



"Empowering Students To Succeed"

SUPPORT STAFF EMPLOYEE HANDBOOK

PERSONNEL HANDBOOK

STANFIELD ELEMENTARY SCHOOL DISTRICT NO. 24

The Stanfield Elementary District No. 24 is a district unit of government, separate from all City, County, and State governmental units. The affairs of the District are directed by the SESD Governing Board, a legislative body of five (5) persons chosen by the electorate and each holding office without pay, for a term of either two (2) or four (4) years. The Superintendent of Schools is the executive officer of the Board and is directly responsible for the entire operation of the school system.

In Compliance with Title IX (Educational Amendments of 1972), Title VII (Civil Rights Act of 1964), Section 504 (Rehabilitation Act of 1973), and Americans with Disabilities Act of 1990, the Stanfield Elementary School District No. 24 provides equal opportunities in all educational programs and activities and in all areas of employment and does not discriminate against any person on the basis of sex, race, religion, color, national origin or persons with disabilities. Please refer inquiries regarding compliance with Title IX, Title VII, and Section 504 to Jennifer Norred in the Human Resources Department, District Administration Office, 515 S. Stanfield Rd., Stanfield, AZ, 85172, or by calling (520) 424-0221.

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INTRODUCTION

This handbook contains information regarding many of the personnel policies that are often used by professional staff. However, it is only a guide to policy and is in no way inclusive of all policies. The Governing Board Policy Manual is the final authority on operational procedures, rules, regulations, etc. of the District. Since all policies are subject to revision by the Governing Board at any time during the school year, for additional information, be sure to refer to the Stanfield Elementary Policies and Procedures Manual, maintained at the site and District Office.

This handbook does not constitute an employment contract, grant or vest any continuing right to employees. The Governing Board expressly reserves the right to modify, delete or add policies if it determines that it is in the best interest of the District to do so.

This handbook shall be revised and updated as needed. Please feel free to make suggestions as to additional information that might be included, by emailing the Human Resources Department. The District complies with all Federal, State and Local nondiscrimination laws, including but not limited to, gender, race, color, national origin, religion, creed, veteran status, or disability and does not deny benefits of services, programs or activities or discriminate in employment on any protected basis, including disability. The District also prohibits sexual harassment in the workplace. Inquiries or complaints regarding compliance with Americans with Disabilities Act provisions, accessibility, accommodation, discrimination or sexual harassment should be directed to the Human Resources Department.

If we can be of assistance at any time in personnel policy interpretation, feel free to contact the Human Resources Department at 424-0221

Dr. Melissa Sadorf
Superintendent



Stanfield Elementary School District 24

"Empowering Students to Succeed"

Vision

We the students, teachers, and parents of Stanfield Elementary School form a community and school where we collaborate to provide a supportive environment where students excel in academics, physical health, and emotional wellness.

Mission

Believe...the only thing that stands between a person and what they want in life is the will to try it and the faith to believe that it is possible.

Core Values

Educating the whole child is a vital component of the curriculum.

High academic and behavioral expectations will be clearly communicated to all students and they will be held responsible for attaining them.

Every child has the right to learn and every teacher has the right to teach in a safe and orderly environment

Learning is a lifelong endeavor

All children are different and should be educated as individuals

Creating effective collaboration between home and community is essential for student success

EMERGENCY PROCEDURES GUIDE

CREATING A POSITIVE SCHOOL ENVIRONMENT WHERE LEARNING CAN TAKE PLACE IN A SAFE AND SECURE CLIMATE IS A GOAL OF STANFIELD ELEMENTARY SCHOOL DISTRICT NO. 24.

COPIES OF THE EMERGENCY PROCEDURES GUIDE ARE READILY AVAILABLE IN EACH CLASSROOM.

The purpose of the Emergency Procedures Guide is to provide a quick reference for emergency situations. The guide provides a set of plans to help building staff to work more effectively with emergency situations while enabling them to respond appropriately to the unique circumstances of each situation.

The Stanfield Elementary School Emergency Procedures Guide is designed to outline the school's response to a wide range of emergency situations from natural to man-made. It is not intended to embrace all the details of various contingencies or the school's response to them; rather, the guide is designed to provide sufficient guidance and direction to enable the school personnel to handle emergency situations.

These procedures do not cover every condition that might develop. It may not always be possible to follow every procedural step. Any questions regarding the Emergency Procedures Guide should be referred to the office of the Superintendent.

In the event of an **EMERGENCY**, notify the Principal who will call the appropriate emergency entity. If there is no Building Administrator available, please call the **District Operations Director- 520-251-6084**.

NOTICE OF BLOOD BORNE PATHOGENS PROCEDURES (GBGC)

In order to prevent, reduce, and minimize exposure to blood borne pathogens, the following general practices and controls are specified. Refer to the Blood Borne Pathogens Program Compliance Manual, Section 4, Exposure Control Plan, for detailed instructions on procedures. This manual is available at the site. The Operations Director is responsible for the training and education of identified “at risk” District employees in regard to the specific tasks and procedures relevant to their job classification. This training is mandatory for all employees categorized as “at risk” and is given on an annual basis.

