



SCHOOL RE-OPENING AND MITIGATION PLAN

Submitted August 7, 2020

Vail Unified School District
"Where Education is a Community Effort"

TABLE OF CONTENTS

STAFFING ASSIGNMENTS – 3

TRAINING AND COMMUNICATION - 4

Training

Communication

PROTOCOLS: STUDENTS ON CAMPUS - 5

Daily Health Screenings

Enhanced Social Distancing

Hand Washing

Cloth Face Coverings

Student Belongings/Materials

Trips and Activities

Specialized Classes

PROTOCOLS: EMPLOYEES - 11

Exposure Assessment and PPE

Visitors to School

Daily Screening

Handwashing

Enhanced Social Distancing

Cloth Face Coverings

Cleaning and Disinfecting

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST - 14



COVID-19 Protocols

The Vail School District is closely monitoring the changing circumstances of COVID-19 (Coronavirus) and the impact on our school community. The District's protocols are based on guidance from the Centers for Disease Control and Prevention (CDC), the Arizona Department of Health, and the Pima County Health Department. The COVID-19 protocols identified in this Plan will be frequently reviewed and may be adjusted as new guidance is provided.

STAFFING ASSIGNMENTS

John Carruth, Superintendent, is responsible for overseeing all school reopening plans, including COVID-19 mitigation strategies and activities. Mr. Carruth will actively collaborate with the Vail School District Governing Board, school leadership, the Arizona Department of Education, the State School Superintendent of Public Instruction, and state and local health agencies.

At the district level, the Director of Communications and Public Affairs, Darcy Mentone, will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The district will ensure that each site has signage with messaging on health and safety, along with signage at site entrances reminding individuals not to enter if sick.

At each school or site, the school principal or site supervisor (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 day porter will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning and sanitizing supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, the principal, the school nurse, or other designee will coordinate and implement the protocols set forth in the “Step Two Protocols: Employees” section of this document for screening of staff. That individual will be responsible for:

- Communicating any reported case of COVID-19 among the school population to Chief Administrative Officer, Lisa Cervantez, and
- Ms. Cervantez will alert the Pima County Health Department if there appears to be a school-based outbreak. An outbreak is defined as two or more laboratory confirmed COVID-19 cases among students or staff within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

Director of Special Education, Kathleen McNaboe, will coordinate with site-based special education and 504 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.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of personal protective equipment (PPE) and supplies, cleaning and disinfecting, and other measures.

Communication

Prior to students returning to campus, parents will be directed to review the portions of these protocols that relate to students and visitors at www.vailschooldistrict.org. As part of this process, schools 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.

STEP 2 PROTOCOLS: STUDENTS ON CAMPUS

Daily Health Screenings

Parents will be requested to go through the following checklist each morning before sending their child to school, self-report symptoms, and keep students at home if any symptoms are present. Assure parents that students will have the opportunity to make up work or transition to remote learning due to symptoms of COVID-19.



School Bus

Students and staff will be required to wear cloth face coverings when on a school bus.

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 COVID-like symptoms, the following steps will be taken:

- If the parent is at the bus stop, the student will return to his/her parent.
- If the parent is not at the bus stop, the student will be provided with a mask if he/she does not have one already, and—if possible—will be situated so as to be socially distanced from other people. Immediately upon arrival at school, the student will be escorted to the school isolation area, and the parent will be called to pick up the child.

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.

When possible given bus capacity, students will be assigned to bus seats with one student per row and maintain maximum bus ventilation at all times, including open windows (weather permitting). The driver will set the vehicle's ventilation to non-circulating mode.

School Buildings and Facilities

A staff member will visually check each student for symptoms upon entering the 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 will 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.

Enhanced Physical Distancing

Staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.

Where possible, students will remain with the same groupings and the same staff throughout the day. When possible, schedules are designed to allow the same groupings of students to move from subject to subject as much as possible.

Student Drop Off and Pick Up

Parents will be required to drop off/pick up students without getting out of the car, unless permission from a site administrator is provided for good cause. Parents will be required to wear a face covering when on campus.

Classrooms

Desks will be positioned 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.

Desks will be positioned to face the same direction rather than facing each other. At multiple student tables (common in kindergarten classrooms) use partitions or dividers between each student.

