



**Scholarship
Character
Humanity**

LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Employee Roadmap to Reopening 20-21 School Year



2200 Havasupai Blvd
Lake Havasu City, AZ 86403

LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

July 2020

Dear LHUSD School Community,

We recognize that reopening schools continues to be a concern for our entire school community. We appreciate the valuable input we received from our parents, guardians, and staff through the surveys distributed in June to help us better plan for the 20-21 school year. We believe we have created a plan that addresses many of the concerns that were raised throughout this process.

This plan is a working document as we know things continue to change. There will be parts of this plan that you may not agree with, but please know we continue to be focused on the safety and well-being of all students and staff. We will make changes as we receive new guidance or directives and will keep all parents, families, and staff informed.

While this year continues to present challenges we look forward to welcoming our students and staff back as soon as possible. Your support is greatly appreciated and required to successfully navigate the upcoming year as we continue our commitment to a focus on scholarship, character, and humanity.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Stone".

Rebecca Stone, Ed.D.
Superintendent

Updated 12-8-20

ACKNOWLEDGEMENTS

LHUSD would like to recognize all the statewide stakeholders who shared their valuable time and expertise in the development of this document. We also thank all those who served on the task force to review and provide thoughts and feedback.

Task Force for Reopening Schools Chair

Dr. Rebecca Stone – Superintendent

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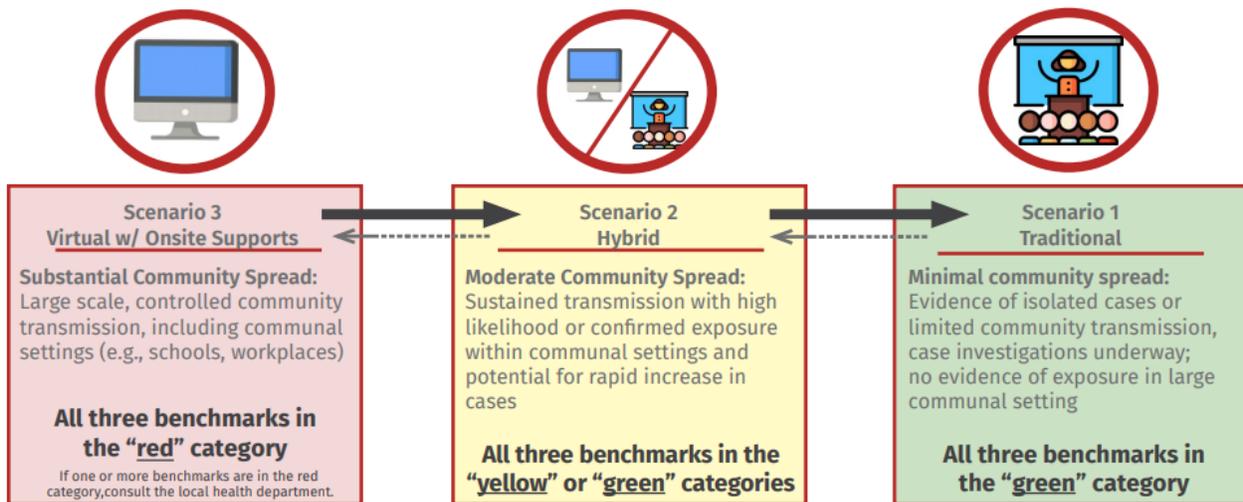
*Task Force Group leads

Plan and COVID-19 Protocols for Opening LHUSD 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. (Please review ADE’s [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow are based on CDC “step” guidelines—specifically, Steps 2 and 3. They are aligned to current Federal, State and Local guidance, which may change at any given time requiring changes to the protocols in this document.

COVID-19 Continuum of School Learning Scenarios

LEA’s and schools reopening plans include information for operating within all scenarios outlined in Arizona’s [Roadmap for Reopening Schools](#).



Benchmarks	Minimal	Moderate	Substantial
Cases	<10 cases/100,000	10-100 cases/100,000	>100 cases/100,000
Percent Positivity	<5%	5-10%	>10%
COVID Like Illness	<5%	5-10%	>10%

The following protocols are to be implemented across all LHUSD sites. In order to execute the districtwide protocols and because each site is unique, individual schools and sites will have specific information that pertains to their site. Parents and families will be notified of individual school plans.

