

The Trust

in partnership with the Alliance and SCIP

The Arizona School Risk Retention Trust, Inc. (the Trust), prepared the following template to assist school districts with the reopening of school campuses. Trust staff understands that there is not a “one size fits all” approach that will work for each district. Accordingly, we encourage districts to modify and adapt the template to best fit their needs.

Each district’s plan may look slightly different, which is why the template provides different options—marked in yellow highlights—to consider for various reopening decisions. Your district may choose to adopt some of the options over others—or revised versions of the options—based on discussions with administration, your own unique needs, final board approval, etc. The template is intended to be updated, supplemented, and altered based on the district’s plan of action moving forward.

Please note that in general the template reads as a policy (e.g., “The district will coordinate services...”) rather than suggestions or considerations (e.g., “The district may consider coordinating services...”). We encourage districts to make modifications as dictated by their needs.

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. The policy recommendations that follow do not address whether a district should reopen, but instead address risk mitigation once the decision to reopen has been made. They are based on CDC “step” guidelines—specifically, Steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona public officials indicates that a transition to Step 3 protocols—which include relaxed social distancing measures—is appropriate.

This template was prepared by the law firm of Udall Shumway, LLC, with Cathleen Dooley and Denise Lowell-Britt as authors. Kaylee Sorensen of the Trust also contributed content. The Trust thanks them for their work, and also appreciates the input of the Arizona School Administrators (ASA), Arizona Association of School Business Officials (AASBO), and Arizona School Boards Association (ASBA).

This document will be updated and re-released as new information becomes available. If you have questions or need further information, please contact your member services coordinator or the Trust at 800.266.4911 or the-trust@the-trust.org.

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Double Adobe School District

COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. (Please review ADE's [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow do not address whether a district should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made. The protocols are based on CDC "step" guidelines—specifically, Steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate.

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

STAFFING ASSIGNMENTS

At the district level, the Head Teacher or Office Manager will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The District will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, 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 social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the lead custodian will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse, or other designee will coordinate and implement the protocols set forth in the **Step Two 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 Head Teacher and
- informing the Head Teacher of absences of students and staff daily for reporting to the Cochise County Health Department via Survey 123.

The special education director 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.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Communication

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents 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 any symptoms. The district will require a signed acknowledgement from parents regarding these protocols.

Each school site will identify a person to be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

STEP 2 PROTOCOLS: STUDENTS ON CAMPUS

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Daily Health Screenings

At home

Inform students and parents that 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 aches;
- sore throat;

- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

Also, inform parents via registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Assure parents that students will have the opportunity to make up work missed due to symptoms of COVID-19.

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

On the bus

All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

A bus driver, wearing appropriate personal protective equipment (PPE), will check each student's temperature with a non-contact thermometer prior to the student boarding the bus. If a student exhibits visible symptoms,¹ the following steps will be taken:

- student will return to their parent.

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 should be permitted to ride the bus.

When students unload on campus, they will have immediate access to a supervised and secured "sanitizing station" that includes hand sanitizer or soap and water/toweling.

At school

Students arriving via personal vehicle will be visually checked by a staff member, wearing appropriate PPE, and temperatures taken with a non-contact thermometer prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4

¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

degrees, will be taken to the office. 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 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 aide observes that there are no other symptoms, the nurse/health aide 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.

Once cleared, students will have immediate access to a supervised and secured “sanitizing station” that includes hand sanitizer or soap and water/towelings.

We ask parents to be vigilant and take daily temperature checks at home. If student has fever, or any other symptoms listed, please do not send your child to school. Students will be checked at bus/school and will not be allowed if temperature is 100.4 or greater.

Enhanced Social Distancing

Basic social distancing practices

Staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times, where possible.

Where possible, students will remain with the same groupings and the same staff throughout the day.

Bus transportation seating

Assign students to bus seats one to a row or siblings in a row, with an empty row between each student. Seating will also be staggered. Single seating students will sit in the seat closest to the window. Maintain maximum ventilation at all times, including open windows (weather permitting). Set ventilation systems to non-recirculating mode.

Additionally,

- The seat behind the bus driver will be left empty.

- Signage will be added to the bus to remind passengers of social distancing guidelines.
- Require students to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Require staff to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Load buses from back to front at bus stops, and unload front to back when at school (to minimize students passing by other students).
- High touch surface areas (seats, windows, step rail) will be cleaned/disinfected before and after each bus run.

Classroom layout:

Position desks 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it. Require cloth face coverings, unless a health condition prohibits this.