For additional information regarding bloodborne pathogens please contact the District Operations Director at 424-0237.

Universal Precautions

Universal precautions are those precautions that prevent contact or exposure to blood or other potentially infectious materials. It is assumed that all body fluids are contaminated and infected with bloodborne pathogens.

Work Practice Controls

Hand washing facilities are readily accessible to all employees with occupational exposure. Hands must be washed in the following situations:

- a. Each time there is skin contact with body fluids
- b. Before putting on gloves and after the removal of gloves
- c. Before and after eating
- d. After using restrooms
- e. After handling any potentially infectious/hazardous material

If hand washing facilities are not readily accessible, antiseptic towelettes or antiseptic cleaner in conjunction with clean cloths or paper towels are provided.

Red biohazard bags are available at the School Office.

Contaminated disposable sharp instruments shall be discarded into closeable, leak proof containers labeled as biohazard. Containers are kept in the Health Office at the school and can be picked up for disposal by calling the Maintenance Department.

Personal Protective Equipment (PPE) is provided at no cost to employees who need to protect themselves against blood or other potentially infectious material.

Any exposure to blood or other potentially infectious materials must be reported to the employee’s immediate supervisor or the site administrator as promptly as possible for investigation and documented findings.

NOTICE OF DRUG FREE WORK PLACE (GBEC)

ALL DISTRICT EMPLOYEES ARE HEREBY NOTIFIED that it is a violation of Stanfield Elementary School District Policy for any employee to possess, sell, offer to sell, transfer, distribute, use, or be under the influence of any drug, as defined in Governing Board policy, while on District property, or at school-related events, or when the conduct affects the school, or is in any other manner school-related.

Each employee shall notify their supervisor of any criminal drug statute conviction for a violation occurring while the employee was on duty or on school grounds. Notification shall be given no later than five (5) days after conviction.

Any employee who violates the terms of any District policy relating to employee substance abuse shall be subject to discipline, including but not limited to suspension, dismissal, and/or, at the discretion of the District, an option to enroll in alcohol or drug rehabilitation. A copy of the District's policy governing employee substance abuse may be reviewed in the Superintendent's Office.

EXCEPTION:

An employee may use, possess, and/or be under the influence of medication for proper medical purposes. If an employee must use or be under the influence of any medication for medical purposes while on duty, on school property, or at a school-related event away from school property, the employee must report such use or being under the influence, to their immediate supervisor upon reporting for work.

MEDICAL MARIJUANA (GBECA)

The Arizona Medical Marijuana Act does not authorize any person to engage in the following conduct:

Undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice.

Possessing or engaging in the medical use of marijuana:

On a school bus.

On the grounds of any preschool or primary or secondary school.

Smoking marijuana:

On any form of public transportation.

In any public place.

Operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana, except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment

Using marijuana in any manner other than as authorized by the Arizona Medical Marijuana Act.

ABSENCES REPORTING

Personal leave must be pre-approved by your supervisor. You should check with your supervisor to see the procedures for pre-approval. Employees must also report all absences to TimeClock and by contacting your **Direct Supervisor. Absences not reported through this system will be Leave Without Pay.** Upon returning to work, be sure to fill out an absence report form. Questions regarding TimeClock should be directed to Erlinda at Business Services II at 424-0226.

ACCIDENTS WHILE ON DUTY (GBGC-R)

All employees have the responsibility to maintain safe conditions in their work areas as part of the normal work routine. Actions such as not leaving drawers open, not climbing on chairs or unstable ladders, and using caution when opening doors that swing out all help avoid accidents. Be aware.

If an accident occurs while on duty, employees are protected under Worker's Compensation of Arizona. **Any injury sustained on school property, no matter how slight, must be reported to the employee's supervisor or Human Resources who will record it.** Employees may not be eligible for compensation if the accident is not reported. If the injury requires first aid treatment, the employee should first call the Alliance Hotline at 1-888-252-4689 for the on-call triage nurse. If it is determined that first aid is necessary, the employee should report immediately to MBI Casa Grande Medical Center at 177 W. Cottonwood, Casa Grande, AZ 85222

Questions or concerns regarding safety should be directed to the principal. Questions or concerns regarding Worker's Compensation should be directed to the Human Resources Department at 424-0221. For additional information regarding Worker's Compensation please refer to the Worker's Compensation section of this booklet.

COMPENSATION TIME – FLEXTIME (GDBC and GDBC-R)

Stanfield Elementary School District takes a strong position regarding compliance with all Federal Wage and Hour Guidelines as specified in the Fair Labor Standards Act. Any Support Staff employee who works in a District position or combination of positions must receive compensation at a rate of time and one-half pay for those hours **worked** in excess of 40 hours or compensatory time at the rate of one and one-half hours of overtime **worked** in a given week. (If a holiday occurs or an employee takes leave during a week when additional hours are worked, the additional hours will be calculated at straight time. Additionally, any hours **under 40** hours **worked** in a given week will be calculated at straight time.) Compensatory time must be pre-approved by the Superintendent.

