

# INTELLISCHOOL

## Mitigation Plan for 2020-21 School Year

IntelliSchools welcomes back its students and families for the 2020-21 School Year. We understand that this is a year unlike any before and it is our goal to provide the exceptional IntelliSchools education in the safest manner that is feasible for both our students and our staff.

In accordance with Arizona Executive Order 2020-36 and based on the guidelines of the Centers for Disease Control and Arizona Health Services, these Protocols have been adopted by the Governing Body of IntelliSchools and will be implemented at all IntelliSchool campuses until further notice.

### **WHO IS RESPONSIBLE**

The following is a list of specific issues, concerns or topics and the IntelliSchool employee who is responsible for it.

1. Determine staff who fall into health-risk categories and consider implications.

Person responsible: Directors

2. Provide protocol and health training for staff by administrators, qualified registered nurses or healthcare professionals.

Person responsible: Directors

3. Maintain regular communication with labor groups (teachers, custodial, secretarial, etc.) on job description.

Person responsible: Superintendent

4. Coordinate all messages to the public regarding reopening, possible closure, and other COVID-19 related information. This individual will ensure that each school has sufficient numbers of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout sites and posters at site entrances, reminding individuals not to enter if sick.

Person responsible: Superintendent and Assistant

5. Coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.

Person responsible: Directors

6. Ensure implementation of cleaning protocols, including that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

Person responsible: Principals

7. Administrator or school nurse to coordinate and implement the protocols for screening students and staff.

Person responsible: Principals

8. Communicate any reported case of COVID-19 among the school population to:

Person responsible: Principals

9. If absences of students and staff on any given day is above 50% or if there appears to be a cluster of respiratory related illnesses, report to:

Person responsible: Superintendent

10. Special Education Director and 504 Coordinator to coordinate and ensure that the needs of special education students are being met in the context of implementing these safety protocols.

Person responsible: Special Education Director

## **COMMUNICATIONS**

The central points of contact for COVID-19 to ensure accuracy and consistency of key messages are:

**District wide: Superintendent's Assistant**

**Site specific: Directors**

The central message in all communications will be tied to student safety. Prior to the schedule for releasing information is determined, all school employees will be notified.

- All vital information will be shared on the Schools' website to reduce confusion, misunderstanding, and anxiety.
- All information will be kept (digitally) in a central clearinghouse/website.
- The Schools will use communication strategies that reach families where English is not the language primarily spoken in the home.
- The Schools will use multiple modalities for message dissemination to ensure that communities without internet access receive all communication.

### **Communications for Parents/Guardians:**

District Leadership is responsible for ensuring appropriate content, timing and dissemination of communications to parents/guardians and the community. The communications will include:

- Notification of August 17, 2020 start date.
- Information on the health and safety measures the School is taking to ensure students can return, including a copy (or direct to review on the School website) of the portions of these protocols that relate to students and visitors.

Person responsible: Directors

- Basic information on COVID-19 and measures families can take to stay safe when not at school (DHS fact sheet).
- Clear direction on when to keep a student home and the process for notifying the school.
- Information on helping children cope with stress and tragedies (Helping Children Cope with Changes Resulting from COVID-19)

Prior to the first day of school, parents/guardians will be informed that School Principals are the point of contact responsible for answering questions regarding these protocols and reopening. All questions will be directed to this single (or at most two) point of contact at each site.

### **Communications to Students**

IntelliSchools will place posters in all buildings and provide other messaging on hand washing and covering coughs and sneezes at all Schools. The messaging will be consistent across schools.

Handbooks will be updated to include COVID-19 protocols, including clear direction on when students must stay home (symptoms or positive test).

### **Signage**

IntelliSchools will use signage to inform and educate its community, staff and students.

- Posters reminding students of proper handwashing techniques will be placed in all bathrooms.
- Signs will be posted in highly visible locations (i.e., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.
- Post reminders at entryways not to enter the school if experiencing signs of illness.
- Include in regular school announcements behavior and preventative measures on reducing the spread of COVID-19 on PA systems.
- Ensure that messages are communicated in multiple languages to address the home languages of the Schools population.
- Ensure that messages are communicated in multiple modalities to ensure that students and families without internet connectivity are included and receive the same important information as is communicated to all families.
- Handbooks will be updated to include COVID-19 protocols, including clear direction on when students must stay home (symptoms or positive test)

## **PROMOTING BEHAVIOR THAT REDUCES SPREAD**

### **Teaching Good Habits**

On all campuses and in all School buildings, IntelliSchools staff will:

- Teach and reinforce handwashing with soap and water for at least 20 seconds.
- Provide hand sanitizer that contains at least 60% alcohol for staff and older children who can safely use hand sanitizer.
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds.
- Teach and reinforce use of cloth face coverings.