Position desks to face the same direction rather than facing each other. Do not use large tables for groups of students unless this is the only option. Require cloth face coverings, unless a health condition prohibits this.

Do not permit students to be physically grouped to work together. Instead, encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

Communal spaces. Guidelines for specific communal spaces are given below.

Hallways: Mark hallways with adhesive tape to direct students to stay on one side of the hallway for each direction of travel.

Water Fountains will be available, but it is suggested to bring your own water/water bottle.

Playgrounds:

Encourage teachers to be creative in employing techniques to maintain social distancing during unstructured time. Face coverings not required while outside, unless student(s) have difficulty with distancing.

There will be no first whistle. Recess ends at 10:45 and 12:45. Teachers will be expected to accompany their class to a supervised and secured “sanitizing station” that includes hand sanitizer or soap and water/toweling.

Playground equipment will be sanitized daily.

Lunch rooms:

Open the multipurpose room during 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.
- Prohibit students from sharing lunch items with one another.

Bathrooms:

Permit students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain social distancing. Finally, display posters reminding students of proper handwashing techniques.

Front offices:

Prior to entry, parents should access the “sanitizing station” that includes hand sanitizer or soap and water/toweling. Face covering/masks will be required for entry. Parents will be limited to the front entry/office area. Signage or adhesive tape will be placed on the floor 6 feet from the front office desk directing visitors not to come closer than the markings.

Hand Washing

Require all students 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:

- 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, and
- after sneezing, coughing, or blowing nose.

Cloth Face Coverings

Require students and staff to wear cloth face coverings, subject to the health condition exception stated below.* 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.

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

Students may bring their own cloth face coverings to and from school. The school will also supply 5 face coverings per child. Districts should provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

How and when to wash: Machine wash or hand wash with mild detergent and warm water. Can be air dried or put in dryer. Can be ironed. Should be cleaned after each wear.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

Student Belongings/Materials

For younger grades and where possible, require that student belongings be kept in individual bins or cubbies labeled with each student's name.

Do not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students, it should be wiped down with disinfectant after each use.

Trips and Activities

Field trips will be canceled.

Large-scale school events such as Open House, etc. will be cancelled or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means, in place of in person conferences, if needed.

Specialized Classes

Some classes, such as science labs, choir, band, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

STEP 2 PROTOCOLS: EMPLOYEES

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, must assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, provide the PPE to staff at no cost and train staff on its correct use.

Visitors to School

Limit nonessential visitors and volunteers at school. Do not use volunteers in the classroom during the COVID-19 health crisis.

Daily Screening

Do not allow employees 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,
- congestion or runny nose,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Additionally:

Have each employee take his/her temperature at home prior to arriving at work. When the employee arrives at work, have the employee check in with the designated on-site staff person, maintaining at least 6 feet of distance and verbally confirming that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

If an employee's temperature is at or above 100.4, the employee will stay home. Also, inform employees that they must self-report any symptoms that develop during the day. Employee must remain home if they exhibit any of the symptoms identified above while away from school.

Handwashing

Require employees 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;
- 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 Social Distancing

Require employees 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 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 a student requires toileting help, is having a physical emergency, or requires a two-person restraint), have the staff member resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Cloth Face Coverings

Require staff members to wear cloth face coverings during interaction with students or other staff unless they cannot do so for health reasons. In these cases, have employees notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Have employees 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.

Permit staff members to remove face coverings if the staff member is alone in his/her work area. Note, however, that the face covering must be worn again, and the work area disinfected, before students or other staff arrive.

Unless a health condition prevents it, require janitorial staff to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools.

Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible.

Cleaning and Disinfecting

Arrange for daily cleaning and disinfecting of all frequently touched surfaces in work areas/workspaces, such as door handles, sink handles, drinking fountains, desks, and learning tools. The playground, sports equipment, and any other shared items (if they are being used) must also be cleaned daily.

Increased cleaning of surfaces and bathrooms throughout the day will also occur.

STEP 3 PROTOCOLS: STUDENTS ON CAMPUS

Introduction

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. Consult with local health officials for guidance. When a district, or a specific school site, progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

Social Distancing

Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Staff members should continue to educate and regularly remind students to maintain 6 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.

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.

School assemblies may be held in staggered groups to ensure that social distancing protocols can be maintained.

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

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

1. Immediately report the situation to Tammi Wilson or Ruth Hoffman **ONLY**. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).

5. 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, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two scenarios has occurred:

Scenario one

- At least 3 days (72 hours) have passed since recovery, which is defined as:
 - (a) resolution of fever without the use of fever-reducing medications; and
 - (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged.

OR

Scenario two

- 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 received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).