Should an employee terminate their employment with Stanfield Elementary School District prior to using all their accumulated compensatory time, they shall receive compensation at their current salary, provided appropriate written notice is given.

Arrangements for "flextime" may be made should an employee have to work past their allocated number of hours on a given day, by allowing them to take the same amount of time off sometime **within the same 40-hour workweek**. The workweek is from Saturday through Friday. **Flextime can only be taken within the week in which the excess hours are worked. ABSOLUTELY NO EXCEPTIONS WILL BE GRANTED.**

COMPLAINTS AND GRIEVANCES (GBK)

In order to provide a means to effectively resolve any complaints or disputes employees may personally have, a formal grievance procedure has been established. The guidelines for filing a grievance are stated in the District's Policies and Procedures Manual as indicated above. In an attempt to resolve a problem, employees are urged to discuss their grievance with their immediate supervisor prior to filing a formal grievance.

DISMISSAL (DCQF)

Any employee may be dismissed at any time subject to the provisions of the law. Dismissal of personnel shall occur by recommendation of the immediate supervisor to the Human Resources Department for appropriate action, subject to approval by the Superintendent and authorized by the Governing Board.

Cause for termination shall include, but not be limited to, dishonesty; negligence; unsafe work practices; insubordination; failure or inability to perform assigned duties; immoral conduct; irregular attendance; consumption of alcoholic beverages or illegal substances while on duty; coming to work in an inebriated condition; and such other reasons deemed sufficient by the Superintendent and authorized by the Governing Board. These would require no advance notice.

An employee may appeal, for further consideration, a dismissal to the Superintendent and the Governing Board.

EMPLOYEE EVALUATION (GDO)

The purpose of the employee evaluation is to improve job performance. Employees will be evaluated within the first 75 days of their initial temporary hire date and then once every twelve (12) months as a minimum.

The evaluation form is to be completed by the employee's supervisor and reviewed by the Superintendent. A copy shall be provided to the employee and the original will be sent to the Human Resources Department for retention in their personnel file.

EMPLOYMENT OF CLOSE RELATIVES (GBEAA)

There is no District policy prohibiting the employment of both husband and wife or close relatives. However, employees **shall not** be supervised by members of their immediate family.

FAMILY MEDICAL LEAVE ACT (FMLA) (GDCC-EB)

An eligible employee shall be entitled to a total of 12 workweeks of uncompensated leave in a twelve (12) month period for one or more of the following reasons:

- The birth of a child of the employee.
- The placement of a child with the employee for adoption or foster care.
- To care for the spouse, child or parent of the employee, if such spouse, child or parent has a serious health condition.

- A serious health condition that would prevent the employee from performing the functions and duties of their position.

See Policy as indicated above in the District's Policy and Procedure Manual for qualification criteria and details.

HARASSMENT (ACA)

It is the policy of Stanfield Elementary School District that there be no discrimination against any employee or applicant on the basis of sex. In keeping with the policy, the District will not tolerate sexual harassment by any of its employees. Sexual harassment is a violation of Policy ACA.

IMMUNIZATIONS (GBGCA-R)

Employees must provide proof of immunity to measles and rubella. Acceptable proof of immunity is as follows:

1. Immunization record indicating a live virus vaccine given on or after the first birthday.
2. A signed statement, by a licensed physician or a state or local health officer, indicating serologic evidence of having had measles **and** rubella.
3. Persons born prior to January 1, 1957 (measles) and who are 63 years of age or older (rubella) are presumed immune.

In the event of an outbreak of either disease, one of the above forms of acceptable proof must be on file with the Human Resources Department. Employees who are not in compliance shall be put on leave without pay until they are in compliance. If the employee has sick leave, sick leave may be used for this purpose.

INSURANCE (GCBD)

Major Medical and Hospitalization Insurance – The District will provide the total cost toward major medical insurance for each regular employee eligible for insurance coverage (employee only). High Option Medical insurance coverage is available at an additional cost to the employee deducted on a pre-tax basis. **Eligibility** – Professional employees of the District who are contracted for 3/5 or more qualify for medical insurance benefits.

Term Life Insurance – The District will provide life insurance for each Professional employee at a rate of 1.5 times the annual salary. Employees may purchase additional individual coverage or dependent coverage, with a maximum coverage per employee of \$500,000 or no more than 5 times their annual salary. **Eligibility** – Professional employees of the District who are contracted for 3/5 or more qualify for life insurance benefits.

Dental Insurance – The District will provide the total cost for low option dental insurance for each regular employee eligible for insurance (employee only). High Option Medical insurance coverage is available at an additional cost to the employee deducted on a pre-tax basis. **Eligibility** – Professional employees of the District who are contracted for 3/5 or more qualify for dental insurance benefits.

Vision Care Insurance – Employees are eligible to participate in a voluntary supplemental vision care insurance program at the sole expense of the employee. The vision care insurance premium is deducted on a pre-tax basis.

Short Term Disability – Regular employees are eligible to purchase short-term disability as an income protection plan based on the employee’s annual salary.

For additional information regarding benefits please contact Human Resources at 424-0221.

