetings:

- If in-person meetings are unavoidable, Isaac shall ensure that employees follow mitigation strategies such as mask wearing, social distancing and the meetings will be held in the largest space practical.

II. Students

Isaac students will be required to undergo ongoing health monitoring and temperature checks at home prior to the school day, in addition, we will highly encourage non-vaccinated students to wear their mask indoors and conform to cohorting procedures described in detail below.

A. Monitoring Student Health

Isaac will require that parents monitor their child’s health on a daily basis¹⁰ and keep their child at home if the child is experiencing illness symptoms or if the child is not fully-vaccinated and comes into close contact with a person known to be infected with COVID-19. This expectation, which is highlighted below, will be communicated to parents regularly through any means Isaac deems appropriate, and will be in addition to consistent, ongoing reminders included in subsequent Isaac communications.

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

- *Has your child had a fever, which is defined as a temperature of 100.4F or above, in the last 24 hours?*

¹⁰ See Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations, updated July 23, 2020, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>.

- *Has your child experienced any new cough or shortness of breath, runny nose, sore throat, headache, chills, muscle aches, abdominal pain, vomiting, diarrhea, or any loss of sense of smell or taste?*¹¹

- *Has your child been in close contact – at home or otherwise – with a person known to have COVID-19 since the last time he or she came to school? This does not apply to fully-vaccinated children without symptoms. (Close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or longer during a 24-hour period, whether you were wearing a mask or face covering or not. This contact may occur with infected persons starting up to 2 days before the infected person began to show symptoms until the person is isolated or quarantined, or, for infected persons who have no symptoms, close contact may occur up to 2 days before the infected person was tested. Note that if a member of your household tests positive for COVID-19, all children and adults living in the household are considered to have been in close contact with an infected person.)*

Any child who has a fever as defined above or any of the symptoms listed above shall stay home. The student will be allowed to resume on-campus classes according to criteria described in Subsection B below. For these students, Isaac will facilitate remote or virtual learning access for those students who must remain at home because of their symptoms, household contact with persons diagnosed with COVID-19, or testing positive for COVID-19 regardless of symptoms. Isaac will encourage students who are sick to stay home without fear of reprisal by discouraging perfect attendance awards, consistently educating parents on symptoms and criteria to stay home, and reassuring parents that there will be no negative impact in school performance and evaluation if their child needs to stay home when sick.¹²

B. Returning to School After Illness

Students who have a fever or are exhibiting the symptoms listed above under Subsection A, or who have close contact with a person diagnosed with COVID-19 – at home or otherwise – will be permitted to return to class on-campus under the following circumstances:¹³

- If the student is tested for COVID-19 (PCR or antigen testing) and the test is positive:
 - Student may return to campus after they have not had a fever for 24 hours

¹¹ See more on symptoms for children; Erin K. Stokes, MPH; Laura D. Zambrano, PhD; Kayla N. Anderson, PhD; Ellyn P. Marder, DrPH.; Kala M. Raz, MPH; Suad El Burai Felix, MPH; Yunfeng Tie, PhD; Kathleen E. Fullerton, MPH. Coronavirus Disease 2019 Case Surveillance – United States, January 22-May30, 2020. Morbidity and Mortality Weekly Report, Centers for Disease Control and Prevention. June 19, 2020. Vol. 69(24);759-765.

¹² This provision was included based on the Arizona Department of Education’s guidance on reopening schools and CDC guidance, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

¹³ These criteria are based on ADHS ‘Release from Isolation’ guidelines.

(without the use of fever reducing medicines) and other symptoms have improved, and 10 days have passed since symptoms first appeared.

- If the student has symptoms and is tested for COVID-19 (PCR or antigen testing) and the test is negative:
 - Student may return to campus after they have not had a fever for 24 hours (without the use of fever reducing medicines) and other symptoms have improved.
- If the student has close contact with a person who tested positive for COVID-19 (at home or otherwise) and does not develop symptoms:
 - Not fully vaccinated student should stay home, participate in distance learning for 10 days, and monitor symptoms.
 - Student can return earlier, if a COVID-19 test is performed on day 6 or 7 following your last exposure and is negative and you remain asymptomatic, you may end quarantine after 7 full days following your last exposure.
 - Fully vaccinated student can return to school and monitor symptoms for 10-days
- If the student has symptoms and is not tested for COVID-19 (PCR or antigen testing):
 - Student should stay home, participate in distance learning for 10 days and or student's case will be assessed by COVID-19 Mitigation and or School Health Assistant they will determine if the student can return to on-site learning sooner. Student may return to campus after the 10-days or determined and after they have not had a fever for 24 hours (without the use of fever reducing medicines) and other symptoms have improved.
- If the student has no symptoms and tested positive for COVID-19 (PCR or antigen test):
 - Student should stay home until 10 days have passed since the day the test was done.