### **Cloth Face Coverings**

***The wearing of cloth face coverings by staff and students is mandatory.*** Individuals will be reminded not to touch the face covering.

IntelliSchools will provide information to staff, students, and students' families on proper use, removal, and washing of cloth face coverings. It will also provide families with instructions on how to wear, sanitize, and properly maintain cloth face coverings. Face coverings will be provided for students who do not have one.

IntelliSchools will not require a cloth face covering for:

- Children younger than two years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Students with certain disabilities or health conditions

### **Practicing Good Habits**

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer if there is no sink in the classroom)
- after being outside
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after using the restrooms

## **SCREENING**

In our efforts to reduce the spread of COVID-19 in our community, students and employees *must stay home if:*

- They are sick
- They have recently had close contact with a person with COVID-19
- They have tested positive for or are showing COVID-19 symptoms.

Students may not come to school with any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

***This is the List of Symptoms that will be used by all School personnel asked to conduct visual screenings of students. A visual determination by School personnel of any of these symptoms is sufficient to justify further screening or other action by School personnel.***

**When a student is either suspected of or admits to not feeling well**

- Remove student from main classroom and place in private breakout room
- Inform site administrator
- Take temperature, if student has fever and/or other COVID-19 related symptoms
  - Contact parents/guardians if under the age of 18
  - Make arrangements to be picked up or send home
  - Spray disinfectant in breakout room after student leaves

## **Home**

Parents will be informed that *they are responsible* to screen their students for the List of Symptoms each morning, to self-report symptoms in students, and are required to keep students home if any symptoms are present.

Students will have the opportunity to make up work missed due to symptoms of COVID-19 without penalty. There will be no rewards for attendance, to help students learn the importance of staying home when sick.

## **At School**

Upon entry into a School, a designated staff member will visually screen each student for the list of symptoms.

Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the health office.

All students are to enter from the front entrance and to proceed immediately to their assigned seats after visual screening.

Students who arrive late will no longer congregate or wait in lobby, they are to be let in after visual screening and proceed to their seats.

Students will no longer congregate at lockers, backpacks/ handbags/purses will stay with students.

Schools will not give out attendance awards for the duration of COVID-19 health crisis.

### **All student health information will be maintained confidentially.**

The staff member conducting the screening shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to:

Person Responsible: School Principal

## **SOCIAL DISTANCING AND PREVENTATIVE MEASURES**

### **SCHOOL**

On all campuses, students will be educated and reminded regularly by staff members to maintain 6 feet distance between individuals at all times possible. Students will remain with the same groupings (cohort) throughout the day.

Class sizes will be reduced as possible within the constraints of the number of students enrolled and the physical layout of the school.

In person, breakout sessions will be kept to a 1:1 ratio and held in the largest breakout room on site.

No parents or visitors are allowed inside a school absent a scheduled appointment or administrator approval.

## **Classroom Layout**

Student desks will be positioned as far from one another as possible within the confines of the classroom space available or as marked, depending on the room. Student desks will not face each other.

Every other computer station has been removed and marked with an “X” for do not sit.

Students are required to wear cloth face coverings that they bring to school and those face coverings must be consistent with the student dress code in the Student Handbook.

Every faculty member’s desk has a designated six-foot taped perimeter.

## **Hallways**

Where possible given the school layout, hallways may be designated for one-way traffic.

## **Communal Spaces**

### Bathrooms

Students will be encouraged to limit the number of students in a bathroom. The number of students in a bathroom will not exceed the number of stalls/urinals in the bathroom. Students will be reminded to maintain social distancing in bathrooms.

Director will designate which teacher will keep key for restrooms. Teacher will open restroom for students to keep students from sharing the same contact point

### Front Offices

Adhesive tape will be placed on the floor 6 feet from the front office desk and signage will direct visitors not to come closer than the tape markings.

### Selling of Food and Beverages

There will be **No** selling of snacks or drinks

No bringing of food into building, no eating or drinking will be allowed at computer stations, except for water. Students will be encouraged to bring in their own water bottle filled from home. Water bottles will also be provided.

