

AMERISCHOOLS ACADEMY

School Re-Opening Protocols

School Year 2020 2021

Administration

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Contents

STAFFING ASSIGNMENTS 3

TRAINING AND COMMUNICATION..... 4

 Training..... 4

 Communication 4

STEP 2 PROTOCOLS: STUDENTS ON CAMPUS 4

 Daily Health Screenings **Error! Bookmark not defined.**

 At home..... **Error! Bookmark not defined.**

 At school..... 5

 Basic social distancing practices..... 5

 Drop-off/Pick-up procedures. 6

 Classroom layout..... 6

 Playgrounds: 7

 Lunch: 7

 Bathrooms. 7

 Front offices. 7

 Hand Washing..... 7

 Cloth Face Coverings..... 7

 Student Belongings/Materials..... 8

 Trips and Activities..... 8

 Specialized Classes..... 9

STEP 2 PROTOCOLS: EMPLOYEES 9

 Exposure Assessment and PPE..... 9

 Visitors to School 9

 Daily Screening..... 9

 Handwashing..... 10

 Enhanced Social Distancing 10

 Cloth Face Coverings..... 10

 Cleaning and Disinfecting..... 11

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST 11

STEP 3 PROTOCOLS: STUDENTS ON CAMPUS Introduction 12

 Social Distancing 13

Introduction..... 13
Drop-off/Pick-up procedures..... 13
Communal spaces 13
Trips and Activities..... 13

AmeriSchools Academy

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. The protocols that follow include recommendations for mitigating risk. The protocols are based on CDC “step” guidelines—specifically, Steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, will be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate.

The following protocols are to be implemented in all schools.

STAFFING ASSIGNMENTS

At the district level, the Superintendent of Instruction will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The superintendent 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, principal 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 principal 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, the registrar 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 principal and informing the principal if absences of students and staff on any given day are above 7% or if there appears to be a cluster of respiratory-related illnesses.

The Superintendent of Instruction and 504 coordinators will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

In conjunction with district administration, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of face coverings 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 if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents regarding these protocols.

At each school site the principal will 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

The CDC provides a “self-check” to monitor symptoms that may be associated with the coronavirus. This tool can be used to help individuals make a decision and seek appropriate medical care.

The self-checker can be used for children and can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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.

At school

Upon arrival at school a staff member, wearing appropriate PPE, will visually check each student and take temperatures 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 degrees, will be taken to an isolation area. Parents will be contacted for pick-up with the following exceptions:

- If the student has a runny nose and no other symptoms, the registrar 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 go to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and there are no other symptoms, the registrar 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 go to class.

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 possible.

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

Student groupings will be kept to 15 or under students in each classroom and social distancing in those classrooms are to be maintained where possible.

Finally, convert non-instructional activity spaces to classrooms if the school site has sufficient teachers to staff those converted classrooms.

Classrooms will have no more than 15 individuals assigned at any given time during the day, including teachers and instructional aides.

School Attendance:

Students will be required to attend five days of class regardless of if they are doing remote or in the building. Students will need to log in and complete the same classwork as their classmates. Attendance will be taken several times daily based on the virtual meetings scheduled.

If you start in remote learning you may be able to change to in the classroom if there is a physical seat available.

Students will be withdrawn after 10 days of continued absence.

Students may be considered tardy if they are late for the virtual classroom and/or scheduled meeting.

Each student is required to complete the daily assignments and will be graded on what is completed.

Drop-off/Pick-up procedures.

Implement and communicate to parents staggered drop-off times so that not all students arrive on campus at the same time.

- The students should not arrive to school before 15 minutes of their start time. (Unless in before and after program, or arrangements have been made with the school.)
- Students should put on mask before entering the school ground.
- Students are to report to the area designated by the school for their grade level.
- At dismissal students are to wear masks until off of the school ground.
- Students will be dismissed at staggered times please do not get in line before your child is dismissed.
- Parents should stay in their cars if in line and if waiting at the gate maintain social distancing from others.

An example school schedule is: Please check with your school for exact times for drop-off and pick-up.

K-2 9:00 – 3:00 straight to classroom

3-4 8:30 – 3:15

5-6 8:00 – 2:45

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. Cloth face coverings will be required, unless a health condition prohibits this.

Desks will be arranged to face the same direction rather than facing each other. If large tables for groups of students is the only option, cloth face masks must be worn.

Cloth face coverings are required for computer labs and other common use areas. Spacing in these areas will be designated as every other seat to be used.

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

Playgrounds:

Classes will have a specific time slot to be on the playground and will be scheduled such that there is sufficient time between classroom use that playground equipment can be disinfected before the next group uses it. Social distancing is to be maintained during unstructured time. Teachers and students will be required to wash their hands following activities.

