



Paulden Community School

Team Reopening & Mitigation Guidance

OUR INITIAL RESPONSE TO COVID-19

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INTRODUCTION

As we face the challenges presented by the novel Coronavirus, safety remains our top priority. This plan is to aid in navigating the reopening of our campus where employees, students, and staff have clear guidelines to ensure comfort and safety and mitigating the spread of Covid-19. The guidelines, procedures and protocols referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Arizona Department of Education (ADE), and other applicable local, state and federal agencies.

GUIDING PRINCIPLES

In order to ensure the continued health and well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> • Expand use of school based on recommendations and data from CDC and applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC and applicable local and state agencies • Determine what restrictions/guidelines stay in place

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

For everyone's safety, Paulden Community School (PCS) will not allow normal visitation to our campuses until reopen date. Only PCS staff are allowed on campus during preparation for reopen.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential.

SEE ATTACHMENT: SELF-SCREENING PROTOCOL

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person (contractor, volunteer, etc...) is exhibiting symptoms of COVID19 on school property, they may be asked to leave the premises and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact our principal. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 7 days have passed since symptoms first occurred

- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you, or someone you've been in contact with, has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Our Principal
 - c. Your supervisor
3. Your supervisor will work with our principal to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. PCS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – One person at a time will be allowed in the front office with our secretary. Taped lines on the floor will mark the area in which you may stand in order to maintain the social distancing requirement of 6 feet
- Spontaneous Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided in the parking lot, on campus, etc...

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, we will be using PPE which will/may include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

PCS staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, with special attention to commonly touched surfaces. PCS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The PCS Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. Please do not use your own personal cleaning supplies or mix school cleaning supplies.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– PCS will be monitoring the number of employees in shared spaces. Employees should only use the work room during scheduled preparation times. If this space is needed before or during after school, please maintain Social Distancing guidelines, taking turns if necessary.

Conference/Classrooms – Certain conference/classrooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Google Meets as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces could be closed for use depending upon infection rates and risk. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves. Each employee is responsible for wiping down and sanitizing appliances, faucets, etc...

FACILITIES CLEANING

The safety of our employees and students is our first priority. Our campus and buses have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day Teachers sanitize doorknobs after each touch.
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of each use by staff/Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use, morning, afternoon and any additional trips
Common Areas	Office, Workroom, Conference rooms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site will be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures will be followed regularly. Trash will be removed after meals and collected each night. All rooms will be vacuumed/mopped each night. Desks and common areas will be cleaned as we have before Covid19.

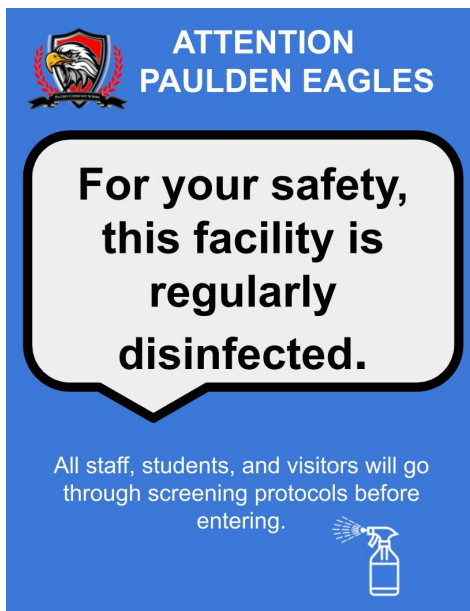
CLEANING AND DISINFECTION PROTOCOL

- Cleaning and sanitizing will be conducted throughout the day by all staff as a general precaution.
- Classrooms, offices, common areas campus-wide and buses will be sanitized with an industrial strength sprayer.

SIGNAGE

Signage will be placed throughout the offices and school.

Examples:



FOOD OR OTHER DELIVERIES

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to PCS.

PREVENTIVE MATERIAL INVENTORY

PCS will provide an adequate supply of:

1. Soap, disinfection, hand sanitizer, paper towels, and tissues
2. Masks, face shields and other protective gear
3. Touchless thermometers on-site for employee and student screening

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Immediately after morning route
2. Immediately following afternoon routes
3. Any use of the bus in addition to morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to our designated **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room:

- Administration must complete the **Attachment: Suspected COVID19 Case Form**
- Staff attending the suspected infected person, should wear a protective mask and gloves while working with the suspected infected person.
- Administration will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- Administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact Administration.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

We have established maximum capacity for our restrooms and placed signage. We have also provided supplies for employees to clean up after themselves in staff only restrooms.

VISITORS ON CAMPUS

The safety of our staff and students remains our primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

<https://docs.google.com/document/d/1AGMiSlmyo3d1UOjKgKa6Lj0kifzm9rDD/edit>

CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served individually plated meals in the classrooms or outdoors, instead of the cafeteria for both breakfast and lunch.

Students will not have access to the microwave.

PCS will use disposable food service items.

MODIFIED ARRANGEMENTS

Seating/desks are at least 4-6 feet apart.