If a student had severe/critical illness or is severely immunocompromised should:

- If symptomatic, stay home away from others or under isolation precautions until:
 - At least 20 days have passed since symptoms first appeared; AND
 - At least 24 hours have passed since last fever without the use of medicine that reduces fevers; AND
 - Other symptoms have improved.
- If asymptomatic, stay home away from others or under isolation precautions

until:

- At least 20 days have passed since specimen collection of the first positive COVID-19 PCR/antigen testing while asymptomatic. If symptoms develop, follow guidance for symptomatic and tested positive for COVID-19.
- (Outside of these criteria above, extension of isolation is not routinely recommended if an individual is retested within 3 months of onset of symptoms or date of first positive test while asymptomatic.)

Isaac teachers shall encourage parents of ill students to call their health provider for advice on testing for COVID-19.¹⁴ As described under Subsection A, Isaac will facilitate remote or virtual learning that enables students to stay home when they are sick or they have been exposed to a person with COVID-19, without negative impact on their learning or school performance.¹⁵ Students returning to school after recovering from COVID19, are expected to continue observing the same risk-mitigation measures as before they contracted the infection.

C. Promoting Vaccination

Achieving high levels of COVID-19 vaccination among eligible students as well as teachers, staff, and household members is one of the most critical strategies to help schools safely resume full operations at Isaac.

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. People who are fully vaccinated against COVID-19 are at low risk of symptomatic or severe infection.

A growing body of evidence suggests that people who are fully vaccinated against COVID-19 are less likely to have an asymptomatic infection or transmit COVID-19 to others than people who are not fully vaccinated. In most settings, people who are fully vaccinated can safely resume activities they did before the pandemic, except where prevention measures are required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

People 12 years and older are now eligible for COVID-19 vaccination. We continue to promote vaccinations among teachers, staff, families, and eligible students by providing information about COVID-19 vaccination, encouraging vaccine trust and confidence, and

¹⁴ COVID-19 Testing Sites in Arizona can be found at <https://www.azdhs.gov/index.php>.

¹⁵ This requirement is critical to enhance compliance with self-reporting symptoms and contacts and is included in the Arizona Department of Education's reopening guidelines.

establishing supportive policies, practices, and resources that make getting vaccinated as easy and convenient as possible.

D. Face Covering (Mask) are required indoors

Face Coverings (Mask) are required indoors at all sites district-wide for all students. These face coverings may be disposable or made of cloth. If made of cloth, the face covering shall conform to the CDC's guidance on homemade face coverings.¹⁶ Isaac will advise parents that face coverings will be highly encouraged and that students can put them on before boarding the school bus, or for students arriving at any indoor setting at school. Isaac will maintain a stock of disposable face coverings for students who decide to wear their face covering and are in need of one.

E. Cohorting and Social Distancing

Isaac Elementary Schools will group students into "cohorts" where possible. Cohorts are groups of students that will remain together throughout the school day and minimize to the greatest extent possible intermingling with other groups. Where cohorts are not possible, students will maintain at least 3 ft. of distance between each other, teachers will maintain a seating chart for all students. Cohorting minimizes the risk of exposure to illnesses outside of the cohort, and should a member of the cohort become infected, it facilitates contact tracing among affected students. Cohort parameters will be established at Isaac's discretion and may be assigned by classroom or other groupings as appropriate. Where possible, Isaac will limit intermingling between cohorts – student and employee groups will remain as static as possible by having the same groups of students interact with the same employees each day, and this applies during class, recess, and on buses, to the extent possible. Assigned seating in classrooms and on buses should be used at all times.

Students will also maintain a 3 ft. minimum social distance between one another and 6 ft. between Isaac employees who are not fully-vaccinated whenever possible. Although this may not be feasible at all times, it will be encouraged by Isaac employees and students may be reminded of this requirement with announcements and signs.

