

School Re-Opening & Mitigation Plan 2020-2021



9500 E. Lorna Lane
Prescott Valley, Arizona 86314
Phone: 928-772-8744
Website: PVSchool.com
Facebook: [@prescottvalleycharter](https://www.facebook.com/prescottvalleycharter)

Dear PVS Families,

As we navigate through this challenging and unprecedented time, we know that uncertainty can bring about many varying emotions. We hope this School Re-Opening & Mitigation Plan addresses the many safety concerns we all share amid the COVID-19 pandemic, and clearly outlines how Prescott Valley Charter School will re-open and operate for the 2020-2021 school year.

While there will be parts of this plan you may not agree with, please know that this plan is based on the safety and well-being of our children and employees. While there will likely need to be adjustments made along the way, we will use this plan to guide us forward.

This School Re-Opening & Mitigation Plan was created with guidance from the Centers for Disease Control.

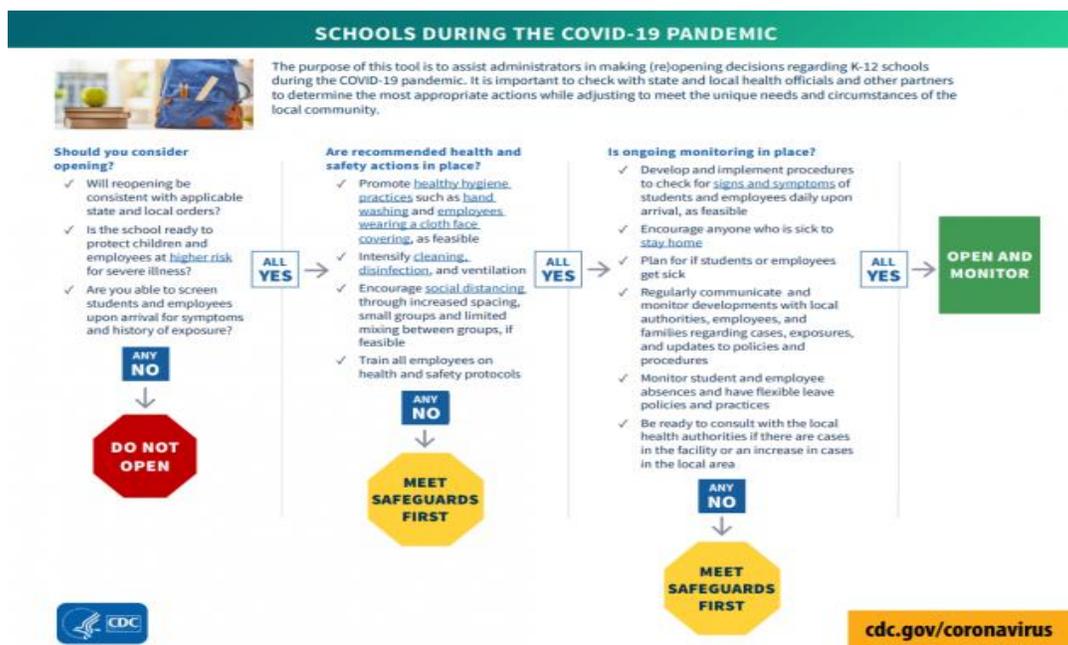
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Plan and COVID-19 Protocols for Opening PVCS

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 are based on CDC "step" guidelines—specifically, Steps 2 and 3. They are aligned to current Federal, State and Local mandates, proclamations and/or orders. CDC guidelines and Federal, State and Local mandates, proclamations, and/or orders may change at any given time and, thus, may change the protocols that are in this document.



The following protocols are to be implemented across all PVCS buildings.

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.

Because information, recommendations and mandates change frequently, information and procedures throughout this document may be updated. If a major change occurs, employees, parents and families will be notified.

STAFFING ASSIGNMENTS

The Director will coordinate all messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information. The Health Office Manager will ensure that each building has posters with messaging on handwashing and covering of coughs and sneezes located throughout, along with posters at entrances reminding individuals not to enter if sick.

For each building, physical distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

For each building, the Health Office Manager will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and as appropriate, students and staff.

For each building, the Director and the school Health Office Manager, or other designee will coordinate and implement the protocols set forth in the **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 the Director.
- informing the Director if absences of students and staff on any given day are far above average or if there appears to be a cluster of respiratory-related illnesses.

The Special Education/504 Coordinator or designee will coordinate with 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 the Director, athletic directors and coaches will develop protocols that incorporate applicable 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 PPE and supplies; cleaning and disinfecting; and other measures.

