

Naco Elementary
School District
Re-opening Plan for
the 2021-2022
School Year

TABLE OF CONTENTS

STAFFING ASSIGNMENTS	1
TRAINING AND COMMUNICATION	2
Training	2
Communication	2
STEP 2 PROTOCOLS: STUDENTS ON CAMPUS	2
Daily Health Screenings	2
Enhanced Social Distancing	4
Hand Washing	8
Cloth Face Coverings	8
Student Belongings/Materials	9
Trips and Activities	9
Specialized Classes	9
STEP 2 PROTOCOLS: EMPLOYEES	10
Exposure Assessment and PPE	10
Visitors to School	10
Daily Screening	10
Handwashing	11
Enhanced Social Distancing	11
Cloth Face Coverings	11
Cleaning and Disinfecting	12
STEP THREE PROTOCOLS: STUDENTS ON CAMPUS	12
Introduction	12
Social Distancing	13
Trips and Activities	14
PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST	14

NACO ELEMENTARY SCHOOL DISTRICT

COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. (Please review ADE's [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow do not address whether a district should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made. The protocols are based on CDC "step" guidelines—specifically, steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate.

The following protocols are to be implemented across all district sites. 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.

STAFFING ASSIGNMENTS

At the district level, the Superintendent will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The PIO will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes 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 Head CUSTODIAN 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 **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 [Superintendent], and
- informing Superintendent if absences of students and staff on any given day are above 10%, or if there appears to be a cluster of respiratory-related illnesses.

The special education staff will 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 and alter them as the recommendations change and our school approves of those changes.

Training

Prior to students returning to campus, all staff will be trained on implementation of all safety protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Communication

All communications will be run through the superintendent's office. This includes Letters, Phone calls, the School Website or Facebook page, as well as Class Dojo announcements and e-mails to parents regarding COVID or other safety concerns or notifications.

STEP 2 PROTOCOLS: STUDENTS ON CAMPUS

We will continue these protocols until a majority of our student population is vaccinated and the Superintendent and School Board feel we are in line with our own safety concerns and standards and the CDC guidelines and recommendations.

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.

Daily Health Screenings

At home

Inform students and parents that students 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: Naco Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

On the bus

All buses will have 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 and this includes taking their temperature with a non-contact thermometer. If a student exhibits visible symptoms,¹ 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 returned home and a call made to the parent to notify them of the situation.

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 or go directly to the cafeteria and pick up their grab and go breakfast and then report immediately to class.

A staff member, wearing appropriate PPE, will visually check each student and take temperatures with a non-contact thermometer prior to students entering the school. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100 degrees, will be sent back home and the parents will be called to either pick up or alert them the student will be returning home because of a high temperature. Parents may be contacted for pick-up with the following exceptions:

¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the health aide observes that there are no other symptoms, the 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 Social Distancing

Basic social distancing practices

Have staff members educate and remind students regularly to maintain at least 4-5 feet of distance between individuals at all times possible. This is more cautious than the CDC guidelines and is in place for the protection of our students and staff.

We have already reduced class sizes as much as possible within the constraints of the number of students enrolled, the physical layout of the school and our fiscal abilities.

Bus transportation seating.

To the greatest extent possible given bus capacity, assign students to bus seats with one student per row and, if 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. Temperatures will also be taken each morning before the students load the bus by a trained assistant prior to gaining approval to load the bus. If the temperature is too highly elevated to allow the student on the bus, they will be returned to their home. Parents should check temperatures every morning before sending the children to the bus stop or school as well.

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, require students to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Require 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.

Classroom layout. For all grades, mark classroom floors with adhesive tape to indicate where individual desks/workspaces will be located.

Position desks 6 feet apart or more unless that spacing is not possible due to the size of the classroom and the number of students assigned to it. If desks cannot be positioned at least 6 feet apart, safety is still increased because of the face covering policy.

Position desks to face the same direction rather than facing each other. Do not use large tables for groups of students unless this is the only option. If this is the case, the district may consider requiring cloth face coverings.

Do not permit students to be physically grouped to work together. Instead, encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

Communal spaces. Guidelines for specific communal spaces are given below.

Hallways: Mark hallways with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

Playgrounds:

Individual classes will be assigned specific time slots for students to be taken outside for physical movement, with social distancing to be maintained at all times

Lunch rooms:

Open the Cafeteria during lunch, with increased safety measures, including the following:

- Mark tables in the Cafeteria to indicate where students may sit.
- Assign students to a specific seat with a minimum of 3 feet between marked seats.
- Limit cafeteria 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. Students will take their grab and go meal and sit in the cafeteria as assigned or in another assigned area where social distancing can be maintained.
- 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 or students will deposit the containers in the large garbage cans located around the cafeteria and return to their assigned classroom.