F. Students with Disabilities or the Medically Vulnerable

Special accommodations, along with compliance with all applicable state, federal, and local laws, shall be made for Isaac students with disabilities or those with unique medical needs. Where possible, these students should wear masks and maintain a 36 ft. social distance, and employees who interact with these students should be informed that wearing masks in their presence is uniquely important. To the extent possible, these students should arrive at school at a separate, staggered start time and maintain a staggered schedule that allows for separation from other students. Virtual or distancing learning options should be

¹⁶ The CDC's instructions for the construction and use of cloth face coverings are available at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

readily available for these students. Isaac will also ensure that it protects the privacy of those students at higher risk for severe illness regarding underlying medical conditions.

G. Students with Family or Household Members with Disabilities or the Medically Vulnerable

Isaac will ensure that virtual or distancing learning options are readily available for all students living in households with adults or other children with disabilities or who are medically vulnerable should these families opt for distance learning.

III. Campuses and Classrooms

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

A. Student Arrival

Cloth Face Coverings (Masks) are required indoors at all sites district-wide for all students, before entering any Indoor Isaac facility, and for students who take buses, face coverings are required to be put on before boarding the bus. Once cleared at the entry point, students will go directly to their classroom or a designated area. Students will eat breakfast in the classroom or grab and go meals will be provided at the start of the day.

Note that pursuant to Section II(A), parents will have already checked their child for illness symptoms and fever prior to arrival at a school. Parents that are dropping off students at school will remain in their vehicles and not enter the school campus and should not loiter after their child exits the vehicle.

B. General Campus Measures

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

- Playgrounds will be open and hand hygiene (hand washing or hand sanitizing) will be required before and after playground use. Students will continue to wear masks and maintain a 3-6 ft. social distance during playground use.
- Water fountains will be turned off and signs will be placed on them that indicate they are not to be used. Instead, students and employees will be directed to obtain water from water stations that enable touchless water bottle filling.
- Isaac shall ensure at each school's ventilation system is operating properly and that air filters changed quarterly. When feasible, windows and doors should be opened to improve ventilation as well.
- Isaac shall phase timing of work performed at schools by non-teaching employees or contractors according to the urgency for the work performed to ensure that only necessary staff is present on campus. (See Subsection C below regarding Visitors for additional detail.)
- Hand sanitizing stations will be placed at the entrance of the campus with signage

asking students and guests to use them frequently.

- Isaac will establish a “Quarantine Area.” The Quarantine Area will include marked areas within with seating spaced with 6 ft. intervals between them. Quarantine Areas will be monitored by a designated Isaac employee when in use – who will be wearing a mask, gloves, eye protection and other Personal Protective Equipment as deemed appropriate by Isaac medical staff. Quarantine Areas will have a restroom available exclusively for use by ill students in the Quarantine Area. Note that Isaac should maintain a separate isolation area for students with non-COVID-19 related symptoms or injuries that need care.
- Isaac will place floor markings and signs in hallways indicating “lanes” in which students and employees should walk within to maintain social distancing. These signs will direct the flow of traffic in hallways. Isaac should also take steps to ensure that any areas of schools that may result in crowding, due either to the building’s layout or student tendencies to congregate in a particular area, should be closed or marked so as to ensure these crowding bottlenecks do not occur.

C. Visitors

Isaac campuses will limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated. Cloth Face Coverings (Masks) are required indoors at all sites district-wide for all visitors. Visitors are considered those individuals who are not essential for Isaac operations, such as parents or vendors. Parents picking up students should report to the school’s front office and meet their child there. In the event a campus visitor is necessary and unavoidable – for example, a technician performing an unscheduled building repair – that visitor will be subject to having their temperature checked, and will to the symptom screens described under Subsection I(C).

D. Classrooms

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

- Cloth Face Coverings (Mask) are required in the classrooms for all students, staff, and visitors.
- Students will have assigned seating with their class and or cohort.
- Desks will be placed 3-6 ft. apart from one another wherever possible and will be positioned such that they face the same direction. Desks will not be placed such that students face one another, where possible.
- Individual desk seating will be used instead of shared table seating whenever possible. If table seating must be used, students should be seated as far apart from one another as possible, and not such that students face one another.
- The flow of traffic should be posted and modeled for students.
- Student’s belongings should be kept separate and isolated from one another, such as designated cubbies or partitioned storage.

