

# Glendale Union High School District Mitigation Plan

## Student Protocols

### **Before Arriving to School**

For the health and safety of our faculty, staff, students, parents/guardians, and families, we are requiring that families conduct a daily health screening prior to leaving for school.

Students must not come to school if they exhibit any of the following symptoms or have a positive COVID-19 test:

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

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

If a student may have been or has been exposed to COVID-19 or is experiencing COVID-19 symptoms, a parent/guardian must notify the school nurse.

Additional information can be found on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### **Face Coverings**

Students may wear a face covering that follows CDC guidelines if they choose to do so.

### **Parental Acknowledgment Process**

Students will need a completed parental acknowledgment to attend school but they will not be turned away if they don't have a completed parental acknowledgment.

### **Arrival to School**

Students should arrive at school no earlier than necessary to get breakfast from the cafeteria or for their first period of the day or to meet with a teacher/sponsor.

Students being dropped off should be dropped in the school designated area and should leave the area immediately.

Students driving to school should park and leave the parking lot immediately.

Modified August 2021

Students riding a bike to school should lock their bike in the designated bike rack and leave the area immediately.

Each student is responsible for making sure they have completed their self-check each morning before leaving for school. If any faculty or staff member sees visible symptoms of COVID-19, that staff member will send the student to the nurse's office for further examination. The school will determine if the student may stay at school.

### **Physical Distancing**

All individuals are encouraged to maintain physical distancing of three feet or greater when possible.

## Transportation Protocols

### **Boarding the Bus**

Due to the federal order that requires masks on school buses and other forms of public transportation, GUHSD will require face masks on school buses or other district, public, and private modes of transportation used for school activities. Students will provide their own mask that covers the mouth and nose area.

If a bus driver or assistant observes any visible COVID-19 symptoms, the following procedures will be followed:

The driver will contact dispatch and dispatch will attempt to call parents/guardians.

- If contact is made, dispatch will get permission for the student to walk home from the bus stop.
- If contact is not able to be made or the parent does not give permission for the student to walk home from the bus stop, the student will be required to check in at the nurse's office when arriving at school.

If a student has chronic allergies or asthma, parents/guardians should inform staff of the condition. Students with these chronic conditions will be permitted to ride the bus.

### **Bus Seating**

GUHSD will transport all students who rely on busing services to get to and from school. Students will be asked to fill the bus from back to front.

### **Departing the Bus**

Buses will be unloaded from front to back in an orderly fashion, and students will be expected to leave the bus stop or bus unloading area immediately.

### **Sanitizing the Bus**

Buses will be sanitized and cleaned between every use. After buses are cleaned and sanitized, windows will be opened to allow the buses to ventilate.

# Campus Protocols

## **Classroom Layout**

Student desks will be sanitized by custodial staff each night, and disinfectant will be available in each classroom.

## **Passing Periods**

During passing periods, students will be encouraged to maintain physical distancing. A school may designate some hallways and sidewalks as one-way or may close certain sidewalks that do not allow for social distancing.

## **Cafeteria and Lunch Areas**

Schools will use the cafeteria and outside eating areas in order for students to physically distance to the greatest extent possible. Students will not be able to share food items, and outside food may not be delivered to the school. Students may bring their lunch from home.

## **Bathrooms**

Students should only enter the bathroom if there is an open stall/urinal. Posters will be displayed reminding students of proper hand washing.

## **Front Office**

Physical distancing will be required in all office spaces. Plexiglass dividers and physical distancing will be used for the safety of all students, parents, and staff.

## **Trips and Activities**

Student activities and travel will be addressed on a case by case basis.

## **Visitors and Volunteers**

GUHSD will limit nonessential visitors and volunteers at all campuses. All visitors and volunteers will be required to follow all safety procedures and protocols that have been put in place.

# Social Emotional Services for Students and Families

School social worker services are support services provided by mental health professionals for students and families. These services are available to all students who are experiencing social, emotional, and/or behavioral difficulties in school or at home during virtual learning.

The school social workers are dedicated to GUHSD values and are key members of the school team. School social workers help improve students' chances for success in school and in life. They assess and address social, emotional, and behavioral factors that may stand in the way of students' ability to learn fully. They apply social work principles and methodologies in the educational environment with the primary goal of removing barriers that prevent a student from fulfilling his or her academic potential.

A variety of services offered for students, families, and the community include, but are not limited to:

- Support Groups
- Medications
- Individual Counseling

- Mental Health Referrals
- Family Support
- Behavior Support
- Financial Assistance (school lunches, supplies, etc.)
- Referrals for AHCCCS, Food Stamps, DES, Food Banks
- Clothing Closet (offers free clothes and shoes for the family)
- Adopt-a-Family Holiday Assistance
- Crisis intervention, to include conducting suicide risk assessments and threat assessments; also responding as part of crisis teams to support schools impacted by traumatic events.