Lunch:

Lunch times will be staggered to have students eating in the classroom and in the lunchroom to provide interaction between the students while they are distanced apart from each other. Snacks will still be allowed during the day. Students are not able to share food with their classmates.

Parents will need to limit the lunches being brought into the school after the day begins. We ask that the students come with their lunches or order from the school options.

If a classroom has a student with food allergies, they will be given a space to accommodate their needs.

Bathrooms.

Students are to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and must maintain social distancing

Front offices.

Social distancing will be marked and maintained in for people waiting in front of the office. Parents are asked to call ahead if they need to pick up a student early so that they can be brought outside to the waiting parent. Students need to come to school with all of their belongings to limit the parents coming into the building.

Hand Washing

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

- upon arrival at school (use hand sanitizer if there is no hand washing station 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

Staff and students are required to wear face covering, subject to the health condition exception stated below,* when physical space does not allow for maintenance of 6 feet of space between

individuals.

Students will not be required to wear cloth face coverings at all times when social distancing is maintainable, though they may voluntarily wear face coverings at that time also. Students are not expected to wear face coverings while eating lunch, when protective see-through barrier is in place, or when participating in physical activities where the 6 feet distancing can be met.

*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. Each school will also have a supply of face coverings available to provide students who cannot afford or do not have their own.

The school will provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

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, or on hangers outside the classrooms. Belongings will be sent home for cleaning each day.

Do not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the student or a staff member will wipe down the item with disinfectant after each use.

Trips and Activities

No field trips are to take place until such time as designated safe by CDC guidelines. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may not be held with students assembled in the same physical location. As an alternative (if feasible), hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Back to School Night" or fall carnivals 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. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document.

Specialized Classes

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

STEP 2 PROTOCOLS: EMPLOYEES

The beginning of the year events such as Open House, Title 1, and Family Night will be conducted virtually or adjusted to be able to maintain social distancing for the safety of the staff and families.

Exposure Assessment and PPE

Unless otherwise specified (social distancing protocol), cloth face coverings will be used by all staff.

Visitors to School

Limit nonessential visitors and volunteers at school. Parent volunteers in the classroom are not to be used during the COVID-19 health crisis.

AmeriSchools will limit nonessential visitors at the school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for the safety and well-being of their child. Parent volunteers will not be used in the classrooms throughout the COVID-19 health crisis. Approved visitors are required to wear a cloth face mask. Social distancing will be adhered to at all times during the visit.

If a parent is planning to visit the school an appointment needs to be made at the front office and arrangements are made with the teacher. If parents are coming to pick up their student, prior to dismissal time, they will stay in the front office and their student will be brought to them.

At this time, we will limit parents and volunteers at the school for the safety of the staff and students. We have always had an open-door policy but feel that at this time we need to maintain the distancing for everyone's safety.

Daily Screening

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

- fever of 100.4 and higher or chills,
- shortness of breath or difficulty breathing,
- muscle aches,
- sore throat,
- headache,
- fatigue,
- congestion or runny nose,
- cough,

- vomiting,
- diarrhea, or
- new loss of taste or smell.

Additionally:

Have each employee's temperature taken by a designated staff member when employees report to work.

If an employee's temperature is at or above 100.4, the employee will be sent home.

Employees must self-report any symptoms that develop during the day, and 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.

Note: In these cases, employees will notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. 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.

Janitorial staff will be required to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning 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

Prior to reopening, inspect water systems to ensure that they are safe for use after the prolonged shutdown. This will help to minimize the risk of waterborne pathogens that cause illnesses such as Legionnaires' Disease.

Daily cleaning and sanitizing of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools.

Sports equipment, and any other shared items (if they are being used) must be cleaned between uses by groups of students.

Staff and where appropriate students will be expected to wipe down to sanitize workspaces when they arrive at class and just before leaving.

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 is to be followed:

1. Immediately report the situation to the Principal and Superintendent 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).

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.

Drop-off/Pick-up procedures

If schools adopted staggered drop-off and pick-up times with specific time slots assigned to families, they may revert to a single drop-off/pick-up window for all families. If schools adopted a drop-off/pick-up process with a prohibition on parents getting out of the car, this may be lifted.

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. Lunch will be scheduled with increased safety measures, including the following:

Lunch times will be staggered to have students eating in the classroom and in the lunchroom to provide interaction between the students while they are distanced apart from each other.

Snacks will still be allowed during the day. Students are not able to share food with their classmates.

Parents will need to limit the lunches being brought into the school after the day begins.

We ask that the students come with their lunches or order from the school options.

If a classroom has a student with food allergies, they will be given a space to accommodate their needs.

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.