- Whenever possible, the sharing of objects between students should be discouraged. Only those Isaac employees deemed essential for being in the classroom will be permitted entry, and these employees will be consistently in the same classrooms whenever possible.
- Each room will have hand sanitizer for the room for both student and employee use, and if running water is available in the room where possible, students will be encouraged to wash hands frequently.
- Each classroom will have a “COVID-19 Kit.” This kit will contain hand sanitizer, disinfecting wipes or spray containing 60% or more alcohol, paper towels, as well as gloves and goggles in case the teacher or students are exposed to bodily fluid. Teachers will be required to notify the School Mitigation Leader if they need more supplies in the COVID-19 kit.

E. Restrooms

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

- Students must maintain social distancing when using restrooms. A limited hall or restroom pass system may be used to minimize the number of students in the restroom at one time.
- Students shall be reminded, with signs or verbal reminders, of the importance of proper hand washing with soap and water for at least 20 seconds.
- High touch surfaces in restrooms shall be cleaned and disinfected pursuant to Section V, at least once per day.

F. Playgrounds and Recess

Playground use will be open and hand hygiene (hand washing or sanitizing) will be required before and after playground use. In general, students do not need to wear masks when outdoors. Students will continue to social distance while using playgrounds, where possible.

Cohorts are highly encouraged during recess where possible. Recess will consist of primarily moving activities that allow for students to maintain social distancing. Outdoor recess, when possible, is preferable. When physical education activities or recess are held indoors, it is particularly important to maximize distance when possible.

G. Field Trips, School Gatherings, and Extracurricular Activities

Field trips, school gatherings like assemblies, and extracurricular activities involving groups of students and visitors will be limited and encouraged to take place outdoors when possible. Individuals who are not fully vaccinated and participate in indoor activities are at higher-risk and should continue to wear a face covering (mask) and keep physical distance as much as possible to facilitate safe participation and reduce risk of transmission – and avoid jeopardizing in-person education due to outbreaks. Use of school facilities will be

approved by the Superintendent's office.

H. Youth Sports

Isaac will consider applicable CDC, ADE, and AZDHS guidelines and local laws when considering options for the resumption of its athletics programs. Use of school facilities will be approved by the Superintendent's office.

I. Meals

Isaac students eat breakfast and lunch at school, and under these Procedures, will eat meals socially distanced in cafeterias wear cloth face covering (mask) when not eating. The requirements below will apply to this process.

- Students will be encouraged to wash or sanitize their hands before receiving their tray and after eating.
- When students go to the cafeteria with their class, and or grouped by cohort, at staggered times so as to avoid crowding in halls or the cafeteria.
- Floor markings will be placed where lines to pick up food will be situated in cafeterias at 3 ft. intervals, and students will move from marking to marking while in line as to maintain social distancing.
- For grade levels of cohorts that are eating in cafeteria or outdoor settings, students maintain social distance when eating. Students, teachers, and staff who are fully vaccinated do not need to distance while eating.
- Open doors for increased ventilation and tables must be cleaned between each use.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals. All meal items will be placed on a tray by a staff member.
- An Isaac employee should be designated at breakfast and lunch times to promote social distancing as students move through the cafeteria.
- Isaac will ensure that food options for students with allergies remain available.

J. Transitions Between Classes

Transitions between classrooms and different areas on campus that occur throughout the school day should be minimized wherever possible. Where possible, it is preferable to rotate teachers between classrooms instead of students. If this is not possible, students should move between classes at staggered times, and by staying within the hallways markings described under Subsection III(B), so as to avoid crowding within hallways. Note that these rules apply to students going to and from the cafeteria at mealtimes as described under I above.

K. Student Dismissal

Isaac students must exit the campus in an organized manner that allows cohorts and social distancing to be maintained. As such, each classroom should be released at staggered times to permit students to go to their bus or parent’s vehicle without crowding in hallways or in common areas. Students that are picked up by parents should go to an area large enough to maintain social distancing and cohorting if they need to wait for their parent to arrive.

IV. District Office

For the purposes of HealthyVerify Certification, Isaac’s District Office is considered an Isaac “facility,” and as such, these procedures, and any references to Isaac facilities in this document are applicable to the District Office. Isaac shall designate a Health Safety Manager, pursuant to Section IX, who will be responsible for providing guidance and support for these procedures at the District Office.

