

SHONTO PREPARATORY SCHOOLS REOPENING PLAN FOR SY 2020- 2021

BOARD APPROVED JUNE 4, 2021

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**Plan and COVID-19 Protocols for Opening Shonto Preparatory School & Shonto Preparatory
Technology High School**

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 mandates, proclamations and/or orders. CDC guidelines and Federal, State and Local mandates, proclamations, and/or orders may change at any given time and, thus, may change the protocols that are in this document.

The following protocols are to be implemented across all school sites in the Shonto Governing Board of Education. 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.

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, employees, parents and families will be notified.

VISITOR RESTRICTIONS

Shonto Preparatory School will not allow normal visitation to our campuses. Zoom meetings can be scheduled for immediate meetings or social and physically distant meetings in a larger room. Only Shonto Preparatory School staff are allowed on campus during preparation for reopen.

TRAVEL RESTRICTIONS

Shonto Preparatory School will consider staff travel on a case-by-case basis to conferences and workshops until further notice unless pre-approved by the Superintendent.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Shonto Preparatory employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – indicators in the school buildings will mark the walking direction throughout the office and school in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting shall be avoided.
- Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - Stay at least 6 feet (about 2 arms’ length) from other people
 - Do not gather in groups of more than 5
 - Stay out of crowded places and avoid mass gatherings

STAFFING ASSIGNMENTS

At the district level, the Superintendent or Principals, will coordinate all messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information. The Support Services Department will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout each building, 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.

At each school or site, the Director of Support Services or their designee, will coordinate implementation of cleaning and sanitation protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

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

- Communicating any reported case of COVID-19 among the school population to the Supervisor/Administrator 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-Superintendent or designee, 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 the athletic director, 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 preventative measures.

Communication

Prior to students returning to campus, the following protocol will take place:

1. Parents/families will be sent a copy (or directed to review a copy on the district or school website) of this plan.
2. The District will send communication to all parents/families that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting symptoms.

- The District will require, as part of the school entry process a documented acknowledgement from parents/families regarding these protocols and agreeing to screen their children daily before sending them to school.
- For K8 and HS State Assessment the District is **highly recommending** students and staff who will be entering the school buildings to quarantine for at least 72 hours prior to school entry.

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

The COVID-19 Points of Contact are:

- District Offices: Interim Superintendent
- Shonto Preparatory School K8: Elementary Principal
- Shonto Preparatory Technology High: High School Principal
- Residential Program: Residential Manager

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

SIGNAGE

Signs will be placed throughout the offices and school sites.



PROTOCOLS: STUDENTS

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.

Face Coverings

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.

The District will require universal masking. Students will be required to wear a cloth or surgical face mask, subject to the health condition exception stated below*. Students will not be required to wear face coverings when eating or drinking.

*Any student 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 by parents and staff, including the use of a face shield.

*Any student who has a medical condition which restricts them from using a face mask will be required to show documentation from a licensed physician and filed with the school nurse's office. This will require the student to wear a face shield.

Students may bring their own cloth or surgical face mask to and from school. Schools will also have a supply of face masks available to provide students who do not have their own and for students who arrive without a face mask. The District will also provide face shields as requested by individual.

It is understandable that some students may require time to adjust to wearing face masks. Staff will use the following guideline as a basis to assist a student having difficulty transitioning to wearing a face mask during the day:

1. Ensure the 6 feet social distancing is occurring while student is wearing face shield
2. A student will not use a face shield for more than a 5-minute period at a time before transitioning back to wearing a face mask. This will be a standard practice which will apply to all students.

This will be the exception and not the norm.

Note: Cloth and surgical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students and staff wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but will be permitted.

BEFORE SCHOOL ARRIVAL

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

At Home- Daily Health Screenings and Reporting Students must not come to school if they exhibit any of the following symptoms*:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle or body aches;
- sore throat;
- headache;
- fatigue;
- change in congestion or runny nose not related to allergies*;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

*This list may not include all possible symptoms but may be used as a baseline. The CDC will continue to update this list as more is learned about COVID-19. A student with a daily runny nose or congestion due to allergies should not be kept at home.