KEY POLICY (ECA-R)

Keys to school district property or premises are issued to eligible employees for official District business only. Employees are not to loan or make keys available to any other person. Any lost key should be reported **immediately** to the employee’s supervisor and to the Operations Director at 424-0237. Employees are cautioned that violations of this policy may comprise willful and negligent misconduct and that key replacement, regardless of whether the lock has been changed or not, may be subject to a maximum charge of \$1,000.00.

LEAVES AND ABSENCES (GDCB)

Support Staff permanent employees who work thirty (30) hours or more per week accrue leave in hours, however, for the purposes of this booklet and ease of explanation the term “day(s)” is used. A day equates to the number of hours an employee works daily. Employees may use leave in 15 minute increments. The leave accrual rates listed below are based on an 8-hour workday. Employees who work less than 8 hours per day, leave will accrue proportionately by FTE (full-time equivalency).

Sick Leave – Personal illness leave is available for eligible permanent employees at the following rates:

189 Day Schedule employees – 8.0 hours per even numbered pay period for 20 pay periods (10 days)

260 Day Schedule employees – 8.0 hours per even numbered pay period for 25 pay periods (12 days)

Sick leave has no accumulation ceiling. Upon return to work, employees must present a physicians letter for any sick leave absence of three or more consecutive work days.

Bereavement Leave (GDCH) – With the approval of the employee’s supervisor, an eligible permanent employee may be absent for up to five (5) days with full pay on each occasion in the case of death of a relative or family member. For purposes of this policy, relative or family member includes; **spouse, child, mother, father, sister, brother, sister-in-law, brother-in-law, grandparents, spouse’s grandparents, grandchild, spouse’s grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, and step child.**

Family Illness – Family illness leave is available in the event of illness in the eligible employee’s family or other dependents living in the same domicile as the employee. These days will be deducted from the permanent employee’s accumulated sick leave.

Personal Leave (GDCB) - Permanent employees accrue two (2) days or sixteen (16) hours of personal leave in a given year accrued up front at the beginning of the year. At the end of the fiscal year, any unused personal leave will be moved to the sick leave balance. Personal leave **may not** accumulate from one year to the next as personal leave. Employees may request 2 sick days to convert to personal leave with prior authorization by the Superintendent.

Maternity / Paternity and Parental Leave – Permanent employees may use leave, FMLA or may request a medical leave of absence.

Jury Duty (GD CD) – Employees are granted time away from work without loss of pay to serve on a jury. When summoned to Jury Duty, employees must enter the absence into TimeClock and provide a copy of the summons and a copy of your service certificate, if selected to serve to the Payroll Department.

Employees are to claim the wages payment for jury duty when completing your paper work for the court. This amount is to be reimbursed to the District upon completion of your jury duty when payment is received from the court. The employee keeps the reimbursement for travel, food, and lodging. Employees have the option of keeping the jury duty wages and forfeiting their district pay for the time they are serving on Jury Duty, an option not likely chosen as the Jury Duty wages is considerably less than employee daily rates of pay.

Leave Without Pay – Permanent employees may request up to 12 weeks of leave without pay upon the approval of the Superintendent and up to one (1) year upon the approval of the Governing Board.

Military Leave (GD CD) – A permanent employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field training, providing a copy of appropriate official military orders are accompanied with the leave form.

Subpoena Leave (Personal) – Permanent employees may use one (1) day per year for a personal subpoena.

Subpoena Leave (Official) – Permanent employees who receive a subpoena to appear as a witness of actions that occurred on school property will be placed on official leave.

Vacation Leave (GD D) – Permanent employees (**12 month 30 hour employees only**) accrue annual leave at the following rates:

0 - 1 years (12 days)-8.0 hours per even numbered pay period for 25 pay periods (cap 15 days or 120 hours)

2 + years (15 days)-8.0 hours per even numbered pay period for 25 pay periods (cap 15 days or 120 hours)

Any accrued vacation leave beyond the cap of 120 hours is considered “use or lose” and must be exhausted before the end of the fiscal year. Unused hours will not be rolled into the following fiscal year and will not be paid out to the employee.

Paid Holidays (GD D) – Permanent employees are eligible to receive paid holidays at the following rates:

189 Day Schedule employees – 9 paid holidays*

260 Day Schedule employees – 14 paid holidays*

* See current year Paid Holiday Calendar for specific days.

NOTARY PUBLIC

Notary services are available free of charge to employees of the District. There are several Notary Publics at the District Office and one at the school office.

OVERTIME PAY AND AUTHORIZATION (GDBC)

Overtime is generally discouraged by the District due to the budgetary implications. However, if an emergency need arises for overtime, prior approval, from your immediate supervisor and the Superintendent, **must** be obtained.

All approved time worked over 40 hours per week in the employee's regular assignment will be paid at one and one-half (1½) times the hourly rate based on the assigned salary classification. (To qualify as overtime, 40 hours must be actually worked during the workweek. Leave and holidays do not count toward 40 hours.) For further information, please refer to the Compensation Time – Flex time section of this booklet.

