

STANFIELD ELEMENTARY SCHOOL DISTRICT COVID-19 PROTOCOLS FOR SCHOOL REOPENING

The following protocols will be implemented when students and staff are welcomed back to campus.

Normal procedures for students who qualify for homebound or chronic ill services will be followed. Similarly, normal procedures for employee requests for reasonable accommodation due to disability will be followed.

I. REOPENING PROCESSES

A. Staffing

1. The Superintendent will coordinate all messages to the public regarding reopening, possible closure, and other COVID-19 related information. The Superintendent will ensure that the site has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes and posters at site entrances, reminding individuals not to enter if sick.

2. The site administrator or designee will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.

3. The Operations Director will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

4. The Principal or designee will coordinate and implement the protocols for screening students and staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the Superintendent
- informing the Superintendent if absences of students and staff on any given day appear to be a cluster of respiratory related illnesses.

At the bus barn, an individual will be designated to take employee temperatures upon arrival.

5. The Special Education Director 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 implementing these safety protocols.

B. Training

1. Prior to students returning to campus, all staff will be trained to implement these protocols.

2. Prior to students returning to campus, parents will be sent a copy or directed to review on the school site website, the portions of these protocols included in the Student Handbook. The Principal will be the point of contact responsible for answering parent questions regarding implementation of the protocols.

II. IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSITIVE COVID-19 TEST

When there is a positive COVID-19 case on site:

- a. Notification to Families and Staff: if an employee or student report a positive COVID-19 test result, individuals who have been in “direct contact” with the positive person will receive notification and will be directed to stay home for 14 days or to provide a negative test result from

a test taken at least two days after the last direct contact with the positive individual. Notification MUST NOT disclose name of positive individual.

- i. Direct contact: contact with less than 3 feet distance for more than 15 minutes
- b. Individual who tested positive: staff or student who tests positive will be required to stay home (staff can telework if available and well enough to do so and student can make up all work) until 1 of the following 2 options is met:
 - i. Option 1
 - At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since the first symptoms emerged

OR

- ii. Option 2
 - 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 negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

III. STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS

A. DAILY SCREENING

Students and parents will be educated that students must not come to school if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

1. Daily Screening at Home

- Parents will be informed, in their native language, in registration documents, on the school website, and via email reminders that they must screen students for the above symptoms each morning, will self-report symptoms, and must keep students at home if any symptoms are present.

- Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.
- **The school will not give out attendance awards for the duration of the COVID-19 health crisis.**

2. **Daily Screening Transportation**

- All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms and that parents will be notified and required to remove student from bus stop if temperature is over 100.4 degrees.
- The bus driver, wearing personal protective equipment (PPE), will take students' temperatures using a non-contact thermometer prior to students entering the school bus. Any student who has a fever above 100.4 degrees will not be allowed to enter the bus and a parent must be contacted (if not present) and advised that the student is being sent home.

3. **Daily Screening at School**

- If a student did not ride the school bus to school, then upon arrival at school, each student will have their temperatures taken with a non-contact thermometer prior to entering the school.
- Staff will send students with other COVID-19 related symptoms (shortness of breath, chills, muscle aches, sore throat, headache, fatigue, congestion, cough, committing, or diarrhea) to the health office, which will then assess and implement isolation protocols for individual showing symptoms of COVID. 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 parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, 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 parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.

All student health information will be maintained confidentially. The health aide shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to the Principal.

B. TRANSPORTATION

Students are required to wear cloth face coverings when on school buses unless a health condition prevents it. Students will be required to provide their own cloth face coverings. All staff are required to wear cloth face coverings when on school buses unless a health condition prevents it.

To the greatest extent possible given bus capacity, students will be assigned seats with one student per row and, when possible, there will be an empty row between students. School buses will maintain maximum ventilation at all times including open windows, when possible due to weather, and ventilation systems will be set on non-recirculating mode.

C. HAND WASHING

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

- upon arrival at school (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
- after sneezing, coughing, or blowing nose

D. ENHANCED SOCIAL DISTANCING

Students will be reminded regularly by staff members to maintain 3 feet distance between individuals at all times possible.

