

Colorado River Union
High School District
Protocols for School Opening
2021-2022

*Modified from the reopening-protocols posted in September 2020.

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[Colorado River Union High /School District #2]

COVID-19 Protocols for Schools

The following protocols are to be implemented across all district sites for in-person learning. 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. All recommendations put forth by the Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) and the Arizona Department of Health Services (ADHS) have to be approved by the Colorado River Governing Board.

COVID-19 Task Force

Colorado River Union High School District COVID-19 Task Force has developed this manual and will continue to develop more detailed plans for the CRUHSD school sites. The task force includes the Superintendent, all site Principals; the Directors of Curriculum/Professional Development, Career and Technical Education, English Learners, Special Education, Transportation, and Technology, The managers of Chartwells, the food service contractor, and ABM, the maintenance & custodial contractor, collaborated relative to their areas of responsibility and expertise. Information from surveys of employees and parents has been incorporated in many parts of the plan. Much of this work has been and continues to be done remotely via google meets, or socially distanced planning sessions at the field house. Continuity of care will be reviewed regularly and led by administrative teams and approved by the Governing Board.

This work has included the following:

- Plans and protocols to optimize the safety of students, staff and visitors
- Plans to optimize on-site and alternative distance academic programs depending on various situations
- Plans to optimize human, material, and technological resources needed to carry out the plan

Additional sub-committees have and will continue to develop details in the following areas:

- Instructional and Technology Coaches: Will develop and coordinate professional development for new and returning staff in regards to safety protocols, for determining and mitigating learning gaps, and for coordinating scope and sequence modifications.
- Nurse and Nurse aides: Will continue to refine the plans for students, staff, and parents into buildings and will address parents' concerns about students' safety at school sites.
- Counselors: Will develop systems to address the social-emotional well-being of students and work to address parents' concerns about those issues.

□ Special Education Director, 504 Administrators, and Service Providers: Will address parents' concerns about services for special education students and those with 504 plans.

STAFFING ASSIGNMENTS

At the district level, the Superintendent, along with the Principals, will coordinate all messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information. The Superintendent, along with the Principals, at each site will make sure that posters with messaging on hand-washing and covering of coughs and sneezes are 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 maintenance department under the direction of ABM 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 current protocols, from the Arizona Department of Health Services as approved by the Governing Board.

The school nurse will be responsible for the screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the superintendent, and
- informing if absences of students and staff on any given day are above average and are abnormal given historical trends, or if there appears to be a cluster of respiratory-related illnesses.

The special education director 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 as approved by the Governing Board.

TRAINING AND COMMUNICATION

Training

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

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.

Each school site will utilize the nurse or nurse aide 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.

STUDENTS and EMPLOYEES

The following 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 as approved by the Colorado River Governing Board.

Daily Health Screenings

At home

Inform students and parents and staff that they 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.

School Transportation

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

A bus driver or aide, wearing appropriate personal protective equipment (PPE), will visually check each student prior to the student boarding the bus. If a student exhibits visible symptoms,¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting. Visible symptoms include runny nose, cough, shortness of breath, or vomiting. the following steps will be taken:

- If the parent is at the bus stop, the student will return to their parent.
- If the parent is not at the bus stop, the student will be provided with a mask if they do not have one already, and—if possible—will be situated so as to be socially distanced from other persons.

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.

At school

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

Teachers will monitor and refer any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, Student will be sent 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, the student may return to class.

Social Distancing

Basic social distancing practices

Staff members will educate and remind students regularly to maintain at 3 feet of distance between individuals when possible.

District will design schedules and transition plans for high school students to allow movement 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. However, increased social interaction within classes is permissible.

Drop-off/Pick-up procedures. 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. The district may consider the following seating options related to operation of district buses.

When 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, permit students to wear cloth face coverings when on a school bus unless a health condition prevents this.

- Permit 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).
- Allow siblings to sit together if they wish.

Communal Spaces

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.
- Limit multipurpose room seating to the number of assigned seats.
- If students line up for lunch service, place markings on the floor to indicate where students should stand to maintain social distancing.
- 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.
- Students may not order food in from outside vendors; however parents can drop off food for students.

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. 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

Encourage all students and 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:

- 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

Students and Staff may 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.

Trips and Activities

Field trips will be considered on a case by case basis (including consideration for community mitigation status). Teachers are encouraged to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may 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 reconfigured in order to maintain the 3 feet of social distancing in place as much as possible. Small-scale activities like parent-teacher conferences may take place, parents can also meet over the phone or other electronic means .

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.

EMPLOYEES

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 as approved by the Governing Board

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 parent volunteers in the classroom. Unless permission is given by the principal. Staff may complete a temperature check with visitors before allowing visitor to making close contact with students.

Social Distancing

Encourage employees to maintain a distance of at least 3 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

Custodial staff may choose to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools.

Cleaning and Disinfecting

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

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

PROTOCOLS: JUSTIFICATION

Step 3 protocols will be established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2, and after district consults with local health officials for guidance and obtains Governing Board approval.

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 3 feet of distance between individuals at all times possible. However, increased social interaction among classes is permissible.

Note: Nonessential visitors and volunteers at school may continue to be prohibited. If volunteers and visitors to school are permitted, they should be limited in number and must agree to adhere to the district's social distancing and other protocols.

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 the nurse, principal, and superintendent **ONLY**. Confidentiality must be maintained to the greatest extent possible.
2. The school nurse will be reporting to the County Health Department, who will proceed to do the contact tracing for the individual.
3. 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.
4. 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.
5. Close off any areas that were exposed to the symptomatic employee or student for a period.
6. 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.

7. 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

CONTINUITY OF SERVICE

Student: Academic Needs

1. Schools will be returning to in-person instruction in the fall of 2021, to mitigate the stress for teachers of trying to do both in-person and on-line instruction at the same time.
2. General Education Students who chose to do virtual instruction will need to enroll in CRUHSD Academy, the district's online school. (THIS IS A SEMESTER LONG COMMITMENT).
3. Students with disabilities will be evaluated on case-by-case basis to determine the need for virtual learning.
4. The schools will provide after-school labs and instruction on Flex Fridays, as well as peer tutoring in order to address any gaps in instruction for students.
5. Departments will identify and meets regarding students at risk, and develop plans to address their needs.
6. Benchmarks will be given 3 time this year to determine growth and any instruction gaps in English and Math.
7. Training will be provided or offered to teachers on Classroom Management, Instructional Best Practices and Reading Instruction in order to improve instruction.

Student: Social, Emotional and Mental Health Needs

1. An additional Guidance Counselor will be added this year to help with student needs.
2. Counselors will be given training this coming year on how to better help students and conduct student groups on Social, Emotional and Mental Health Needs.
3. Substance Abuse classes will be continued at CRUHSD Academy to help students who have been referred there based on substance abuse.
4. Professional development will be extended to administrative teams regarding meeting the needs of students with disabilities.

Other Needs

1. Additional Training will be given to staff to address other needs that students may have, such how to better identify McKinney Vento Students, how to look for signs that students may be in distress, etc.
2. Providing snacks for students during the After-School Labs and on the Flex Friday instruction days.

Staff Needs

Social, Emotional and Mental Health Needs

1. Present to staff the different types of services that are available to them through the District insurance plan.
2. Encourage teachers to reach out for help if they are feeling in distress, direct them to resources that they can use.

Other Needs

1. Provide training for teachers in areas that they need, based on surveys and discussions with departments.
2. Provide needed resources and software to help fill gaps in students learning.