Communal Spaces

Hallways: Sites will institute traffic patterns that maximize physical distancing. Where possible given the school layout, certain hallways may be designated one-way.

Playgrounds: Playground structures will be utilized, modified, or closed based on site discretion. If open, they will be sanitized at regular intervals throughout the day. Playground procedures will be developed to maximize staff and student safety at each site.

Lunch rooms: When possible schools will serve lunches in classrooms and on disposable food service items. Students will be prohibited from sharing lunch items with one another.

At some sites multipurpose rooms may be used during lunch, with increased safety measures, including the following:

- Provide 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.
- Serve lunches on disposable food service items (trays, plates, etc.).
- Prohibit students from sharing lunch items with one another.

Restrooms: Students will be permitted to enter restrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain physical distancing. Display posters reminding students of proper hand washing techniques.

Front offices: At most sites a divider will be installed in front of the front desk. When not feasible, adhesive tape will be used on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

Hand Washing

Students will be 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:

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- After being outside for physical activity
- Before and after eating
- Prior to leaving school for home
- After sneezing, coughing, or blowing nose

Face Coverings

Safety is our highest priority. In order to protect the safety of all, and to comply with Executive Order 2020-51, all students and staff are required to use a face covering while on District property. In the spirit of the Governor's Order, and to protect our community, the school has extended that requirement to all parents and other visitors when they are on campus. Therefore, until further action of the Board, students, employees, parents, vendors, volunteers and all other visitors shall follow this Policy to protect against the spread of COVID-19 and to help ensure the health, safety and well being of the school community.

GENERAL

- A. Face coverings shall be worn at all times while an individual is on District property or at a District or school function, using District provided transportation, or at school bus stops, unless an exception applies (as set forth in this Policy).
- B. Face coverings must fully cover the mouth and nose and fit snugly against the sides of the face with no gaps but allow for breathing without restriction.
- C. Face coverings should not be worn by children under the age of 2, anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- D. The District will follow its regular procedures to accommodate or otherwise address the special needs of students, employees, or others with disabilities as those needs relate to the face covering requirements set forth in this Policy.
- E. Face shields may be an acceptable alternative to face coverings, as approved by an authorized District employee. Individuals may choose to wear a face shield in addition to a face covering.
- F. Face coverings should not be placed in pockets for later use; to store or transport, they should be folded so the contaminated outside is folded inward and against itself. When possible, the face coverings should be placed in a clean or new paper bag.
- G. Individuals should wash their hands after removing their face covering.
- H. Cloth face coverings should be machine washed or washed by hand and allowed to completely dry after each use. Face coverings that cannot be laundered or cleaned should be thrown away when soiled or damaged.
- I. For purposes of this Policy, the term “physical distance” means a separation of at least six (6) feet between individuals.

STUDENTS

- A. This Policy applies to students in kindergarten through 12th grade.
- B. Parents/guardians are responsible for supplying face coverings for their students. Parents/guardians for whom providing face coverings will be a financial hardship should contact their site administrator for assistance. When the District determines clear face coverings are necessary for instructional purposes, clear masks will be provided.
- C. Students shall wear face coverings unless one of the following exceptions apply:
 - The student has trouble breathing.
 - The student is eating or drinking.
 - The student can physically distance, as determined by a District staff member.
 - The student is outside on the playground with physical distancing.

- The student has been specifically permitted to remove the face covering on a case-by-case basis for specific instructional, medical or other reasons, as determined by an authorized District staff member.

D. Students will be allowed breaks to remove their face covering throughout the day when physical distancing can be maintained.

E. Students who fail or refuse to abide by the provisions of this Policy may be subject to discipline consistent with District Policy and/or exclusion from on-site instruction.

EMPLOYEES

A. This Policy applies to all District employees.

B. In situations defined as high risk by Center for Disease Control (CDC), such as school nurses/health aides and some personal care assistants, the District will provide appropriate personal protective equipment (PPE).

C. Employees shall wear face coverings unless one of the following exceptions apply:

- The employee has trouble breathing.
- The employee is eating or drinking.
- The employee can physically distance.
- The employee must remove the face covering to effectively perform the employee's job for specific instructional or other reasons.