The District will inform parents/families via Principal letters on the District and school websites, and via one call/text reminders that they must screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present or have a household member who has contracted COVID-19. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

For the health and safety of other students and of teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 should not come to school.

Parents/families are required to report a positive COVID-19 test for a student, or any person residing with a student. Review the REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST section of this document.

If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal for further guidance.

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

On Buses

Students will stand together, at the bus stop, while still observing social distancing guidelines. Signage will be posted on the exterior of the bus which communicates to parents which symptoms may be seen with COVID-19 and that students exhibiting symptoms should not enter the bus. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained. While on the bus all students will be required to wear a face mask. If a student does not have a mask then one will be available for them along with a sanitation station prior to students entering the bus.

If a bus driver or aide observes a student exhibiting visible COVID-19 symptoms:

- The driver will contact security who will notify the school that a potentially symptomatic student is arriving and should see the school health associate or nurse.

- If the parent is at the bus stop, the driver or aide will inform the parent that visible symptoms are observed and advise the parent that the child should call in sick or that the school's health office may be contacting the parent when the child arrives at school if the parent refuses to take the child home from the bus stop.
- The driver or aide will, if possible, ensure that the student is socially distanced.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff has been so informed, students with symptoms of runny nose or cough related to allergies should be permitted to ride the bus.

Bus Entry and Bus Seating

Shonto Preparatory School & Shonto Preparatory Technology High School will transport those who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity. Drivers, aides and students will be required to wear a face mask.

- Students will need to be wearing a mask. If the students does not have one then one will be provided by the bus aide.
- A temperature check will be given to students by bus aide prior to entry of the bus.
- The bus driver will instruct students to load the bus from back to front to avoid students passing one another.
- The driver will instruct students to take seats that are spaced from one another as ridership allows. Depending on the number of students riding the bus, spacing students may not be possible. Seats will be marked and sectioned off for seating. Other seating arrangements may be made such as allowing siblings to sit together.
- The driver will keep the seat immediately behind them unoccupied if feasible.
- While the bus is in route students are expected to be seated in the assigned seating, wearing their face mask and keeping their hands and feet to themselves.
- Upon arrival at the school building students will begin to unload from front to back. Bus aide and bus driver will assist in this unloading procedure.

Note: Transportation will follow the same face covering guidelines outlined for all students and staff. If students are not wearing a face covering when entering the bus, then one will be provided for them.

Additional Bus Information

Communication will be shared with parents during the student re-entry process, which outlines standard busing information as well as special considerations under COVID-19.

Students will be expected to utilize provided hand sanitizer when entering and exiting buses.

Elementary students riding the bus will be dismissed 15 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. The District will investigate additional bus schedule adjustments to avoid multiple buses unloading students at the school in a large group. Updated schedules will be available on the District website in mid-July.

School buses will be disinfected with an EPA-approved product twice daily: Once after the morning routes and once in the afternoon. If time permits, additional cleaning may be done throughout the day.

After disinfection activities are completed, windows will be opened to allow the bus to ventilate and air-dry.

To assist in the prevention of potential spread, Shonto Preparatory School & Shonto Preparatory Technology High School will not offer field trips nor bus transportation to athletic events. If athletic events are scheduled, parents will be responsible for providing student transportation until such time that physical distancing in transit is no longer required.

SCHOOL ARRIVAL

Upon arrival at school, those students who did not ride the bus will proceed to the entrance main entrance of their school building, where a Wellness screening process will occur following the current protocol in place.

Wellness Screening Process:

1. Students/staff will enter the High school building into the foyer.
2. A Wellness screening questionnaire will ask the following health screening questions.
 - a. Are you feeling well?
 - b. Have you been in close contact with someone who has tested positive for the COVID virus?
 - i. If a “yes” answer is received, an explanation of the “yes” response will be required.
 - c. Are you currently experiencing any of the following symptoms within the past 14 days such as: coughing, fever, shortness of breath, body aches?
 - i. If a “yes” answer is received, an explanation of the “yes” response will be required.
 - d. Have you traveled to any location off the Navajo Reservation that is actively known as a “Hot Spot?”
 - i. If a “yes” answer is received, an explanation of the “yes” response will be required.
3. Screener will take the student/staff temperature, on the forehead, and record it on form. Temperature shall only be taken on the forehead according to the manufacturer recommendations.