- Prohibit students from sharing lunch items with one another.

Bathrooms. Permit students to enter bathrooms in groups of 2 or less as the number of stalls/urinals in the bathroom is equal or larger than that amount. Direct students to maintain social distancing as they wait and when they use the facility. Also limit the number of students in the bathroom to allow one student per sink during handwashing. 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

Require all students 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

We do and will until further notice require students and staff to wear cloth face coverings, subject to the health condition exception stated below, * when physical space does not allow for maintenance of 4-5 feet of space between individuals.

*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff. This would be placed in a student's IEP or 504 and would relate to things such as severe Asthma.

Students 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. Districts should provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, that is why they are part of the uniform

required and mandatory for all students and staff. The greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved and this allows us to keep everyone more protected each day. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

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. Belongings should be sent home for cleaning each day.

Do not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), have a staff member wipe down the item with disinfectant after each use.

Trips and Activities

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

School-wide assemblies may not 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 cancelled or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document.

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.

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. Every staff member will receive a face shield if they prefer, 2 face masks that are washable and reusable, gloves when ever needed to perform their assigned duties. Hand sanitizer bottles and machines are spread out around campus for the employees use as well.

Visitors to School

Limit nonessential visitors and volunteers at school. Do not use parent volunteers in the classroom during the COVID-19 health crisis.

Daily Screening

Do not allow employees to work onsite if they exhibit any of the following symptoms:

- fever of 100.4 and 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.

Additionally:

Have each employee's temperature taken by a designated staff member, wearing appropriate PPE, when employees report to work. Use a non-contact thermometer if available. Disinfect thermometers between uses according to the manufacturer's instructions.

If an employee's temperature is at or above 100.4, send the employee home. Inform employees that they must self-report any symptoms that develop during the day, and must remain home if they exhibit any of the symptoms identified above while away from school.

Have the designated on-site staff member keep a daily checklist of employees who have affirmed that they were symptom-free upon arrival and successfully have their temperature taken and fall in the none fever range. Maintain these records in a separate file marked "Confidential."

Handwashing

Require 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, at minimum:

- upon arrival at school;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

Enhanced Social Distancing

Require employees 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), have the staff member resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Cloth Face Coverings

Require staff members to wear cloth face coverings during interaction with students or other staff unless they cannot do so for health reasons. In these cases, have employees notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Have employees contact the district's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering. Permit staff members to remove face coverings if the staff member is alone in his/her work area. Note, however, that the face covering must be worn again, and the work area disinfected, before students or other staff arrive.

Unless a health condition prevents it, require janitorial staff to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools.

Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible.

Cleaning and Disinfecting

Prior to reopening, inspect water systems to ensure that they are safe for use after the prolonged shutdown. This will help to minimize the risk of waterborne pathogens that cause illnesses such as Legionnaires' Disease.

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

Inform staff that they are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

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

STEP 3 PROTOCOLS: STUDENTS ON CAMPUS

Introduction

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. Consult with local health officials for guidance. When a district, or a specific school site, progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

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

Note: Nonessential visitors and volunteers at school will 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.

Drop-off/Pick-up procedures

Communal spaces

Playgrounds. Permit classes to have staggered use time on playground equipment. Assign no more than two classes to a specific time slot, and schedule time slots such that there is sufficient time between classroom use for disinfection of the playground equipment. When we are back in school with all students.

Lunch rooms. Will transition to open the cafeteria during lunch, with increased safety measures, including the following:

- Mark tables in the multipurpose room to indicate where students may sit.
- Assign students to a specific seat with 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. Alternatively, staff may serve food to each student at their assigned seat.
- Serve lunches on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect items wearing gloves.
- Prohibit students from sharing lunch items with one another.

Trips and Activities

Field trips that can be done virtually will be, other trips will be denied until we are able to return all students to campus and we have safely housed our students for a period of time deemed safe by the administration. We encourage teachers to continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School assemblies may be held in staggered groups to ensure that social distancing protocols can be maintained. Unless social distancing can be maintained with all students in the same room, school-wide assemblies must be held virtually with student groups remaining in their classrooms.

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 Superintendent ONLY. Confidentiality must be maintained to the greatest extent possible.

2. 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.
3. 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.
4. Close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Preferably, wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per CDC guidelines.
5. 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.
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 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 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).