Communication

Prior to students returning to campus, parents/families will be sent a copy (or directed to review a copy on the school website) of this plan. As part of this process, PVCS will send communication to all parents/families 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 applicable) if they are exhibiting any symptoms. PVCS will require, as part of the registration process, a documented acknowledgement from parents/families regarding these protocols and an agreement to screen their children before sending them to school.

PVCS will identify a person to be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact for PVCS is:
Maria Gutierrez, Health Office Manager

Procedures and communication regarding COVID-19 exposure is found in the final section of this document.

PROTOCOLS: STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cloth Face Coverings

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.

Universal masking, wearing of cloth or surgical face masks, will be required to be worn by students and subject to the health condition exception stated below*. Students will not be required to wear face coverings when eating or when able to social distance, though they may voluntarily wear face coverings at any time.

*Any student who has difficulty breathing or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed by parents and staff, including the use of a face shield.

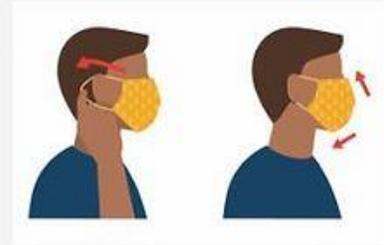
Students may bring their own cloth or surgical face mask to and from school. PVCS will also have a supply of face masks available to provide students who do not have their own and for students who arrive without a face mask.

It is understandable that some students may require time to adjust to wearing face masks. Staff will use their professional judgement to assist a student having difficulty transitioning to wearing a face mask during the day by having a student use a face shield for no more than a 5-minute period at a time before transitioning back to wearing a face mask. ***This will be the exception and not the norm.***

Note: Cloth and surgical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



- PVCS staff have been trained in appropriate wearing of cloth face coverings that cover the nose and mouth prior to the start of school.
- Students are trained within the first three days of returning to campus. The training includes videos, staff training students, posters hung throughout the school and verbal reminders.
- Parents need to train their students at home on wearing cloth face covering following the CDC guidelines. The CDC guidelines have been posted on PVCS's website for reference.
- PVCS will provide information and training to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
- Families will be provided with instructions on how to wear, sanitize, and properly maintain cloth face coverings.

BEFORE SCHOOL ARRIVAL

The CDC provides a "Corona Virus Self-Check Tool" to help individuals over the age of 18 to make decisions and seek appropriate medical care. A link to the self-checker is below and on our website at pvschool.com under the COVID-19 page:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

At Home - Daily Health Screenings and Reporting

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;
- change in congestion or runny nose not related to allergies*;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

**This list may not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19. A student with daily runny nose or congestion due to allergies should be kept at or sent home.*

PVCS will inform parents/families via registration documents, on the school websites, and via email reminders that they must screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Students will have the opportunity to make up work missed due to symptoms of COVID-19. These absences will be excused, and there will be no incentive offered for perfect attendance.

For the health and safety of all students, teachers, and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Students who are ill should not come to school.

Parents/families are required to report a student, or any person residing with a student, testing positive for COVID-19. Review the REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST section of this document.

If a parent believes their child has been exposed to COVID-19 but has not been tested and is not experiencing COVID-19 symptoms, they must inform the Principal for further guidance.

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

On Buses (once the governing board approves services to resume)

Students will be allowed to stand together while still observing social distancing guidelines. Signage will be posted on the exterior of the bus which communicates to parents which symptoms may be seen with COVID-19 and that students exhibiting symptoms should not enter the bus. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained.

If a bus driver or aide observes a student exhibiting visible COVID-19 symptoms:

- The driver/bus aide will contact the Transportation Director who will notify the health office that a potentially symptomatic student is arriving, and the student will be sent directly to the health office for examination

- If the parent is at the bus stop, the driver or aide will inform the parent that visible symptoms are observed, advise the parent that the child should call in sick and that the school's health office may be contacting the parent when the child arrives at school if the parent refuses to take the child home from the bus stop
- The driver or aide will, if possible, ensure that the student is socially distanced. A face mask will be provided if the student does not have one.

If a student has a chronic condition such as allergies or asthma, parents should inform the health office of that condition. If the health office has been so informed, students with symptoms of runny nose or cough should be permitted to ride the bus.

Bus Seating

PVCS will transport those who rely on busing services (once the board approves to resume services) and will spread out riders as much as possible to create distancing given bus capacity. Drivers, aides, and students will be required to wear a face mask.