Upon arrival at school, each student will proceed to pick up breakfast and go directly to the student’s first period classroom.

A staff member will visually check each student for symptoms prior to students entering the classroom. Any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health associate observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health associate observes that there are no other

symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

Drop-Off/Pick-Up Procedures

Students will be dropped off and picked up from school without parents getting out of the car, with very limited exception and with expressed permission from a site administrator that is provided for good cause. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students, depending on the situation. If a parent walks a student to school, the parent will not be allowed to enter the school buildings. If parents/families ride a bike to school with student bike riders, parents will not be allowed to enter the school and must drop off the student outside of the school building.

Elementary students riding the bus will be dismissed 15 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. The district will investigate additional bus schedule adjustments to avoid multiple buses unloading students at the school in a large group. Updated schedules will be available on the district website in mid-July.

Each school will have more specific drop-off/pick-up procedures since each campus is unique.

Enhanced Physical Distancing

Basic Physical Distancing Practices

Staff members will educate and remind students regularly to maintain, if feasible, at least 6 ft. of distance between individuals outside of the classroom.

Elementary students will remain with the same groupings and the same staff for most of the day. Schedules for middle school students will be created to allow, as much as possible, the same groupings of students to remain with each other.

Classroom Layout

All schools will physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, if feasible.

Hallways

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

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess and masks will be required. Because each school is unique, each school will specify playground procedures including use or non/use of playground equipment. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations.

Cafeterias and Other Areas During Lunch

Schools will use a multiple number of spaces during lunch including eating in classrooms, in the cafeteria and outside. Because masks cannot be worn while eating, students must eat within a 20-minute timeframe* (active eating time- once the student has begun to eat) and proper physical distancing is more important than ever. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food cannot be delivered to the school.

* From the CDC: "Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission."

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

When eating in the cafeteria or other areas outside of the classroom, increased safety measures will include the following:

- Marking areas/tables indicating where students may sit.
- Assign students to a specific seat with a minimum of 6 feet between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, only one class will be permitted to line up at a time, and markings will be placed on the floor to indicate where students should stand to maintain social distancing.
- Prohibit students from sharing lunch items with one another.

Bathrooms

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear face masks at all times. Posters reminding students of proper handwashing techniques will be displayed.

During state assessment, a housekeeping staff will be made available to clean and disinfect restrooms after student/staff usage.

Front Offices

Plexiglas dividers will be installed and adhesive tape placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

Hand Washing

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

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,

- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask and face shield.

CDC signs will be posted to show proper washing.

*SPS staff will need to observe students while using the alcohol sanitizer.

Student Belongings/Materials

Sharing of technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will clean the item after each use. Parents should also clean student belongings before/after school. Schools may also limit the use of backpacks.

Trips and Activities

Field trips will be canceled. 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 cancelled or reconfigured in order to maintain physical distancing. Small-scale activities such as parent-teacher conferences may take place over the phone or by other electronic means.

Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document. To assist in the prevention of potential spread, Shonto Preparatory School & Shonto Preparatory Technology High school will not offer field trips nor bus transportation to athletic events. If athletic events are scheduled, parents will be responsible for providing student transportation until such time that physical distancing in transit is no longer required.

Specialized Classes

Because electives and special area classes are vital to the social and emotional wellbeing of students, they are permitted. Some classes, such as PE, Art, Computer, and CTE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets. Face masks must be worn at all times.

Visitors and Volunteers

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible, and wearing a face mask. Parent volunteers will not be used in the classroom and the Shonto Preparatory School & Shonto Preparatory Technology High School during the COVID-19 health crisis. Those who are contracted to assist with the operation and supervision during the school day, (i.e., those contracted to

supervise during recess), must follow all protocols including verifying that they have not been exposed to COVID-19 and attest to not having any of the defined symptoms.