PAY PERIODS

Payroll deadlines fall on every other Wednesday (Wednesday between paydays) to be paid on the following payday. For information regarding pay options, refer to the next section.

Pay vouchers are dispersed through the District Office or mailed to employee address on file.

PAYROLL DEDUCTIONS AND TAXES

Standard deductions from employee's paychecks are made as required by Federal and State law. These include Federal and State income tax, Social Security, Medicare and Arizona State Retirement payments. Check stubs / direct deposit statements indicate the amounts of these deductions.

In addition, an employee may authorize the Payroll Department to make various other deductions such as credit union savings, group health and dental insurance, tax sheltered annuities (TSA), union or professional dues, or United Way contributions.

Federal and State withholding taxes can be changed at any time, by completing a new form.

Questions or concerns regarding payroll and deductions should be directed to the Payroll Office at 424-0226.

PERSONAL INFORMATION UPDATE

It is imperative that employees keep the Human Resources Department aware of any changes in their address, phone number, etc. Updates may be sent to the HR Department through appointment or emailed to jnorred@roadrunners24.net.

PERSONAL PROPERTY

The District will not assume any responsibility or liability for damage or loss of an employee's personal property being utilized in the exercise of their duties or on school premises while in the District's employ.

PERSONNEL FILES (GBJ-R)

The Human Resources Department maintains a personnel file for each employee. Employees may review the contents of their file at any time. This **must** be done in the presence of Human Resources Department or the Superintendent. Employees also have the right, at any time to submit a written statement regarding any material placed in their file.

Freedom of Information Act – As an employee of a public-school system, information contained in an employee's personnel file is considered a public record. Only social security numbers and evaluations are confidential per Arizona Revised Statutes. Requests from a third party for information within the perimeters of the public record request **must** be in writing to the Human Resources Department. The Human Resources Department will attempt to immediately notify the employee of the public record request prior to the release of any information. This will allow the employee time to initiate legal action to preclude access to material contained in a personnel file, at the employee's own option and expense.

HIRING AND TRANSFERS (GDF)

The Human Resources Department shall post notices of all job vacancies. Positions will be advertised for a minimum of five (5) days except in the case of an emergency. Those employees wishing to be considered for a position should submit a letter of interest to the Human Resources Department.

The District will seek, from both internal and external applicants, the most qualified individual for each opening. However, qualified District employees will be considered for the first five (5) days from posting prior to considering applications of non-employees.

PURCHASING PROCEDURES (DGA)

District employees often need to purchase supplies or services during the school year. If the District is to assume the cost of any purchases, **a requisition form that has been approved by the administrator or supervisor must be submitted to the Business Office in order to secure a Purchase Order.** A Purchase Order is to be done prior to the time the purchase is made. This applies to all funds, as well as student activities and auxiliary operations.

A District Purchase Order is the **only** official authorization to a vendor to provide supplies or services. To avoid personally assuming the costs for the supplies or services follow the procedures outlined above.

Purchases of supplies or services made without obtaining an authorized Purchase Order in advance **will not** be paid for by the District and will be treated as a personal commitment by the person making the purchase. As such, the individual making the purchase will be responsible for payment. Additionally, any individual making or attempting to make an unauthorized purchase for the District, without complying with the above, will be subject to disciplinary action, including but not limited to, dismissal.

RESIGNATION (GDQB)

Employees intending to resign from the District are required to provide a written letter of resignation a minimum of two (2) weeks in advance of their intended resignation date to the Human Resources Department. Employees not providing such notice **will not** be eligible to receive payment for unused leave. **Failure to provide a two (2) week notice may ultimately result in an overpay situation**, due to the current payroll procedures. Therefore, the more advance notice an employee can give the better.

Upon termination, a support staff employee will receive compensation for each hour or partial hour of accumulated unused sick leave, according to the following schedule at the rate of compensation of \$40.00 for every eight (8) hours of accumulated leave.

Compensation for accumulated unused vacation leave shall be computed based on the employment classification of the employee at the time of termination. There is a cap of 120 hours for vacation leave pay out.

This compensation shall not be made available to the employee until after the termination date of the employee.

Upon termination of employment, an employee and their dependents, which are enrolled in the District's group health plan, may be eligible for continued coverage under the COBRA plan. For additional information regarding COBRA, contact Human Resources at 424-0221.

RETIREMENT (GDQE)

Arizona State Retirement System

www.azasrs.gov

For information regarding Arizona State Retirement, visit their web site at www.azasrs.gov. A variety of resources are available on the site, including a member handbook and retirement benefit calculators.

For further information on the Arizona State Retirement System you may also contact the offices directly at 1-800-621-3778.

Retirement Checklist

- Submit letter of intent to resign due to retirement, to Human Resources Department and Direct Supervisor
- Schedule/attend State Retirement Seminar
- Schedule/attend individual meeting with State Retirement official
- Speak with Payroll regarding special instructions for final pay
- Speak with HR regarding COBRA options
- Speak with an investment consultant regarding tax issues
- Speak with Social Security Administration (if applicable)

Employees are encouraged present a written resignation to the human resources office on or before April 1 of the year preceding the year of retirement.