## Dismissal

All students are to be dismissed by rows and allowed ample time to leave the classroom before dismissing the next row. All students must exit through the rear entrance for both morning and afternoon sessions.

## **Hand Washing**

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer if there is no sink in the classroom)
- after being outside
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after using the restroom
- Hand sanitizers will be placed outside restroom for all students to use upon exiting restroom in addition to washing hands

## **Visitors to School**

Until further notice, except for those individuals essential to the operation of the school, no parents or visitors are allowed in any IntelliSchool without a scheduled appointment.

There will be no parent volunteers in classrooms during the COVID-19 health crisis.

## **Cloth Face Coverings**

Students are required to wear cloth face coverings at all times. Students will be educated as appropriate to their age and grade on the use of cloth face coverings to slow the spread of COVID 19.

Students must bring their own cloth face coverings to and from school. The School will have a supply of face coverings available to provide to students who cannot afford or do not have their own coverings.

**Any student who has difficulty breathing or who is incapable of physically removing the mask on his/her own, will not wear cloth face coverings and alternative methods of protection will be discussed by parents and staff.**

## **CLEANING**

The following increased cleaning protocols will be followed on all IntelliSchools campuses:

- Desks and learning tools, if in use, will be cleaned between use by groups of students, not less than daily.
- Any school supply or piece of equipment that must be shared by students (i.e., a pencil sharpener), will be wiped down with disinfectant by a staff member after each use.
- Staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.
- Director will assign one person from each group “A”, “B”, and “C” to spray disinfectant over each desk, keyboard and mouse prior to the next session starting.
- Cleaning and disinfection products will be used and stored safely and in accord with product directions, including storing products securely away from children.
- *There are special protocols for cleaning and disinfecting areas where an individual with COVID 19 has been. Those protocols will be followed by School personnel if necessary.*

## **FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES**

All field trips are canceled. Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students’ educational experiences.

School-wide assemblies will not be held with students in the same physical location. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies are encouraged to increase the sense of community among students and staff.

Extracurricular activities are cancelled unless the activity can be conducted in compliance with these protocols.

# **PROTOCOLS FOR EMPLOYEES**

## **EXPOSURE ASSESSMENT**

Prior to employees reporting to work, School administration will assess each work site to determine whether personal protective equipment (“PPE”) is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

## **SCREENING**

### **List of Symptoms**

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Employees are directed to stay home if they have any of the symptoms identified above and notify their supervisor.

Sick employees will follow CDC guidelines regarding care and return to work, in consultation with health providers.

Employees who are well but who have a sick family member at home with COVID19 should notify their supervisor and complete the School’s FFCRA leave form.

Employees who develop symptoms at work should immediately report the development to their supervisors (maintaining social distancing) and be separated from other

employees and students. If symptoms develop during the workday, the employee's temperature will be taken and if it is above 100.4, the employee will be sent home for the day. The supervisor will notify the designated School administrator of the employee's development of symptoms.

Employees who are visibly not well enough to drive or who request assistance will remain in an isolated location while waiting for a family member or other driver to transport home.

## **SOCIAL DISTANCING AND PREVENTATIVE MEASURES**

### **Hand Washing**

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students
- after using the restroom
- Hand sanitizers will be placed outside restroom for all students to use upon exiting restroom in addition to washing hands

### **Enhanced Social Distancing**

Employees are required to maintain six feet between individuals at all times unless it 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 student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched. A six foot tape perimeter has been set up around each faculty member's desk.

### **Cloth Face Coverings**

All staff members are required to wear cloth face coverings, including:

- During interaction with students or other staff unless s/he cannot do so for health reasons.

- When physical space does not allow for maintenance of six feet of space between individuals.
- When interacting with students or other staff.

If a staff member cannot wear a cloth face covering in a situation where the School mandates they do so, for health reasons, s/he will notify his/her supervisor to discuss strategies for reducing employee interactions with students and staff and discuss other options to maintain safety protocols. If the employee cannot safely wear a cloth face covering due to a medical condition, they must contact their direct supervisor to request a reasonable accommodation and begin the interactive process. Face coverings will be provided for faculty if they fail to bring one to work.

### **Eating and Drinking**

Staff are to eat lunch in private and away from students and other staff members. Staff are required to leave the main classroom to have a drink.