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.

Face Coverings

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used.

The District will require universal masking. Employees will be required to wear a cloth or surgical face mask. Staff members are required to universally mask during interaction with students or other staff unless they cannot do so for health reasons. In these cases, employees will notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols including the use of a face shield. Employees will contact the District's Director for Human Resources or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face mask.

Unless a health condition prevents it, custodial staff will be required to wear cloth or surgical face masks and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools and district facilities. Universal masking, wearing of cloth or surgical face masks, will be required for employees and subject to the health condition exception stated below*. Employees will not be required to wear face coverings when eating or drinking.

*Any employee 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, including the use of a face shield.

Employees may bring their own cloth or surgical face mask to and from school. Schools and sites will have a supply of face masks available to provide employees who do not have their own and for employees who arrive without a face mask. The District will also provide face shields as needed.

Note: Wearing cloth and surgical face coverings does not replace the need to maintain physical distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

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.

Exposure Definition Per CDC: 15 continuous minutes spent six feet or closer to an infected person.

Daily Screening

Prior to employees returning to campus, they will be sent a copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District will send communication to all employees that outlines the symptoms for which employees must screen each morning, as well as the expectation that employees will not report to work if they are exhibiting symptoms. The District will require, as part of the employee orientation and on a quarterly basis, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- fever of 100.4 and higher or chills,
- shortness of breath or difficulty breathing,
- muscle aches,
- sore throat,
- headache,
- fatigue,
- change in congestion or runny nose not related to allergies,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Additionally:

An employee will take his/her temperature, if feasible, at home and assess whether or not she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work. When the employee arrives at work, the employee will confirm they do not have any of the symptoms listed above. The confirmation will be documented and maintained in a Google Document that is created and maintained by the Human Resources Department. These records will be confidential and held within the HR Department.

Wellness Screening Process:

1. A Wellness screening questionnaire will ask the following health screening questions.
 - Have you been in close contact with someone who has tested positive for the COVID-19 or that has been sick in the last 14 days?

If a “yes” answer is received, an explanation of the “yes” response will be required.

- Are you currently experiencing any of the following symptoms within the past 14 days such as:
 - Coughing
 - Fever
 - Shortness of Breath
 - Body Aches

If a “yes” answer is received, an explanation of the “yes” response will be required.

- ❑ Have you traveled to any location off the Navajo Reservation that is actively known as a “Hot Spot”?

If a “yes” answer is received, an explanation of the “yes” response will be required.

2. Screener will take the staff temperature, on the forehead, and record it on form. Temperature shall only be taken on the forehead according to the manufacturer recommendations.

Hand Washing

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

- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- 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 a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, 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.

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. 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.

PROTOCOLS: 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. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. An EPA-registered hospital grade cleaner, electrostatic sanitizers 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, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas. The playground, sports equipment, and any other shared items (if they are being used) will be cleaned between uses by teachers and/or custodial staff utilizing district-provided approved cleaning

products. The recommendation is to follow according to training protocols for cleaning and disinfecting instructions or directions. Steps have also been listed below.

Restroom Cleaning: Order and Frequencies

THIS IS A HIGH-PRIORITY AREA AND MUST BE CLEANED ON A DAILY BASIS

Notes:

The average daily cleaning time for a restroom with 2 or 3 stalls is approximately 20 minutes The average daily cleaning time for a restroom with 4 or 5 stalls is approximately 30 minutes The average daily cleaning time for a restroom with 6 stalls or more is approximately 40 min.

Suggested Restroom Cleaning Methodologies:

Remember that disinfecting is the key to a healthy restroom. Use only those products approved by the department and use in accordance with manufacturer's instructions. Allow the disinfectant to work using the standard 10-minute dwell time for proper disinfection. Be sure to wear appropriate personal protection equipment (particularly rubber or vinyl gloves) for restroom cleaning. Bleach is not approved as a disinfectant as it can cause significant damage to porcelain and tiled surfaces.