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle students should be designed to allow the same groupings of students to move from subject to subject as much as possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school. Spaces of sufficient size that are used for non-instructional activities may be converted to classrooms if the school site has sufficient teachers to staff those classrooms.

1. Drop-off/Pick-Up Procedures

Parents will not be permitted to access campus during drop-off or pick up. Parents should maintain a visual of their student until the student passes through temperature check-in because they will be required to remove student from campus if the temperature is above 100.4 degrees.

2. Classroom Layout

For all grades, classroom floors will be marked with adhesive tape to indicate where individual desks/workspaces should be located.

In all classrooms, desks will be positioned with the following guidelines:

- Student desks will be three feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.
- Sneeze guards for desks/tables have been ordered and will be used at each desk
- If sneeze guards are not available at any time, students will be required to wear cloth face coverings, unless a health condition prohibits wearing the face covering, when they will be unable to maintain three feet between each other and/or staff for a period longer than 10 minutes. Teachers will direct students to put on cloth face coverings as needed.

All desks will face the same direction rather than facing each other. Large tables may be used with partitions or students wearing cloth face coverings.

Students will not be physically grouped to work together, however, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

4. Breezeways

Teachers will coordinate to maintain social distancing during class transitions.

5. Communal Spaces (Playgrounds, Lunch Rooms, Bathrooms, Front Office)

a. Playgrounds

No more than one class at a time may be on playground equipment. Classes will be assigned a specific time slot and time slots will be scheduled such that there is sufficient time between classroom use that all of the playground equipment can be disinfected before the next group uses it. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time.

b. Lunch Rooms

The multipurpose room will be closed during lunch. Lunches will be served in classrooms and on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, all dishes will be collected by food service staff wearing gloves.

If a classroom has a student with food allergies, a 504 team will be convened to discuss appropriate accommodations, which may include, for example, that student will be taken 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 alternative location).

c. Bathrooms

Students will go into bathrooms in groups no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing. Students will be directed to keep an empty sink between them during handwashing.

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

d. Front Offices

No more than two families will be allowed in the front office at one time to preserve social distancing. Families will remain outside on the sidewalk while waiting for their turn in the office.

A glass/plexiglass divider, sneeze guards, or other partitions will be maintained on the front desk.

6. Visitors to School

Nonessential visitors and volunteers will be prohibited on campus.

7. Cloth Face Coverings

Students are encouraged to wear cloth face coverings as often as possible and cloth face coverings will be required in certain situations unless a health condition prevents it. If a health condition prevents wearing a cloth face covering, the school will communicate with parent and student to find an appropriate

alternative, which may include distance learning. Cloth face coverings are **not** surgical masks or other medical personal protective equipment.

Students are required to wear cloth face coverings, subject to the health condition exception stated above, when physical space does not allow for maintenance of 3 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.

Students should bring their own cloth face coverings to and from school, but the school will have a limited supply available to provide students who cannot afford or do not have their own coverings.

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

E. STUDENT BELONGINGS/MATERIALS

Students will not be permitted to bring backpacks on campus.

For younger grades, 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.

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

F. CLEANING AND DISINFECTING

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. If any of the following are being used, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use (e.g., after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown in order to minimize the risk of water borne pathogens that cause disease such as Legionnaires' Disease.

G. FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES

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

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

Student sports are suspended until further notice. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with these protocols.

IV. STEP TWO PROTOCOLS FOR EMPLOYEES

A. EXPOSURE ASSESSMENT

Bus drivers and the employee(s) performing temperature checks, will be required to wear Personal Protective Equipment (“PPE”). Such PPE will be provided to staff at no cost and staff will be trained on its correct use.

B. DAILY SCREENING

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Each employee’s temperature will be taken by a designated staff member when the employee reports to work. If the designated staff member has access to a non-contact thermometer, such device will be used. If an employee’s temperature is above 100.4, the employee will be sent home for the day. Employees are directed to stay home if they have any of the symptoms identified above and must self-report any symptoms that develop during the day.