The purpose of this deadline is to allow the District to budget for the employee's separation benefit. The deadline of April 1st applies to any employee intending to retire anytime the next fiscal year, July 1 through June 30.

Arizona State Retirement Plan

Professional employees who are contracted for 3/5 or more are required by Arizona State Law to participate in the State Retirement Plan. Employee contributions are automatically deducted from the employee's pay and the percentage varies from year to year. The District also contributes an equal percentage on the employee's behalf. Employees receive an annual statement summarizing the amount of their contributions and the interest earned, as well as projections on retirement benefits.

SMOKING (GBED)

Pursuant to Arizona State Law, it is unlawful for any individual to have any tobacco products in their possession or to use any tobacco products while on School District property, at School District events or in School District vehicles.

TAX SHELTERED ANNUITY PLAN (DKB)

As an employee working for a public, non-profit institution, you are eligible to participate in a tax sheltered annuity plan. It allows for deferring payment of income tax on that portion of income set aside for the plan. An insurance company registered and licensed in Arizona and approved by our Governing Board may offer annuities to employees. Employees may contact the Payroll Office at 424-0226 for a list of approved companies as well as the proper paperwork.

TIMEKEEPING SYSTEM (GDL-R)

TimeClock Timekeeping System – All Support Staff employees, except for supervisors, are considered non-exempt employees for the purpose of the Fair Labor Standards Act and are subject to the following time reporting guidelines:

- Employees must record all hours worked in the TimeClock Timekeeping System.
- Employees may not clock in or out for another employee.
- Employees may not come in early and work then wait till their assigned time to clock in.
- Employees may not clock out and then go back to work.

TRANSFER / REASSIGNMENT (GDJ)

Employee Initiated – Employees may request a transfer to another position within the District. Requests must be submitted in writing to the Human Resources Department.

District Initiated – Employees may be transferred within the District whenever it is deemed to be in the District's best interest.

Reassignment decisions shall be made by the Superintendent on the basis of the following criteria: contribution the employee could make to students in the new position; qualifications; opportunity for career growth; total school/district program needs; length of service; and recommendation of the site administrator.

WORKER'S COMPENSATION (GBGD)

If an accident occurs while on duty, employees are protected under the Worker's Compensation of Arizona. Should an employee need to take off work for an extended period of time due to an on-the-job injury. The Industrial Insurance carrier provides financial benefits of approximately 66 2/3% of the employee's pay rate for the 365 days prior to the time of injury. Payments from Worker's Compensation are exempt from Federal and State income tax, FICA and retirement deductions.

An injured employee may use accrued sick leave during the seven (7) calendar days (5 workdays) waiting period required by Worker's Compensation law. After the waiting period, those employees who elect to receive the Worker's Compensation benefits **may not** use accrued sick leave in addition to these benefits. The District **will not** allow duplicate payment from the District and from Worker's Compensation except during the waiting period (first five workdays).

STANFIELD ELEMENTARY SCHOOL DISTRICT NO. 24

SUPPORT STAFF WORK CONDITIONS AND BENEFITS INDEX

These policies are located in the Stanfield Elementary Policies and Procedures Manual. Copies of the manuals can be found at www.azsba.org and at the District Office.

1. Staff Grievances	GBK
2. Sexual Harassment	ACA
3. Support Staff Fringe Benefits	GDBD
4. Support Staff Leaves and Absences	GDC
5. Support Staff Vacations and Holidays	GDD
6. Support Staff Career Development	GDM
7. Evaluation of Support Staff	GDO
8. Support Staff Promotions & Reclassification	GDP, GDP-R
9. Retirement of Support Staff Members	GDQC
10. Resignation of Support Staff Members	GDQB
11. Support Staff Retirement Incentive Program	GDQC
12. Discipline, Suspension and dismissal of Support Staff Members	GDQD

SAFETY RULES AND REGULATIONS

CONDITIONS OF WORK

GENERAL INFORMATION

The purpose of these rules and regulations is to provide direction for employees in assuring employee safety and well-being during employment with Stanfield Elementary School District. Employees should check the bulletin board daily, notices posted there will be of importance.

If an employee is unable to work due to illness or for any other unexpected valid reason, notice must be given to the site administrator or supervisor per their directions.

Desks, workbenches, machines, vehicles, and working areas are to be kept clean and orderly. Aisles must be kept clear of stock, and material must be stacked neatly. Discarded paper, rags and waste materials must be placed in receptacles provided for that purpose.

Employees are required to report promptly any change in their address or telephone number to the site administrator and to the Human Resources Department.

Any article lost or found should be reported at once to the site administrator or supervisor. All articles found on school premises must be turned in to the site administrator's or supervisor's office. All lost property delivered to the District and not claimed within a period of six (6) months will be turned over to a charitable organization or otherwise disposed of as determined by the District Administration.

Employees are not to transport students in private vehicles or in District vehicles unless authorized to do so.

SAFETY RULES

Safety is one of the most important requirements of your job. Every employee must fully comply with all safety instructions. Careless habits endanger not only you, but your fellow employees as well. Your thoughtful attention to safety standards will enable you to work free of accidents.