Toilets and Urinals:

Apply cleanser following the manufacturer's instructions. Swab the bowl and urinal thoroughly, inside and out. Disinfect all exterior surfaces, including toilet seat bottom, top, underside and walls adjacent to toilets and urinals. Allow ten-minute dwell time. Disinfect and wipe clean all chrome parts.

Sinks:

Remove any debris and rinse sink with cold water. Wipe surfaces and fixtures with approved disinfectant using a soft sponge or rag. Allow ten-minute dwell time. Rinse the sink upon completion and wipe dry all chrome fixtures, as well as under sink, along trap and walls.

Mirrors:

Clean mirrors with approved glass cleaner, using a lint-free cloth, paper towel or squeegee. Remove excess in a manner so as not to streak.

Dispensers:

Restock all paper towel, toilet tissue and hand soap dispensers. Clean the dispenser with an approved disinfectant. Make sure that all dispensers are operational.

Walls/Partitions/Doors and Horizontal Surfaces:

Clean walls, partitions, doors and horizontal surfaces with a neutral cleaner and approved disinfectant to remove smudges, spots or graffiti. Wipe dry

Trash Receptacles and Sanitary Boxes:

Empty all trash receptacles and sanitary boxes daily. Clean and disinfect sanitary box handles daily. When washing receptacles, be sure to spray inside the container, then disinfect and wipe clean.

Floors:

Sweep entire floor prior to wet-mopping with approved disinfectant solution. Put out wet floor signs prior to mopping. Mop with overlapping passes to cover all areas to be cleaned. Remove wet floor signs when floor is dry.

Classroom Cleaning: Order and Frequencies

THIS IS A HIGH-PRIORITY AREA AND MUST BE CLEANED ON A DAILY BASIS

Notes:

The average daily cleaning time for a classroom with 45 seats is approximately 25 minutes

The average daily cleaning time for a classroom with 50-60 seats is approximately 35 minutes

The average daily cleaning time for a classroom with 65-100 seats is approximately 1 hour

Suggested Classroom Cleaning Methodologies:

Studies show that students learn best in a clean and healthy classroom environment. Use only those products approved by the department and use in accordance with manufacturer's instructions. Allow any disinfectant to work using a ten-minute dwell time. Wear appropriate personal protection equipment (particularly rubber or vinyl gloves) for classroom cleaning or disinfecting.

Tile Floors:

Sweep entire floor prior to wet-mopping with approved neutral cleaner and/or disinfectant solution. Put out wet floor signs. Mop with overlapping passes to cover all areas to be cleaned. Remove wet floor signs when floor is dry.

Carpeted Floors:

Adjust vacuum head to carpet pile so as not to wear down brushes prematurely. Vacuum in overlapping passes to cover all areas. Be sure to vacuum under chairs, tables and desks. Spot vacuuming is allowed when a full vacuuming is not necessary. Be sure to report any carpet stains or tears to your shift supervisor.

Trash Receptacles:

Empty all trash receptacles and replace liners as necessary (i.e. when food, drink or tissues are present). When washing container, be sure to spray disinfectant inside the container and wipe dry.

Furniture:

Clean all chairs, desks and table tops with an appropriate neutral cleaner and disinfectant on a daily basis. Remove any gum or graffiti and re-align the furniture.

Walls/Partitions/Doors and Horizontal Surfaces:

Clean walls, partitions, doors and horizontal surfaces with a neutral cleaner and approved disinfectant to remove smudges, spots or graffiti. Wipe dry. Wipe all window ledges with a damp cloth.

Hallways/Corridors

Cleaning: Order and Frequencies

Suggested Corridor Cleaning Methodologies:

Use only those products approved by the department and use in accordance with manufacturer's instructions. Allow any disinfectant to work using a ten-minute dwell time. Wear appropriate personal protection equipment (particularly rubber or vinyl gloves) for classroom cleaning or disinfecting.

Tile Floors:

Sweep entire floor prior to wet-mopping with approved neutral cleaner and/or disinfectant solution. Put out wet floor signs. Mop with overlapping passes to cover all areas to be cleaned. Remove wet floor signs when floor is dry.