Other resources, along with contact information for each campus social worker, can be found on each campus website under Social Emotional Support ([guhsdaz.org/social\\_emotional\\_services](https://guhsdaz.org/social_emotional_services))

## Employee Protocols

### **Before Arriving to Work**

For the health and safety of our faculty, staff, students, parents/guardians, and families, we are requiring employees to conduct a daily health screening prior to leaving for school.

Employees, prior to coming to work, will take their temperature - if feasible, - at home and assess whether or not he/she is experiencing any of the symptoms listed below. If an employee is experiencing any of the symptoms listed below, they should not report to work and should contact a supervisor.

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

This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. An employee with a daily runny nose or congestion due to allergies should not be stay at home.

If an employee may have been or has been exposed to COVID-19 or is experiencing COVID-19 symptoms, the employee must notify his/her immediate supervisor.

Additional information can be found on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## **Face Coverings**

Faculty and staff may wear a face covering that follows CDC guidelines if they choose to do so.

## **Arriving to Work**

When arriving at work, all employees will affirm that they are not experiencing any COVID-19 related symptoms and have not been exposed to someone with COVID-19.

Employees are required to report to a supervisor or Human Resources if they or a person who resides with them have tested positive for COVID-19.

If an employee is not experiencing symptoms and has not been tested, but believes they have been exposed or lives with someone who has been exposed to COVID-19, they must report to Human Resources for guidance.

## **Handwashing**

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

- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

## **Physical Distancing**

All individuals are encouraged to maintain physical distancing of three feet or greater when possible.

## **Cleaning Protocols**

Cleaning will be maintained to the greatest extent possible throughout the day. Custodial schedules will be adjusted so that routine cleaning can be done throughout the school day and after school hours. EPA registered cleaners and disinfectants will be used daily and multiple times throughout the day in high-touch and high-traffic areas. Additionally, employees will have access to cleaners and disinfectants throughout the day should they choose to clean their work areas more frequently.

# Social Emotional Services for Faculty and Staff

If an employee of GUHSD feels they need additional social emotional services, part of the 2020-2021 benefits package includes United Healthcare's Employee Assistance Program (EAP). This program is designed to help employees and family members successfully manage life's challenges by identifying options and making informed decisions. Members can access 3 in-person visits per incident with an in-network counselor at no out-of-pocket expense.

Issues commonly addressed through the EAP benefit include:

- Changes at home, work or school--relocation, job stress, interpersonal problems, empty nest, aging parents
- Family conflict--divorce, custody, blended family, domestic violence issues
- Grief--accidents, illness, victim of crime, loss of a loved one

- Personal growth -- interpersonal skills (relationship and/or communication) for work or family
- Dependence or codependency issues -- alcohol, drugs, gambling

## Reporting Procedures for COVID-19 Symptoms or a Positive Test

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents, and families will be notified of major changes to reporting procedures.

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

1. Immediately report the situation ONLY to:
  - If a student: School principal
  - If an employee: Immediate supervisor or Human Resources

Confidentiality must be maintained to the greatest extent possible.

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all students, staff, or visitors and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home or to a healthcare provider will be arranged by the site supervisor. If the employee appears to be in medical distress, 911 will be called.

3. If a student develops COVID-19 symptoms at school, the student will be separated from all students and staff, with the exception of one staff member to supervise the student. This staff member will wear additional PPE and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The school will immediately notify a parent or emergency contact to pick up the student and call 911 if the student appears to be in medical distress.

The site supervisor will contact Human Resources for guidance on determining if other employees or students may have been exposed to the symptomatic individual.

For more information about close contact/exposure and quarantine please use the links below.

[Quarantine and Isolation](#)

[Close Contact](#)

If it is determined that those who were potentially exposed should be notified, the notification will recommend the following:

- monitor their health closely for symptoms of COVID-19,
- contact their health care provider if possible,
- self-quarantine if symptoms develop

### **Cleaning of an Area That Was Exposed to COVID-19**

Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.

### **Returning to School/Work After Experiencing Symptoms or Positive Test**

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to school/work until CDC, State, and County Health Department guidelines have been met. Because guidelines may change, the return to school/work guidelines will be explained to employees, students, and parents/guardians on a case-by-case basis.

### **Communicating and Consulting with State and County Health Departments**

The GUHSD Lead Nurse and Human Resources will be the two main points of contact with the State and County Departments of Health while working on active positive cases within the district or an increased number of cases in the region. The district will follow any guidance provided to the district by these departments.