Note that District Office employees who do not interface with public fall into the Lower Exposure Risk category under OSHA guidelines. Therefore, employees at the District Office who are not interfacing with the public may remove masks while seated at their desk or workstation, but must otherwise wear them while in hallways, common areas, or if another person is in in their office or near their workstation. District Office employees who engage with the public, such as employees working in reception areas, must wear masks at all times.

V. Cleaning and Disinfection of Schools, Facilities, and Vehicles

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

- Cleaning vs. Disinfecting:
 - Cleaning physically removes germs, dirt, and impurities from surfaces or objects by using soap (or detergent) and water.
 - This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
 - Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects.
 - This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
 - Note: It is important to clean indoor surfaces and objects at least once a day with soap (or detergent) and water. However, not every surface needs to be disinfected every time it is cleaned. Prioritize disinfecting surfaces that ill persons have touched and those that are routinely touched or shared between students.

A. Daily & Night Cleaning & Disinfection of Isaac Facilities

Isaac will determine a daily cleaning and disinfecting plan for all facilities. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on

surfaces. This plan includes but not limited to high touch surfaces, bathrooms, sinks, classroom desk and chairs, shared spaces, cafeteria, floors and carpets and horizontal surfaces.

B. Ventilation

Ventilation is one component and a multi-layer approach to maintaining healthy environments as an important COVID-19 prevention strategy for schools. Good ventilation is another step that can reduce the number of virus particles in the air. Along with other preventative actions, ventilation can reduce the likelihood of spreading disease.

- Isaac ensures Heating, Ventilation, and Air Conditioning (HVAC) settings are maximizing ventilation when weather conditions allow:
 - Ensuring that ventilation systems are serviced and meeting code requirements
 - Increased the frequency of replacing air filters
 - Adjusted the fresh air intake to each classroom to 20%
 - The fans will run for extended hours to circulate air as the system will safely allow for additional fresh air into the classroom
- Other highly effective ventilation components Isaac is implementing:
 - Bringing in as much outdoor air as possible by encouraging teachers to open windows and doors only when it's safe to do so.
 - Having activities, or lunches outdoors when circumstances allow.

VI. Buses and Transportation

Isaac provides transportation services for students who have been identified with transportation needs getting to and from campus. **Passengers and drivers must wear a mask on school buses, subject to the exclusions and exemptions in CDC's Order.** The sections below detail how Isaac will mitigate the risk of infection in its transportation operations, and include procedures for vehicle disinfection, vehicle assignment, route planning, and procedures to be taken during routes.

A. Vehicle Disinfection

Drivers will be responsible for ensuring all high touch surfaces in these vehicles are cleaned daily or prior to picking up the first passenger on each route.

Each vehicle will have a "COVID-19 Kit." This kit will contain hand sanitizers, disinfecting wipes or spray containing 70% or more alcohol, paper towels, as well as gloves and goggles in case the driver is exposed to bodily fluid. Drivers will be required to notify Isaac if they need more supplies in the COVID-19 kit.

Vehicles will be thoroughly cleaned and disinfected on a weekly basis pursuant to the methods described under Section V.

B. Vehicle Assignment

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

C. Procedures During Routes

We highly encourage during routes for non-vaccinated individuals. Prior to allowing a student to enter a bus, drivers will perform a temperature check using a no-touch infrared forehead thermometer on students who have visible symptoms only. Students who register a temperature in excess of 100.4F will not be permitted to board the bus and go to school. Drivers will wear gloves and mask, while performing these checks.¹⁷ In addition, signs will be placed on buses, pursuant to the ADE Roadmap for Reopening, encouraging students and parents not to go to school if exhibiting symptoms. If a driver observes a student that he or she believes may be ill during a route, the driver shall inform the School's nurse's office.

Drivers will use the bus's non-recirculating air conditioning function to improve ventilation within the vehicle and whenever possible and safe, and as weather allows, open the windows for air to recirculate. If feasible, students on the bus will have assigned seating and siblings will be encouraged to be seated together.

VII. Infected Persons Protocol

In the event Isaac becomes aware of a COVID-19 infected person on its properties or in its vehicles, a plan will be put in place for each school to have available to follow step-by-step, and in addition, the steps below shall be taken. These steps described the procedure the be followed for both infected persons and areas occupied by that person or persons.