Carpeted Floors:

Adjust vacuum head to carpet pile so as not to wear down brushes prematurely. Vacuum in overlapping passes to cover all areas. Be sure to vacuum under chairs, tables and desks. Spot vacuuming is allowed when a full vacuuming is not necessary. Be sure to report any carpet stains or tears to your shift supervisor.

Trash Receptacles:

Empty all trash receptacles and replace liners as necessary (i.e. when food, drink or tissues are present). When washing container, be sure to spray disinfectant inside the container and wipe dry.

Drinking Fountains:

Spray disinfect in and around drinking fountains. Wipe clean. Spray and wipe smudges, spots and graffiti from fountains. Use a cleaner that is appropriate for the fountain surface.

Walls/Partitions/Doors and Horizontal Surfaces:

Clean walls, partitions, doors and horizontal surfaces with a neutral cleaner and approved disinfectant to remove smudges, spots or graffiti. Wipe dry. Wipe all window ledges with a damp cloth. Disinfect all elevator buttons with a rag or sponge. Allow dwell time but do not over-wet the area being disinfected.

Ceiling Area/Light Fixtures and Air Vents:

Use an extension dust wand to clean areas that are too high to reach.

Windows:

Wash windows with the appropriate cleaner and a clean cloth or squeegee, removing the cleaner in a manner so as not to leave streaks. Close all windows at the end of the evening.

PERSONAL WORKSPACE/CLASSROOM

Shonto Prep. staff will use the signage provided to indicate the room for sanitizing and disinfecting. All Teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Shonto Prep. has alcohol based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. Shonto Pre. Custodial team will clean all workspaces at their designated cleaning time.

School District Vehicle Sanitation

The Support Services Department will enforce mask wearing, social distancing and hand hygiene for personnel while on Shonto Preparatory School (SPS) campus as prescribed in the current CDC protocol guideline. Employee temperature measurement will be included in the COVID-19 procedure. The procedures will be developed and implemented with personal safety of the employee and facilities of SPS campus.

The initial step will be to keep the vehicles of SPS cleaned on a routine schedule to CDC standard. This will consist of two cleaning schedules, prep and post operations of SPS vehicle(s).

Purpose: To ensure that school vehicles are kept clean and sanitized before and after each use.

Procedure:

The following process shall be followed by all personnel who operate a School District Vehicle, there shall be no deviation from the following procedure.

School Motor Pool Vehicles:

1. Request must be made in School Dude at least 2 days prior.
2. Once request is received, a school vehicle will be assigned to the trip ticket.
3. Vehicle will then be cleaned and sanitized by assigned SPS staff member.
4. When employee comes to pick up vehicle the binder, a cleaning/disinfectant bag will also be assigned to the employee/driver.
5. Once the employee/driver arrives at the assigned vehicle they shall take the time to disinfect the vehicle prior to use.
6. After the vehicle has been used and is returned to the bullpen area, the employee/driver shall disinfect/clean the vehicle before returning the vehicle binder back and cleaning/disinfectant supplies to Support Services.
7. Employee/driver will document the number of items used to ensure that the correct amount is replenished into the supplies.

Facility Staff:

1. At the beginning and end of each shift assigned vehicle shall be wiped down, disinfected and cleaned.
2. 30 minutes at the start of shift and 30 minutes prior to end of shift will be used to perform the required sanitation of the assigned SPS vehicle.
3. A spray bottle containing disinfectant and a box of heavy duty wipes will be provided to use to perform the daily sanitation.
4. Each facility staff shall record the start and end time as well as the number of wipes used to ensure that accountability of product usage.
5. Please do not use the assign heavy duty wipes for other things, they are for vehicle sanitation use only.
6. Lead Facility shall do inspection of all facility workers vehicles at the beginning and end of shift and shall sign off on each inspection.
7. Director of Support Services may do random inspections on facility vehicles as needed to ensure compliance.

