



**20-21 TVUSD Reopening Procedures for Schools and Staff**

**Mitigation Plan**

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PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

## Tanque Verde Unified School District

# COVID-19 Protocols for Re-Opening Schools

This document has been developed with guidance from ADE, PCHD, and The Trust. The document does not provide guidance on the decision to open. The document describes actions the schools will take once the determination to open has been made. Governor Ducey's AZCARES requires that school districts offer 5-day-a-week instruction for the same number of hours as they did during the 19-20 school year. School Districts can change their calendar but are still required to offer 5 days a week for 180 days of instruction.

[https://azgovernor.gov/sites/default/files/flexibility\\_and\\_funding\\_for\\_schools.pdf](https://azgovernor.gov/sites/default/files/flexibility_and_funding_for_schools.pdf)

[http://www.ciclt.net/ul/azsba/Ducey%20COVID%20Relief\\_EO%20Package%2006\\_24\\_20.pdf](http://www.ciclt.net/ul/azsba/Ducey%20COVID%20Relief_EO%20Package%2006_24_20.pdf)

## Tanque Verde Unified 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 illness services will be followed, as will normal procedures for employee requests for a reasonable accommodation due to disability.

### STAFFING ASSIGNMENTS

At the district level, the public information officer (PIO) will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The PIO 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 the implementation of the protocols.

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

At each school, the site administrator will coordinate and implement the protocols set forth in the **Step Two Protocols: Employees** section of this document for the screening of staff. That individual will be responsible for communicating any reported case of COVID-19 among the school population to Human Resource;

The Director of Student Services 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 the 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 the implementation of these protocols. Training will include proper use of PPE (mask/shields) 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 a 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 COVID-19 symptoms. The district will require an electronically/manually signed acknowledgment 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 the 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

[CDC does not recommend symptom screening on school sites](#). They do recommend that parents monitor and keep students out of school if sick. 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.

#### At school

Upon arrival at school, each student will proceed directly to the student's first-period classroom.

Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health 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, depending on the situation or other explanations of symptoms, a determination will be made if the student may return to class.

## **Enhanced Social Distancing**

### Basic social distancing practices

Have staff members 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. Design schedules for middle and high school students to allow the same groupings of students to move from subject to subject as much as possible. Consider reducing class sizes as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

### [Additional social distancing practices](#) (see also [this link](#))

*Drop-off/Pick-up procedures.* Keep in mind that some parents may not allow their children to ride the bus under current conditions, leading to greater crowding at drop-off/pick-up locations. The district should review current layouts to consider potential expansion of these locations when possible.

Require parents to drop off/pick up students without getting out of the car, unless express permission from a site administrator is provided for good cause. If a parent has permission to get out of the car during drop-off/pick-up, have the student arrive at/leave school before or after assigned times for the majority of students.

### *Bus transportation seating options*

To the greatest extent possible given bus capacity, assign students to bus seats with one student per row and, when possible, an empty row between students. Where

students can be assigned one per row, assign them to the seat closest to the window. Maintain maximum bus ventilation at all times, including open windows (weather permitting). Set ventilation to non-recirculating mode.

Additionally, consider adding the following guidelines to any of the options outlined above.

When bus capacity will not allow for one student per row and an empty row between students, 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/face shield 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).
- Allow siblings to sit together if they wish.

For further transportation guidelines, please see the Trust document, Transportation Considerations Under COVID-19, available [here](#).

*Classroom layout.* For all grades, mark classroom floors with adhesive tape to indicate where individual desks/workspaces will be located.

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. If desks cannot be positioned 6 feet apart, consider requiring 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. If this is the case, the district may consider requiring cloth face coverings.

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 (or other marking) to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

**Playgrounds:**

Allow no more than one class at a time on playground equipment. Assign classes a specific time slot, with time slots to be scheduled such that there is sufficient time between classroom use that playground equipment can be disinfected before the next group uses it. Encourage teachers to be creative in employing techniques to maintain social distancing during unstructured time. Finally, require teachers and students to wash their hands following activities.

**Lunchrooms:**

**K-6:** Close the multipurpose room during lunch. Serve lunches in classrooms and on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect all items while wearing gloves. Prohibit students from sharing lunch items with one another.

If a classroom has a student with food allergies, convene a 504 team to discuss appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

7-12: 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. Alternatively, 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 while wearing gloves.
- 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. If feasible, add sneeze guards/partitions to sink areas. If sneeze guards or partitions are not possible due to physical layout or cost, limit the number of students in the bathroom to allow an empty sink between students during handwashing. Finally, display posters reminding students of proper handwashing techniques.

*Front offices.* If a glass/Plexiglas divider is not already in place, install sneeze guards or other partitions in front of the front desk. If this is not feasible, place adhesive tape on the floor 6 feet from the front desk and post signage directing visitors not to come closer than the tape 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**

On June 19th, 2020, Pima County Supervisors voted to require face masks for individuals 5 years and older. The ordinance allows for exemptions for persons who cannot medically tolerate wearing a face covering, children under the age of, and when individuals can maintain 6 feet of distance from others.

Face Covering Ordinance

[https://webcms.pima.gov/UserFiles/Servers/Server\\_6/File/Government/Administration/newsroom/2020/June/Resolution%20No.%202020-49.pdf](https://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Administration/newsroom/2020/June/Resolution%20No.%202020-49.pdf)

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

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Students will be expected to bring their own cloth face coverings to and from school. When feasible, schools should also have a supply of face coverings available to provide students who cannot afford or do not have their own. Districts should 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 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. Used belongings should 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), have a staff member wipe down the item with disinfectant after each use.

7-12 will not use lockers for the 2020-21 school year.

### **Trips and Activities**

Field trips will be canceled. Have teachers 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 canceled or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone, by other electronic means or in a manner that presumes social distance. Other extracurricular activities will be canceled 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, 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 (Mask/shields)**

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, must assess each worksite to determine whether PPE (Mask/shields) is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE (Mask/shields), provide the PPE (Mask/shields) 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 parent 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.

### **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 a 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**

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.

Arrange for daily cleaning and disinfecting of all frequently touched surfaces in work areas, 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 be cleaned between uses by groups of students.

Inform staff that they are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

Assign schedules to janitorial staff for increased cleaning of surfaces and bathrooms throughout the day.

## **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.* If Option 1 was chosen for lunch rooms in Step 2 above, transition to Option 2: 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. 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.

### **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 Keith Wick ONLY. If not available, report to Scott Hagerman. 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 healthcare 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 (Mask/shields) 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.

5. Determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a significant period of time (typically longer than 10-15 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 ill, unless the person freely consents to such disclosure or in the case of a minor student, a parent/guardian of the student freely consents to disclosure. 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:

At least 10 days have passed since the first symptoms emerged; and

At least 3 days (72 hours) have passed since recovery, which is defined as either:

§ (a) resolution of fever without the use of fever-reducing medications; and (b) full resolution of respiratory and other COVID-19 symptoms; or

§ (a) resolution of fever without the use of fever-reducing medications; and (b) substantial improvement in the resolution of respiratory and other COVID-19 symptoms and (c) a doctor's release to return to work.

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