1. Work only when you are physically fit.
2. Report all accidents and injuries promptly to your Site Administrator or Supervisor. An adequate program for first aid is maintained to provide necessary attention.
3. Walk – do not run anywhere on school premises.
4. All employees must wear shoes of sturdy construction to afford proper protection for their feet. Material handlers and other employees who regularly handle heavy objects should wear safety shoes.
5. Employees must not wear loose clothing or garments, including any hanging jewelry, when working on or near machines or power tools.

6. Goggles are provided by the District and must be worn at all times when an employee is operating a grinder, polisher, or any other type of machine where particles, chips or dust are created.
7. Employees must not clean or adjust their machines while the machine is in motion.
8. Employees operating power equipment must at all times use the guards provided on the equipment.
9. Place oil waste, trash, food scraps, waste paper, old clothes, etc., in containers provided for such purpose. Keep all equipment and facilities clean.
10. Report promptly to your Site Administrator or Supervisor any dangerous practices, defects in lighting equipment, floors, tools, machines, or other equipment that may cause an injury.
11. Do not start any machine before checking to see that no one is in a position to be injured.
12. Do not attempt to lift or push objects that are too heavy for you – ask for help when you need it. Learn to lift the proper way to avoid strains.
13. Avoid touching any loose or misplaced electrical wires, and be sure to report any such condition to your Supervisor promptly.
14. Do not pile material or equipment in front of, against, or on top of the fire apparatus, sprinkler valve housings, electrical equipment, etc. Keep fire lanes, doors, aisles, and stairways clear of all obstructions.
15. Know the locations of fire exits, alarm boxes, firefighting equipment, first aid kits, and first aid assistance.
16. Maintain all safety and first aid equipment in serviceable condition.
17. Do not perform any assigned task in a careless or negligent manner. Be especially careful when operating any mechanical equipment or device used in manufacturing processes and in the operation of the plant.

The willful disregard of safety rules shall subject the employee to reprimand, suspension or discharge.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators Professional for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

SPECIFIC RULES OF WORK

The following rules cover employee conduct. Violations may result in disciplinary action. All employees must become familiar with these rules and observe them at all times.

1. Attendance – Working Time

Employees must report to work on time and work their scheduled hours. **Repeated tardiness may result in dismissal.**

Employees must start working at the beginning of their scheduled workday and, except for lunch periods, must remain working throughout the workday.

At the completion of the workday, **support staff** employees are required to leave the premises promptly and shall not return until their next scheduled starting time.

2. Absence

When an employee expects to be absent or in the case of an unexpected absence, the employee **must**:

- a. Notify the Site Administrator or Supervisor promptly per their directions.
- b. Notify the TimeClock Reporting System (promptly and provide the information regarding the absence.
- c. Complete and submit a leave form.

3. Leaving Work during Working Hours

Except for purposes of the lunch period or planning period only, employees are not permitted to leave the District premises or leave assigned work stations during their scheduled work hours unless required by their work. Except where required by their work, employees desiring to leave the workstation during working shift hours must obtain authorization from their Supervisor.

4. Housekeeping

Employees must perform their work with due regard for maintaining the premises in an orderly manner and shall return all tools or equipment to the person or place from which they were obtained promptly following the completion of their use. Employees are required to deposit refuse in containers provided for such purpose.

5. Canvassing on District Premises

During work employees are not permitted to engage in any activity other than the performance of their duties and responsibilities in the fulfillment of their job. The passing out of literature or documents is not permitted. It is necessary that employees obtain authorization from the Superintendent before engaging in such activities. This applies also to verbal solicitation. If employees desire to engage in conversation with other employees about anything other than work, they must confine such conversation to places other than the work areas and during non-working time. Canvassing or collecting contributions on District premises is not permitted.

6. Interference with Employees

Employees are not permitted to interfere with other employees in the performance of their work. Employees shall not conceal property belonging to another employee or intentionally delay the work of any employee.

7. Destruction of District Property

Defacing, destroying, or willfully neglecting District property is prohibited.

8. Gambling

Gambling in any form whatsoever is strictly prohibited.

9. Insubordination

Insubordination, including refusal or failure to perform work assigned, is prohibited.

10. Intoxicating Substances

Employees are not permitted to:

- a. Report to work under the influence of any alcoholic beverages or other stimulant.
- b. Use alcoholic beverages or other stimulant while on duty.
- c. Bring alcoholic beverages or other stimulants onto District premises.

11. Smoking

Pursuant to Arizona State Law, it is unlawful for any individual to have any tobacco products in their possession or to use any tobacco products while on School District property, at School District events or in School District vehicles.

12. Theft

Theft of District property or the property of any employee is prohibited.

13. Falsification of Information

Falsification of personnel or other records or falsely stating or making claims of injury are prohibited.

14. False or Misleading Statements

The making of false or malicious statements concerning any employee, the District, or its programs, or falsifying or refusing to give testimony when accidents are being investigated is prohibited.

15. Misuse of Confidential Information

The misuse of publication of confidential information relating to the District's programs or operations is prohibited.