School Buses:

1. A cleaning/sanitation kit will be placed in each bus.
2. If a bus is going to be use, the entire interior of the bus must be sanitized.
 - a. All seating areas, sides, and roof of bus
3. Drivers will document that they have performed the sanitation. Lead driver or designee shall do inspection prior to bus leaving the bus yard.
4. Upon return, the driver shall sanitize the entire bus again prior to leaving the bus.
5. Drivers shall document the number of items used during the sanitation process such as:
 - a. Number of gloves used
6. The bus driver will document the number of wipes used and the date and time of pre and post sanitation. The Lead Driver shall sign off on the form confirming that the sanitation process has been completed

Best Practices for Disinfecting your School Bus Fleet



Safety- Beyond the Road

Keeping children safe has always been the number one priority for student transportation professionals. Beyond keeping your passengers safe on the road ahead, there are additional ways to protect them while keeping your bus interior and components safe from damage.

The CDC recommends that routine cleaning and disinfection procedures (e.g. using cleaners and water to pre-clean surfaces prior to applying an EPA-registered disinfectant to frequently touched surfaces as indicated on the product's label) are appropriate to minimize the spread and cross-contamination of common bacterial and viral pathogens.

There are other EPA approved cleaners, beyond what is shown below, that can be used to disinfect as well. Always make sure to read the label on what surfaces these cleaners can be applied to, dilution instructions and more.

When disinfecting, be sure to:



Always review and follow safe handling and safety instructions that are on the label or inserts of the cleaner/chemicals being used, and do not mix chemicals unless proper documentation advises otherwise



Use gloves, eye protection and other necessary personal protection equipment to prevent direct contact with chemicals



If you use towels to clean, always ensure they are clean and free of oils, dirt, debris and/or residue from other chemicals



Ensure you have proper ventilation in the area you are working with chemicals per guidelines that are on the label or insert of the chemicals being used

Before cleaning a surface, ensure that:



Surfaces are wiped down to remove dirt and debris with a dry, standard paper towel or cloth, prior to disinfecting



See if your cleaner is Ready To Use (RTU) – an RTU cleaner can be directly applied to a surface, while those that do not indicate this should be applied to a new paper towel or clean towel and not directly on the surface



Never soak or saturate towels with chemicals, or leave puddles of chemicals behind



Always check a small, unnoticeable area before proceeding to ensure no discoloration occurs

To avoid damage to vinyl, fabrics, and plastics, DO NOT use any of the following Products and/or Chemical Combinations:



Pure Bleach on vinyl, fabric, or plastics



Diluted Bleach on fabric (e.g. seat belts)



Pure Hydrogen Peroxide on vinyl, fabric, or plastics



Ammonia-Based Products on plastic, vinyl or touch screens

Cleaning Metal Surfaces

All Cleaners listed are Ready To Use and require no dilution with water



Isopropyl Alcohol: 70% Isopropyl Alcohol (Rubbing Alcohol)



Hydrogen Peroxide: 0.5% Hydrogen Peroxide



De Natured Alcohol: This is the next best option to Rubbing Alcohol, and is sold in paint aisles at Hardware stores in quarts and gallons

Cleaning Seating Surfaces and Plastics

All Cleaners listed are Ready To Use and require no dilution with water



Fantastik Antibacterial All-Purpose Cleaner



Lysol Foaming Disinfectant Cleaner



409 Antibacterial All-Purpose Cleaner



Virox 5



Oxivir TB Wipes

Specific Cleaners for Seating Surfaces

Mediclean: Please follow guidelines as listed on the product for dilution instructions
Common Bleach: Dilute in a water to bleach ratio of 10:1; surfaces



BLUE BIRD

Sources:
 CDC Website for Coronavirus COVID-19 Information (<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>)
 The Journal of Hospital Infection ([https://www.journalofhospitalinfection.com/article/S0195-6701\(20\)30046-3/fulltext](https://www.journalofhospitalinfection.com/article/S0195-6701(20)30046-3/fulltext))
 CDC's FAQ page (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>)

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Kayenta Service Unity / Your healthcare provider
 - b. Shonto Prep. HR department
 - c. Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call the emergency health provider and let them know you have been exposed to COVID19, then follow their instructions.