- The bus driver will instruct students to load the bus from back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will instruct students to take seats that are spaced from one another as ridership allows. Depending on the number of students riding the bus, spacing students may not be possible.
- The driver will keep the seat immediately behind them unoccupied if feasible.
- Siblings will be required to sit together.

Transportation will follow the same face covering guidelines outlined for all students and staff. If students are not wearing a face covering when entering the bus, then one will be provided for them.

Additional Bus Information

A communication will be shared with parents during registration, which outlines standard busing information as well as special considerations under Covid-19.

Students will be expected to utilize provided hand sanitizer when entering and exiting buses.

Students riding the bus will be dismissed 15-20 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. The district will investigate additional bus schedule adjustments to avoid multiple buses loading/unloading students at the school in a large group. Updated schedules will be available on the district website a week before sub services are board approved to resume.

School buses will be disinfected with an EPA-approved product twice daily: Once after the morning routes and once in the afternoon. If time permits, additional cleaning may be done throughout the day. After disinfection activities are completed, windows will be opened to allow the bus to ventilate and air-dry.

To assist in the prevention of potential spread, PVCS will not offer field trips nor bus transportation to athletic events. If athletic events are scheduled, parents will be responsible for providing student transportation until such time that physical distancing in transit is no longer required.

SCHOOL ARRIVAL

Upon arrival at school, a staff member will visually check each student for symptoms and each student will participate in a touchless temperature wrist scan upon exiting the vehicle to ensure the child is fever-free before entering the building. If the child has a fever and/or visible symptoms, the child will be sent home with the parent in car line. Children that are fever-free will then enter the front office, apply hand sanitizer and pick up a “grab and go” breakfast (if needed) and go directly to the classroom.

Any student with a change to visible symptoms during the school day, related to congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent to the health office immediately. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the Health Office Manager observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or if 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 Health Office Manager observes that there are no other symptoms, the Health Office Manager will contact the parent to inquire as to whether the student has had any other symptoms or if there have been any COVID-19 exposures in the home. If not, the student may return to class.

Drop-Off/Pick-Up Procedures

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with expressed permission from the principal that is provided for good cause. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students, depending on the situation. If a parent walks a student to school, the parent will not be allowed to enter the school or grounds and must drop off the student outside of the front office to a staff member. If parents/families ride a bike to school with student bike riders, parents will not be allowed

to enter the school grounds and must drop off the student outside of the office to a staff member.

If parents are dropping off students in the before care program, the same arrival protocols will be required. Parents will park in the designated spaces for before care drop off and wait for program staff to check in their child (temperature taken and signed in by a staff member). Spaces will be marked out requiring 6 ft distance while parents wait.

Students riding the bus will be dismissed 15-20 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. The district will evaluate additional bus schedule adjustments to avoid multiple buses loading/unloading students at the school in a large group. Updated schedules will be available on the district website one week before bus services resume (bus service is suspended until further notice).

Department of Health Services licensing currently requires all parents to sign out their child from our after-school enrichment program. Parents will come to a designated area to sign out and wait for their child. Spaces will be marked out requiring 6 ft distance while parents wait. **Parents signing students out of the after-school enrichment program are required to wear a face mask.**

Enhanced Physical Distancing

Basic Physical Distancing Practices

Staff members will educate and remind students regularly to maintain, if feasible, at least 6 feet of distance between individuals outside of the classroom.

Students will remain with the same groupings and the same staff for most of the day. Schedules for middle school students will be created to allow, as much as possible, the same groupings of students to remain with each other.

After-school enrichment program students will be grouped by teacher/classroom to minimize mixing of students. Snacks will be eaten outside to allow for fresh air/social distancing while eating. School rules requiring universal masking will still apply in the enrichment program after school.

Classroom Layout

All classrooms will attempt to physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction if feasible.

Hallways

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

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after outdoor recess and masks will be required if unable to social distance. Playground structures and swings will be closed until further notice. Students may bring a small toy or ball (must fit in child's backpack) from home to play with at recess, it must be marked clearly with the student's name and cannot be shared with others. Toys or balls will need to be taken home nightly for sanitization at home. PVCS is not liable for the damage or loss of items brought from home, no personal electronic items will be allowed.

Breakfast and Lunch

Breakfast and lunch will be eaten in the classroom where we are able to social distance desks/tables and will be followed by an outside recess, weather permitting. Because masks cannot be worn while eating, students must eat within a 15-minute timeframe* (active eating time- once the student has begun to eat) and proper physical distancing is more important than ever. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food cannot be delivered to the school.