D. Employees who fail or refuse to abide by the provisions of this Policy may be subject to discipline consistent with District Policy.

MEMBERS OF THE PUBLIC (e.g. Parents, Volunteers, Vendors, Visitors)

A. This Policy applies to all members of the public.

B. Members of the public shall wear face coverings unless one of the following exceptions apply:

- The individual has trouble breathing.
- The individual is eating or drinking.
- The individual must remove the face covering to perform the individual's job or fulfill the purpose for which they are on District property or at a District function.

C. To accommodate parents and other visitors who are unable to use a face covering for a disability-related reason, VUSD has offered and continues to offer opportunities to participate in virtual meetings with staff.

Notwithstanding the school's willingness to work with families to ensure participation, allowing families to meet on campus without the use of a face covering is not an option. Neither state nor federal law requires any accommodation that could endanger others.

Members of the public who fail or refuse to abide by this Policy may be directed to vacate the premises. The District may take any other action deemed appropriate.

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.

Whenever possible, schools will be limiting sharing of supplies. However, when this is not possible, items will be sanitized.

Trips and Activities

Field trips will be canceled. Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

Large events and performances will be postponed through the 1st quarter of the school year. This timeline will be extended if necessary. 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 cancelled, held remotely, or reconfigured in order to maintain social distancing.

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.

Personal Protective Equipment (PPE)

Prior to allowing employees to report to work, district administration and site supervisors will 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 requires PPE, it will be provided to staff at no cost, and staff will be trained on its correct use.

Visitors to School

Volunteers on campus and in the classroom will be limited with site discretion, and will be required to wear a face covering while on campus. Teachers will reach out with opportunities that volunteers can complete at home.

Daily Screening

Staff members will be required to go through the following checklist each morning before coming to work, self-report symptoms, and stay home if any symptoms are present.



Each employee's temperature will be taken by a designated staff member, wearing appropriate PPE, when employees report to work. A non-contact thermometer will be used if available. If a

non-contact thermometer is not available, the designated staff member will wear gloves and a face covering. Thermometers will be disinfected between uses according to the manufacturer's instructions.

If an employee's temperature is at or above 100, the employee will be sent home and will be informed that he/she must self-report any symptoms that develop during the day, and must remain home if he/she exhibits any of the symptoms identified above while away from school.

Handwashing

All 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:

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- After being outside for physical activity
- Before and after eating
- Prior to leaving school for home
- After sneezing, coughing, or blowing nose

Enhanced Physical Distancing

Employees are required 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), the staff member will resume physical distancing as soon as safely possible, wash his/her hands, and disinfect any surfaces he/she touched.

Cloth Face Coverings

Staff members are required to wear cloth face coverings in all cases where physical distancing is not possible. Staff members who have a medical reason for not being able to wear a face covering may be assigned to work from home or assigned tasks where they can maintain social distancing at all times.

Staff members are permitted to remove face coverings if the staff member is alone in his/her work area.

Cleaning and Disinfecting

Daily cleaning and disinfecting of all frequently touched surfaces in work areas will be done including door handles, sink handles, drinking fountains, desks, and learning tools. The playground, sports equipment, and any other shared items will be cleaned between uses by groups of students.

Staff will be expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

Janitorial staff will increase sanitization of surfaces and bathrooms throughout the day.

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 will be followed:

1. Immediately report the situation to Chief Operations Officer, Lisa Cervantez. Confidentiality will 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, then sent home in a safe manner. If the employee is able to self-transport, he/she will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport will be contacted to get the employee home or to a healthcare provider. 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 other students and staff, with the exception of one staff member to supervise the student. This staff member will 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. A parent or emergency contact will be immediately notified to pick up the student. 911 will be called if the student appears to be in medical distress.
4. Any areas that were exposed to the symptomatic employee or student for a prolonged period will be closed off for 24 hours before cleaning and disinfecting. During that time, if feasible, staff will open windows or outside doors to increase air circulation.

After 24 hours, staff will thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).

5. Staff will 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, those individuals will be notified (or, in the case of students, their parents) of the potential exposure. Notification will 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 either of the following two scenarios has occurred:

Scenario one:

- At least 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 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).