All desks will face forward and no groupings or pairings of students will be allowed.

Students on the school bus will be spread apart, seated with siblings, and if necessary, seated closest to classmates.

Physical guides, such as tape on floors or sidewalks and signs on walls, are placed to ensure that staff and children remain at least 6 feet apart in lines and at other times.

Common areas such as cafeteria and playgrounds will be closed. In the event of shared equipment, it will be cleaned and disinfected between use. **TRANSPORTATION CHECKLISTS** Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers will wear masks at all times.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Administration will develop videos and resources for parents and teachers to access. Administration will work with students individually or in small groups to address any well-being needs. Professional development for teachers and paraprofessionals will address creating trauma sensitive classroom and campus environments.

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area adheres to social distancing protocols or is presented via digital platform such as Google Meets
3. **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. Google Classroom
5. Option 3 on new phone system
6. Updated email "mailing lists"

SECTION II. ACADEMICS AND HOME-BASED LEARNING

PCS developed a COVID19 plan to organize and develop systems in place for our school's reopening. It has been a team effort of various departments and grade levels to get a diverse set of knowledge and skills. Our shared goals are as follows:

1. Optimize Professional Development

Tasks: Develop a plan for professional development for our staff for:

1. Trauma Informed Classrooms
2. Hybrid Teaching and Learning
3. Refine and adapt Instructional Feedback Loop (Classroom observations, Instructional Coaching, etc...)

****The professional development will highly consist of **technology-based training**, such as Google Classroom, Freckle, Planbook, etc....

2. Optimize Instructional Services

Re-entry Plan: We will gather data through a STAR baseline assessment to determine proximal learning.

Instructional Gaps: We will analyze the data from the baseline assessment to determine where the gaps are with each student.

Scope and Sequence: We may need to integrate previous grade level standard with our current grade level instruction. Using data to drive instruction, and the results of STAR we can help close gaps, while staying on course to cover our required grade level content.

At Home Learning Packets, Online Learning: Students in class and at home will be provided with binders that contain materials for instruction at least two weeks in advance. In the event of a campus closure, we could eliminate any lost time of instruction by sending binders home with students. All resources, such as worksheets, videos...will be available in Google Classroom. Allowing students MAXIMUM flexibility and access to resources.

All lessons/lectures will be prerecorded and uploaded to Google Classroom. Practice time will be a combination of students that are online and in the classroom.

3. Optimize Facility, Safety, and Security

- PCS developed the re-entry plan of students and staff in the building and outlined all safety protocols. These plans follow the recommendations of the CDC, will be further detailed in staff and student/parent handbooks and reinforced by signage and multiple modalities of communication.

4. Optimize All Available Resources

- A needs assessment survey was created to help PCS assess the technology needs of the families.
- ESSER funds will purchase any additional technology components for student use while at home.

5. Optimize Student Service

- Administration and paras will focus on addressing the social-emotional well-being of our students. In addition, we will work to address any parent concerns with special education and 504 services.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy remains the same and protocols will be established to ensure students are completing assignments and coursework.

According to the recent executive order by Governor Ducey, attendance is flexible, however academic participation is still required.

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure, will be eligible for summer school or virtual summer school. For promotion to the next grade level, students will need to have completed the requirements outlined in our established grading policy.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSURES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, we will continue to use Google Classroom. Google Classroom will also serve as another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering solutions for families that do not have access to technology devices or access to the internet. PCS will provide devices (with usage and care agreements) and reimburse qualified families for their internet expenses. This will be based on our survey feedback and on a case by case basis.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by PCS staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PACKET AND LEARNING KIT PREPARATION

Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets or learning kits transmitting the virus can be minimized.

1. No school personnel who have symptoms consistent with COVID19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION

Direct delivery method

All printed packet and learning kit distributions will be conducted through on-campus, drive through distribution. Just as teachers have prepared the binders for in-class students, the same materials will be prepared for students learning from home. Bear in mind, any manipulatives or materials needed for projects must be provided in age appropriate “Learning Kits” prepared for at least two (2) weeks of instruction.

We will publish a distribution schedule as we did during our previous closure and each staff member will be responsible for helping in this process.

PACKET RETURN

1. In the event that PCS does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.
2. In the packets going home to student, please ensure that a log is included for students/caregivers can complete. Also, provide specific directions for parents to log onto the classrooms and to return the packets.
3. In the event that the parent needs to drop off the packet, PCS will establish a drop-off location. Our drop off location will be a clearly marked area for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, “Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.” Wait 24 hours after a drop off cycle before beginning to open the packets.
4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) ¹ or via photo sharing.

ONLINE INSTRUCTION

Google Classroom is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will pre-record lessons and then follow-up with corresponding tutorials and practice time.

***Please see the Flexible Learning Handbook**

Google Classroom schedules will be provided through emails and on social media.

III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

Currently we are not participating in any sports, afterschool programs or field trips.

THANK YOU EVERYONE FOR YOUR PATIENCE AND COOPERATION!