** From the CDC: "Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission."*

When eating in the classroom, students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

When eating in the cafeteria becomes feasible or other areas outside of the classroom, increased safety measures will include the following:

- Marking areas/tables indicating where students may sit.
- Assign students to a specific seat with a minimum of 6 feet between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for meal service, only one class will be permitted to line up at a time, and markings will be placed on the floor to indicate where students should stand to maintain social distancing.
- Prohibit students from sharing lunch items with one another.
- PVCS will be serving individually plated meals served in the classroom
- Grab and Go Meals will continue to be provided for pick up or delivery for families choosing to continue online distance learning
- PVCS will be using disposable food service items (utensils, dishes, etc.)

- Trained lunch staff will be monitoring each classroom and clean up

Bathrooms

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear face masks at all times. Posters reminding students of proper handwashing techniques will be displayed.

Front Offices

Plexiglas dividers have been installed and floor markers placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted. No outside visitors will be allowed to enter the school at any time until further notice. Parents will not be able to visit children in classrooms or enter the campus. Children can be called to the front office in the event of an emergency to see his/her parent.

Hand Washing

PVCS has been trained in handwashing prior to the start of school. Staff is required to follow the handwashing policies.

Students will be trained within the first three days of school. The training includes videos, staff training students, posters hung throughout the school and verbal reminders. Hand washing includes soap/water method and hand sanitizer.

Parents need to train their students at home on washing hands following the CDC guidelines. The CDC guidelines have been posted on PVCS's website for reference.

If students bring their own hand sanitizer, students may not share with any other person and parent understands if the sanitizer does not meet CDC guidelines, PVCS is free from liability.

PVCS will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. Posters are in all communal spaces, and all staff and students are trained.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). Every classroom has been equipped with a touch-free hand sanitizer dispenser.

PVCS will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash, and hands washed immediately with soap and water.

All students and staff will 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 (prior to entering the building),
- before and after going/being outside for physical activity,
- before and after eating,
- Before and after using the restroom,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask.

Student Belongings/Materials

Sharing of school supplies and belongings among students will be extremely limited and only shared if absolutely necessary. If equipment or supplies must be shared by students, staff will clean the item after each use. Student backpacks will be stored outside of the classroom on a cart. Each student will be issued their own technology device, headphones, etc. for personal use throughout the school year.

Trips and Activities

Field trips will be canceled. Teachers may 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), school-wide assemblies will be held virtually, with student groups remaining in their classrooms. For awards ceremonies, parents will be provided a link to participate virtually and view their child receiving any awards.

Large-scale school events such as "Back to School Night" or STEM nights will be cancelled or reconfigured to maintain physical distancing. Small-scale activities such as parent-teacher conferences will take place over the phone or by other electronic means.

Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document. To assist in the prevention of potential spread, PVCS will not offer field trips nor bus transportation to athletic events. If athletic events are scheduled, parents will be responsible for providing student transportation until such time that physical distancing in transit is no longer required.

Specialized Classes

Because electives and special area classes are vital to the social and emotional well-being of many students, they are permitted. Some classes, such as PE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets. Face masks must be worn at all times.

Visitors and Volunteers

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including wearing a face mask and physically distancing as feasible. Parent volunteers will not be used in the classroom and the PVCS volunteer policy is suspended during the COVID-19 health crisis. Those who are contracted to assist with the operation and supervision during the school day, i.e., those contracted to supervise during recess, must follow all protocols including verifying that they have not been exposed to COVID-19 and attest to not having any of the defined symptoms.

PROTOCOLS: EMPLOYEES

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cloth Face Coverings

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used.

Staff members are required to universally “mask up” during interaction with students or other staff unless they cannot do so for health reasons. In these cases, employees will notify the Director and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols including the use of a face shield. Employees will contact the Director to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face mask.

Unless a health condition prevents it, custodial and cafeteria staff will be required to wear cloth or surgical face masks and/or other personal protective equipment (as available and appropriate) while cooking, cleaning, and disinfecting the school facilities. Universal masking, wearing of cloth or surgical face masks, will be required to be worn by staff and subject to the health condition exception stated below*. Employees will not be required to wear face coverings when eating.

*Any employee who has difficulty breathing or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed with the Director, including the use of a face shield.

Employees may bring their own cloth or surgical face mask to and from school. PVCS will have a supply of face masks available to provide employees who do not have their own and for employees who arrive without a face mask. PVCS will also provide face shields as needed.

Note: Wearing cloth and surgical face coverings does not replace the need to maintain physical distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

Exposure Assessment and PPE

School administration will assess each work site to determine whether PPE is necessary for specific positions to limit the spread of COVID-19.