C. HANDWASHING

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

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

D. ENHANCED SOCIAL DISTANCING

Employees are required to maintain three feet between individuals at all times unless it 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 student requires toileting help, is having a physical emergency, or requires a two person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

E. CLOTH FACE COVERINGS

All staff members are required to wear cloth face coverings or clear face shields during interaction with students or other staff unless cannot do so for health reasons, in which case the employee should notify his/her supervisor to discuss strategies for reducing employee interactions with students or staff and to discuss other options to maintain safety protocols. Employees should 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.

If a staff member is alone in his/her work area, the cloth face covering may be removed but must be on before students or other staff arrive and the work area disinfected.

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

F. CLEANING AND DISINFECTING

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

Prior to reopening, water systems will be inspected to ensure that they are safe for use after the prolonged shutdown in order to minimize the risk of water borne pathogens that cause disease such as Legionnaires' Disease.

V. STEP THREE STUDENT PROTOCOLS

Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Staff members should continue to educate and regularly remind students to maintain 3 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.

Daily Temperature Screening

Daily temperature screenings will no longer be required.

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.

Lunch rooms:

The multipurpose room will be opened for serving 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 Step 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.

Appendix B

COVID-19 STAFF EXPECTATIONS

As Stanfield administration works to develop a Pandemic Response Plan as a result of COVID-19, many questions have been raised regarding the necessary steps for employees who are confirmed cases of COVID-19, or for those who have been in contact with a person who has a confirmed case.

These expectations have been developed based on the CDC guidelines and will be implemented immediately. We will monitor and adjust as recommendations from the CDC and other local state officials are developed and changed. Meeting employees' health and financial needs will require extraordinary solutions. We ask that all of you be flexible and prepared to respond as needed to meet the needs of our SESD family.

EMPLOYEE HEALTH AND SAFETY

The best way to prevent illness is to incorporate CDC guidelines as outlined on the CDC website in SESD workplace guidelines outlined below.

STAY HOME WHEN SICK

- Stay home if you are experiencing COVID-19 symptoms. You will be asked to go home if you have any of the following symptoms while at work. Temperature checks will be required by employees.
 - Fever of 100.4 or higher or Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore Throat
 - Congestion or Runny Nose
 - Nausea or vomiting
 - Diarrhea
 - This list does not include all possible symptoms. CDC will continue to update this list as we learn more about the COVID-19.

- People with COVID-19 who have stayed home (home isolated) can return to work under the following conditions:

An employee who tests positive for COVID-19 will be allowed to return to work these four things have happened:

1. You no longer have a fever (without the use of medicine that reduces fevers) AND
2. Other symptoms have improved (for example, when your cough or shortness of breath has improved) AND
3. You received a negative test AND
4. Release from your physician

An employee with COVID-19 symptoms may not return to work until after these three things have happened:

1. You have had no fever for at least 72 hours (that is three full days of no fever without the use of medication that reduces fevers) AND
2. Other symptoms have improved (for example, when your cough or shortness of breath has improved) AND
3. At least 14 days have passed since your symptoms first appeared.

- An employee who lives in the same household with a person who tests positive will be required to quarantine for 14 days and remain symptom free before returning to work. If a person in the same household is asked to be quarantined by their employer, the SEDS employee is to return to work **unless** one is positive or symptomatic.
- Before returning to work, the employee must contact their supervisor or Human Resources.

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact (within 3 feet) with others.

Cover your cough or sneeze with a tissue or your sleeve (not your hands) and immediately throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

As we prepare to return to our physical workplaces, employees will notice various changes in the way our workplace looks, as well as how we function. New practices and protocols will be implemented to keep employees safe and healthy.

The reopening guidelines recommend masks for staff and students in Step 3. Teachers should require students and parents to adhere to the adopted guidelines. If the guidelines change in the future and masks are optional for students and teachers, employees should be careful not to engage in a debate with students or parents who choose not to wear a mask.