16. Proper Language and Conduct

The use of abusive, threatening, or profane language or engaging in disorderly conduct is not allowed.

17. Work Responsibilities

Performing other than assigned work during work hours is prohibited. Sleeping or malingering on duty is prohibited. Concealment or unauthorized disposal of defective work is prohibited.

18. Use of Equipment

The operation of machines, tools, or equipment to which an employee is not specifically assigned is prohibited.

19. Sanitation

Creating or contributing to unsanitary conditions is prohibited.

20. Stationery and Supplies

The use of District stationery, supplies, postage, equipment, or any facilities for an employee's personal benefit is prohibited.

21. Communicable Disease

Failure to report and/or the concealing of a communicable disease is prohibited.

22. Weapons

Unauthorized possession of weapons that may cause serious personal injury on District property is prohibited.

LIST NOT INCLUSIVE

The Governing Board shall retain the authority to impose appropriate discipline in situations not referenced above. The list is not intended to be an inclusive list of all situations where discipline or dismissal would be appropriate.

STANDARDS OF WORKMANSHIP

Employees are expected to maintain their workmanship according to proper methods and standards. The standards and requirements of all work assigned to employees are established by the Site Administrator or Supervisor. When an employee is in doubt as to the manner in which assigned work is to be performed, the employee is required to request necessary information and instruction from the Site Administrator or Supervisor.

EMPLOYEE EFFICIENCY

Employees are required to perform their duties in an efficient manner in accordance with the direction of their Supervisors. When an employee fails to perform assigned work efficiently, the employee will be notified. Failure to promptly correct the inefficiency will result in either disciplinary suspension or a discharge, depending upon the circumstances in each case.

NOTICE OF TERMINATION OF EMPLOYMENT

Employees are required to give two (2) weeks' notice of intention to terminate employment. The foregoing rule governs employee conduct while in the employ of the District. The District reserves the right to add, amend, or modify these rules and further, to take such disciplinary action as the District deems warranted for any other cause not specifically covered.

STANFIELD ELEMENTARY SCHOOL DISTRICT

RESOLUTION

WHEREAS, STANFIELD ELEMENTARY (“District”) closed schools effective March 16, 2020, pursuant to orders from the Governor of Arizona (the “Governor”) and the Arizona Superintendent of Public Instruction; and

WHEREAS, subsequent orders and legislation called for the closure of schools for the remainder of the 2019-2020 academic year due to the outbreak of COVID-19 in Arizona; and

WHEREAS, the Governor’s Executive Orders 2020-18, 2020-24 and 2020-33 (the “Closure Orders”) established certain restrictions on public activities in response to the COVID-19 outbreak; and

WHEREAS, the Governor’s Executive Order 2020-36 (the “Return Order”) rescinded the Closure Orders and ordered entities operating in Arizona to “establish and implement policies based on guidance from the CDC [Centers for Disease Control and Prevention], Department of Labor, Occupational Safety and Health Administration (OSHA) and the Arizona Department of Health and Safety to limit and mitigate the spread of COVID-19 including the following:

- a. Promoting healthy hygiene practices;
- b. Intensifying cleaning, disinfection and ventilation practices;
- c. Monitoring for sickness;
- d. Ensuring physical distancing;
- e. Providing necessary protective equipment;
- f. Allowing for and encouraging teleworking where feasible;
- g. Providing plans, where possible, to return to work in phases; and
- h. Limiting the congregation of groups of no more than 10 persons when feasible and in relation to the size of the location.”

WHEREAS, there is currently no closure order for schools in Arizona and no legislative action allowing public schools to close and continue to receive funding for operations;

WHEREAS, the Governing Board has determined that current conditions allow the District to resume activities in compliance with guidance from the CDC and in compliance with the Return Order by implementing the safety precautions described herein; and

WHEREAS, the Governing Board wishes to resume educational activities in a manner that is consistent with the Return Order.

NOW, THEREFORE be it resolved by the Governing Board of Stanfield Elementary School District that:

Section 1. The Governing Board has reviewed the Health and Safety Protocols set forth in Exhibit 1 (the “Protocols”), and authorizes the Superintendent to implement the Protocols and to modify the Protocols if necessary, so long as modifications are based on guidance from the CDC, the Arizona Department of Health and Safety, and/or the Arizona Department of Education or any Executive Order issued by the Governor.

Section 2. The Governing Board authorizes the District Superintendent to determine which activities may resume safely and when such activities may resume, subject to the Protocols.

Section 3. The Governing Board authorizes the Superintendent to work with local and state authorities to comply with all laws, regulations, orders and guidelines designed to prevent the spread of COVID-19 as the District resumes activities. The Superintendent may implement regulations to support such compliance.

Section 4. The Governing Board authorizes the Superintendent execute any further documentation to effectuate this resolution, including but not limited to any requisite notices required by the Arizona Department of Education or local/state health authorities.

Passed and adopted: June 25, 2020. The Governing Board hereby authorizes the Governing Board President to sign this Resolution on behalf of the Governing Board.

STANFIELD ELEMENTARY SCHOOL DISTRICT

By: _____
Its: Governing Board President

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.