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

Because information, recommendations and mandates change frequently, information and procedures throughout this document may be updated. If a major change occurs, staff and families will be notified.

STAFFING ASSIGNMENTS

At the district level, the Superintendent or designee, will coordinate all messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information. The Superintendent or designee will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout each campus, 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 physical distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols. Because each district facility is unique, site specific information will be outlined in each site's plan.

The Maintenance Supervisor will develop and train the lead FSP (Facilities Service Person) at each site on district COVID-19 cleaning protocols. At each school site, the lead FSP or lead custodian will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to custodial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse, or other designee will coordinate and implement the protocols set forth in this document for screening of students and staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the Emergency Operations Coordinator who will inform the Superintendent.
- informing the site supervisor if absences of students and staff on any given day are far above average or if there appears to be a cluster of respiratory-related illnesses.

The Director of Special Programs 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

The District asks all employees to screen themselves daily for the symptoms outlined in this roadmap. It is the expectation that employees will not report to school/work if they are exhibiting symptoms. The District will require, as part of the employee orientation training a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

The district and each school site has a person designated to be the COVID-19 point of contact. This person will be responsible for answering employee questions regarding implementation of COVID-19 protocols.

Procedures and communication regarding COVID-19 exposure is found in the final section of this document.

PROTOCOLS: EMPLOYEES

Protocols are established based on CDC Guidelines along with any federal, state or local orders. 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, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19.

Daily Screening

Employees must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 and higher or chills,
- shortness of breath or difficulty breathing, or
- cough
- fatigue
- headache
- muscle or body aches
- sore throat
- congestions/runny nose
- nausea/vomiting
- diarrhea
- new loss of taste or smell

**This list may not include all possible symptoms.*

Additionally:

Employees are required to report to their direct supervisor if they or a person who resides with them, have tested positive for COVID-19. If an employee believes that they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from the school nurse or the District Emergency Operations Coordinator.

Please see policies:

[GCCA](#), [GCCC](#), [GCCG](#), [Family First Coronavirus Response Act](#)

*The District Substitute Coordinator will direct employees to appropriate leave or work from home guidance.

Handwashing

Employees are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer that meets minimal requirements at the following times:

- upon arrival at school or district facility;
- 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 Physical Distancing

Employees are required to maintain physical distancing to the extent possible at all times, except for a student's or other person's safety. 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), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Face Coverings

Students and staff are required to wear face coverings at all times with exceptions for times when students and staff can maintain proper physical distancing (6 ft) or are outside in playground settings with distancing until the AZ Department of Health Services determines face coverings are no longer necessary. ([Governor's Executive Order 2020-51](#))

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

School and District Visitors

The District will limit nonessential visitors at each of each sites except for the safety and well-being of students and staff and those providing direct services to students. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols.

Trips and Activities

Field trips will be suspended. Teachers may 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), school-wide assemblies will be held virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Back to School Night" or carnivals will be suspended or reconfigured in order to maintain physical distancing. Small-scale activities such as parent-teacher conferences may take place in person, over the phone or by other electronic means.

Other extracurricular activities/clubs will be suspended unless the activity can be conducted virtually or in compliance with the protocols in this document.

Parent Support Organizations and Booster Clubs are encouraged to utilize virtual meeting formats to allow for large group participation.

Cleaning and Disinfecting

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the greatest extent possible. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, cleaner will be available to all staff to be used as needed in between classes, at workstations and in common areas.

Communicating and Consulting with Local Health Authorities

In coordination with the District Emergency Operations Coordinator, the District's Lead Nurse will be the point of contact for the Mohave County Department of Public Health and/or Arizona Department of Health Services if there are verified cases in the district or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

Potential School Closures

The AZ Health Department released benchmarks regarding the level of community spread on August 6, 2020 for consideration when opening or closing schools. The benchmarks include the number of cases, the percent positivity and the percent of hospital visits for COVID-like illness.