Daily Screening

Employees will be provided a copy (or directed to review a copy on the school website) of this plan. As part of this process, PVCS will send communication to all employees outlining the symptoms employees MUST screen for each morning, as well as the expectation that employees will not report to work if they are exhibiting any symptoms. PVCS will require, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

The CDC provides a “Corona Virus Self-Check Tool” to help individuals over the age of 18 to make decisions and seek appropriate medical care. A link to the self-checker is below and on our website at pvschool.com under the COVID-19 page:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed 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,
- change in congestion or runny nose not related to allergies,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Additionally:

Every employee will take his/her temperature, if feasible, at home and assess whether she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work. If a fever or symptoms exist, employee will immediately text or call/leave a message with the Director and will remain home until further notice.

After successful, symptom-free home screening, employees arriving at work will participate in a touchless temperature wrist scan prior to entering any building confirming that his/her temperature is less than 100 degrees and that they do not have

any of the symptoms listed above. This will be witnessed by the front office secretary, along with a visual check for symptoms, and documented on a confidential roster. If a fever or symptoms exists, the secretary will call the Health Office Manager and refer the employee to the health office for a second scan using a touchless handheld thermometer and for further evaluation of visible symptoms. If a second fever or associated symptoms are confirmed the employee will be required to leave campus immediately and the Director will be notified. The employee will stay home until further guidance is provided by the Director.

All employee health information will be strictly confidential and maintained by the Health Office Manager and school secretaries as a part of confidential health records. **Sharing or discussing employee health information with unauthorized individuals will be cause for termination as a HIPAA violation.**

Employees are required to report to the Director if they or a person who resides with them, have tested positive for COVID-19. If an employee believes that they have been exposed to COVID-19 but have not been tested or are not experiencing any symptoms, they must seek guidance from the Director before entering the campus.

Handwashing

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, at minimum:

- upon entering the campus using sanitizing station in front office;
- before and after putting on and taking off a face mask;
- before/after being/going outside for student physical activity;
- before and after using the restroom;
- before and after eating;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

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 or other person's safety. 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 their hands, and disinfect any surfaces they touched.

School Visitors/Contracted Providers

PVCS will limit nonessential visitors to campus for the safety and well-being of students and staff. All meetings will be conducted virtually or telephonically as much as possible. Contracted service providers will report to the front office and follow all employee safety protocols before entry to the campus. PVCS will require, a documented acknowledgement from providers regarding these protocols and agreeing to screen themselves before reporting to campus.

PROTOCOLS: CLEANING AND DISINFECTING

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. An EPA-registered cleaner and disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, desks and learning tools. **Drinking fountains will be closed until further notice. Students are encouraged to bring 2 water bottles daily. If not feasible, students may bring a bottle to be filled in the office by a staff member.**

Additionally, all staff will be provided with cleaner to be used frequently (at least 4 times per day) at all workstations, before and after eating, and in common areas. The playground, sports equipment, and any other shared items (if they are being used) will be cleaned between uses by teachers and custodial staff utilizing district-provided approved cleaning products.

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting procedures.

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 ONLY to:
 - a. If a student: School Principal
 - b. If a student in After School Enrichment Program; School Director
 - c. If an employee: School Director

Confidentiality must be maintained to the greatest extent possible.

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home or to a health care provider will be arranged by the Director or Health Office Manager. 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, except for a Health Office Manager to supervise the student. This Health Office Manager will wear additional PPE (a face shield, gloves, etc.) and always maintain a distance of at least 6 feet from the student, unless there is an emergency. The Health Office Manager will 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. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period. The Health Office Manager will report needs for closure and disinfecting to the Director immediately.
5. The Health Office Manager in consultation with the Director and/or Principal 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 it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine. This notification will be made by the Health Office Manager in consultation with the Director and/or Principal.

Employees or students who have developed COVID-19 symptoms, have been potentially exposed, or had a positive COVID-19 test* may not return to the site until they have met the CDC or State/County Health department's guidelines available to date. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent. All cases will be managed in direct consultation with Yavapai County Health Officials to ensure each case is handled appropriately.

Communicating and Consulting with Local Health Authorities

In coordination with the Health Office Manager, the Director will be the point of contact for the Yavapai County Department and/or Arizona Department of Health Services if there are verified cases in the facility or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

ADDITIONAL RESOURCES

The Centers for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Arizona Department of Health Services

<https://www.azdhs.gov/>

Yavapai County Community Health Services

<https://www.yavapai.us/chs/>