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

	Student	Staff
Immediately Report the Situation ONLY to	Teacher/Staff will notify the School Principal and School Nurse.	Staff will notify the Human Resources Department. The Human Resource department will notified the staffs' immediate supervisor in order to make any necessary schedule changes. Confidentiality must be maintained to the greatest extent possible.
If an staff/student develops COVID-19 symptoms at work/school	The student will be separated from all other students and staff, and with the exception of one staff member to supervise the student. This staff member will wear additional PPE (a face shield, gloves, etc.) 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	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 healthcare provider will be arranged by the site

	student, and call 911 if the student appears to be in medical distress.	supervisor. If the employee appears to be in medical distress, 911 will be called.
Areas Exposed	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.	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.
Trace Contacting	The site supervisor will determine whether other employees or students may have been exposed to the symptomatic individual (within 6 feet and for a prolonged period of time, typically longer than 15 minutes). If so, the site supervisor will notify the Human Resources Department. 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.	The site supervisor will determine whether other employees or students may have been exposed to the symptomatic individual (within 6 feet and for a prolonged period of time, typically longer than 15 minutes). If so, the site supervisor will notify the Human Resources Department. 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 CDC or State/County Health department’s guidelines at that moment in time. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

Communicating and Consulting with Local Health Authorities

In coordination with the Human Resources Department, the Director of Support Services will be the point of contact for the Navajo Nation Department of Health Services, and/or Arizona Department of Health Services if there are verified cases in the facility or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

Potential School Closures

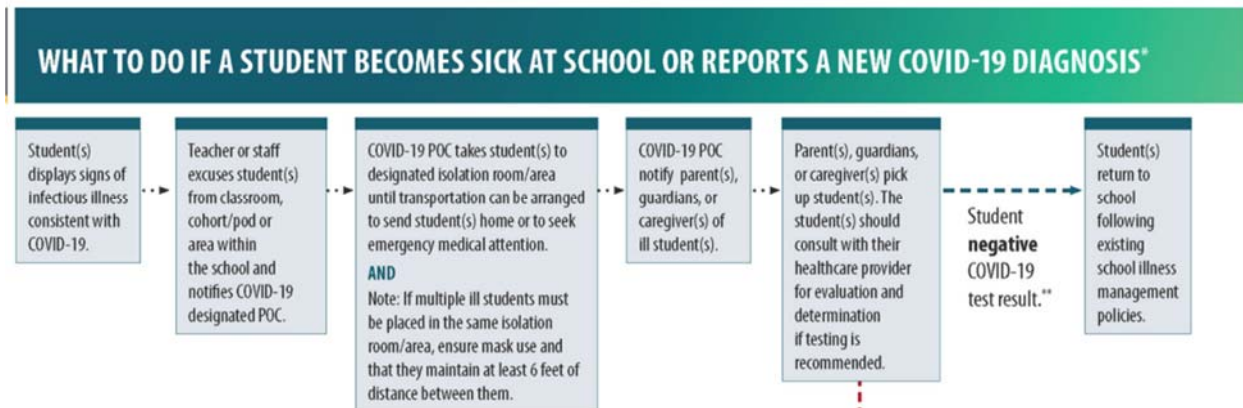
At this time and depending on state government and/or health departments’ criteria for closing an individual school, it is not known what would cause a school to close as a result of a COVID-19 outbreak at a particular campus. Once and if the District obtains that information, it will be communicated to Shonto Preparatory School (K8) & Shonto Preparatory Technology High School employees, parents and

families. In addition, the District will prepare to close the entire district, as was done in March 2020, if ordered by the State or Navajo Nation.

Note: In order to continue to receive funding, only the State and the Navajo Nation has authority to close schools, not the local Governing Boards.

PROCEDURES FOR IDENTIFYING IF STUDENTS ARE POSITIVE.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>



ADDITIONAL RESOURCES

The Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Arizona Department of Health Services <https://www.azdhs.gov/>