The ADHS recommends county-specific public health benchmarks fall within the moderate or minimal spread categories in all three benchmarks for two weeks in order to provide hybrid learning with some students in physical buildings. Specifically, ADHS recommends the following benchmarks be met prior to offering any in-person learning:

- Cases: a two week decline in the number of cases or two weeks with new case rates below 100 per 100,000
- Percent Positivity: two weeks with less than 7% positivity
- COVID-like Illness: two weeks with hospital visits due to COVID-like illness below 10%

In addition, if schools are open and are then ordered by the State to close, the District will implement the Distance Learning Plan for all in person learning students as was done during the closure in March 2020. All online students will continue with online instruction. The Distance Learning Plan is posted on the website.

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting procedures.

If a person reports they or their child have COVID-19 symptoms or a positive COVID-19 test, the procedures listed below should be followed:

1. Report the situation ONLY to:
 - a. If a student: School Nurse or Principal, who will notify the District Emergency Operations Coordinator
 - b. If an employee: Direct Supervisor, who will notify the District Emergency Operations Coordinator

Confidentiality must be maintained to the greatest extent possible.

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home or to a health care provider will be arranged by the site supervisor. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear appropriate PPE and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The school will 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. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.
5. The district administration will work with school administration and nurses to 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 it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine.

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the most recent guidelines for releasing from isolation. Below are the current guidelines; however, this area changes regularly so release from isolation guidelines will be communicated to the employee or parent when necessary.

To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, being within 6 feet of a sick person with the virus for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset with or without the use of a face covering, or being in direct contact with secretions from the sick person.

Employee has symptoms and tests positive OR suspects they have COVID-19	Employee tests positive but has no symptoms	Employee reports someone at home has tested positive	Employee has prolonged exposure to someone who has tested positive.	Employee reports someone in their home or workplace was exposed to someone who tested positive.
<p>If at work, employee will report to supervisor and leave to get medical care or call 9-1-1 if life threatening symptoms. Isolate if unable to immediately leave building. If not at work, report to immediate supervisor.</p>	<p>Employee will contact immediate supervisor. Supervisor communicates with sub coordinator as needed.</p>	<p>Employee will complete survey as soon as possible to share required information</p>	<p>Employee will complete survey as soon as possible to share required information</p>	<p>Employee will monitor for symptoms, continue working (no need to self-isolate).</p>
<p>Employee will complete survey as soon as possible to share required information</p>	<p>Employee will complete survey as soon as possible to share required information</p>	<p>Employee will contact immediate supervisor. Supervisor will determine with employee if they will take leave or work from home. Supervisor will communicate with sub coordinator as needed.</p>	<p>Employee will contact immediate supervisor. Supervisor will determine with employee if they will take leave or work from home. Supervisor will communicate with sub coordinator as needed.</p>	
<p>Supervisor will inform staff members/students who have been in close contact with sick person – see yellow box for next steps</p>	<p>Supervisor will inform staff members/students who have been in close contact with sick person. – see yellow box for next steps</p>			
<p>Supervisor will determine with employee if they will take leave or work from home. Supervisor will communicate with sub coordinator as needed.</p>	<p>Supervisor will determine with employee if they will take leave or work from home. Supervisor will communicate with sub coordinator as needed.</p>	<p>Employee should consider contacting their primary care physician, self-isolate at home for 10 days and monitor for symptoms.</p> <ul style="list-style-type: none"> - If no symptoms develop: May return to school after 10 day quarantine - May test on or after day 5 and return after 7 day quarantine if negative results are provided to school nurse. <p>If symptoms develop: See first column. <i>Note: quarantine may be extended if multiple people develop COVID.</i></p>	<p>Employee should consider contacting their primary care physician, self-isolate at home for 10 days and monitor for symptoms. If no symptoms develop: May return to school after 10 day quarantine</p> <p>May test on or after day 5 and return after 7 day quarantine if negative results are provided to school nurse.</p> <p>If symptoms develop: See first column.</p>	<p>CDC Guidelines for returning</p>
<p>Employee should contact their primary care physician. Self-isolate at home for 10 days from symptom onset and experience at least 24 hours of no fever without fever-reducing medication before returning to work. Employees may return to work with a doctor's clearance stating "not COVID" and date eligible for return.</p>	<p>Employee should contact their primary care physician, self-isolate at home for 10 days and monitor for symptoms. Return to work after 10 days with no symptoms.</p>			