A. Infected Persons

Isaac shall separate employees and students exhibiting COVID-19 symptoms immediately. These employees and students should be sent home. If any person exhibiting COVID-19 symptoms cannot leave campus immediately, he or she will go to the Quarantine Area. If a Isaac employee identifies a student who is demonstrating COVID-19 symptoms, they will direct that student to the Quarantine Area and, if that employee is not the student's teacher, notify that student's teacher that the student is going to the Quarantine Area. The employee will then escort the student to the Quarantine Area, where the nurse will determine whether the student should remain on campus or be sent home. If the student is

¹⁷ Note that to facilitate these checks, parents will be required to wait with their child at the bus stop each day while temperature checks are performed. This is because if a child does register a temperature in excess of 100.4F, that child will not be permitted to board and will instead need to be taken home by their parent.

sent home, they will be sent with materials regarding COVID-19 and a description of the policy regarding returning to school. The school nurse (or another designated Isaac employee) will personally contact the parent or guardian of the student. School nurses and aides working in the Quarantine Area shall wear masks, goggles, and gloves when caring for ill persons. Cases must be reported to COVID-19 Mitigation Specialist immediately.

B. Occupied Areas

If Isaac determines that a person infected with COVID-19 has entered one of its facilities, vehicles, or campuses, Isaac will ensure that all areas or vehicles where the infected person is known to have entered, where feasible, will be cleaned and disinfected pursuant to the methods described under Section V within 24 hours.

VIII. Food Safety

Isaac shall follow the following practices relating to serving food:

- Follow all applicable state and local food regulations for safe food handling, in addition to the FDA's 4 key steps to food safety.¹⁸
- Wash, rinse, and sanitize food contact surfaces such as food equipment after each use using an EPA-registered disinfectant.
- Isaac shall offer retraining of food handler training to its employees handling food. Employees handling and serving food shall wear masks and gloves at all times.
- Any third-party food companies that make deliveries to facilities or campuses should be updated regarding the social distancing and mask wearing policies included in this document.
- Disposable plates and silverware will be provided for meal service.

IX. Compliance is a Shared Responsibility

To ensure that these procedures are fully implemented in all its schools and facilities, all Isaac employees, students, staff, parents, and community members must do their part. In addition to the support of Health and Safety Specialists, each school site or Isaac Department will designate certain employees as Health Safety Leaders. These designations and the scope of responsibilities assigned will be determined as Isaac deems appropriate.

A. Screening Testing in Schools

Isaac will not implement screening testing to be done on school campuses. We will promote symptomatic and non-vaccinated close contacts to get tested to prevent further transmission and take the appropriate measures.

B. Health & Safety Specialist and Health & Safety Leaders

¹⁸ The FDA's Safe Food Handling guide is available at <https://www.fda.gov/media/91319/download>.

Isaac shall designate one employee at each of its schools and facilities as that location's Health and Safety Leader. Health and Safety Leaders will be leading the support and guidance efforts for creating and implementing the procedures outlined in this document as they are implemented and followed at their location.

C. Mental Health & Well-being Support

Isaac provides resources, programs, and information in accessible formats with students, staff and families on mental health support and community resources.

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

Further, communications will emphasize the importance of adults self-monitoring their health and watching for symptoms in children. Communications will reference the symptoms described under Subsection I(D).

***Note: Implementation of these HealthyVerify Procedures will not eliminate the risk of disease transmission. Employees, students, and others may still become ill or transmit diseases to one another despite these Procedures being followed. Isaac should expect that at least one COVID-19 case will occur on its premises during the 2020-2021 school year. HealthyVerify does not determine whether Isaac or any school campus should open or not or when the most appropriate time to open may be. Any determination to open for the school year should be determined by the relevant school district authorities in coordination with state and local health authorities. Isaac and its individual campuses will be responsible for notifying state and local health authorities of any outbreaks among students or employees, and if occurring, whether school closures (total or partial) may be needed.**

¹⁹ This provision is taken from the ADE's Considerations for Teachers in Reopening Schools, June 2020, available at <https://files.constantcontact.com/cbebfe4e101/4c929282-94f5-4920-b8e7-21b3e6d77fb7.pdf>.