

Clarkdale-Jerome Elementary School District
“Return to Learn”
Family Communication/Mitigation Plan
2020-’21 School Year Re-Opening
Board Approved 9/8/20

Introduction

The Clarkdale-Jerome Elementary School District has developed a plan to “return to learn” for the upcoming 2020-’21 school year. Within this document, we will describe three instructional models, which prioritize a quality learning experience for our students that takes into consideration the health and safety of our educational community. Plans are based on guidance from the AZ Department of Education (ADE) Roadmap for Re-opening Schools, the Centers for Disease Control (CDC), state and local public health authorities, dialogue with multiple school district superintendents and professional organizations, and input from families, faculty and staff.

Conditions related to the pandemic will be ever evolving over the course of the upcoming school year, so our plan provides flexibility to adapt to change. This “living” document will be updated as we progress through these unprecedented times. Families will receive the most up to date information when available.

Timeframe and Development

Our governing board recently approved conceptual frameworks for re-opening and the district has expanded this document to create detailed guidelines. We have developed working groups consisting of multiple stakeholders that have created specific procedures for our re-opening models. Our collaborative decisions are evident within the contents of this document and are the basis of our re-opening plans.

Instructional Models

In-Person Learning Model

As we prepare for the upcoming school year and welcome our students, families and community back to campus, we want everyone to be mindful that our interactions with others should be respectful and courteous. With this in mind we expect our educational community to adhere to the new rules and procedures set in place to ensure everyone’s health and safety are at the forefront.

We expect our community to openly accept the following overarching guidelines:

- All members of our community and visitors to our campus will follow guidelines regarding wearing face coverings (see face coverings section), wash and disinfect their hands frequently, and be mindful of physical distancing norms;
- All members of our community and visitors to our campus will respectfully interact with each other in and out of the classroom, and take responsibility for maintaining a healthy environment;
- All parents and bus riders will comply with bus driver requests to follow rules on our buses;
- All members of our community and visitors to our campus will follow self-screening guidelines for symptoms of illness and refrain from coming to campus when symptomatic; and
- All members of our community and visitors to our campus will comply with self-quarantine rules regarding exposure to COVID-19.

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Social and Emotional Support

At Clarkdale-Jerome School, we have always prioritized the social and emotional development and well-being of our students. We know that our current environment poses new, and challenging, opportunities for us to continue to prioritize these skills in a meaningful way. Our school counseling department plans to continue supporting students, families and faculty/staff in the following ways, both during in person and distance learning environments:

- Individual counseling
- Small group counseling
- Support families with referrals to outside agencies for resource support
- Provide resources for families in talking with their children about COVID-19
- Provide resources to families on social-emotional learning
- Supports to families for resources on fostering resilience and addressing trauma
- Assist teachers in assessing student social emotional needs
- Support teachers in trauma sensitive teaching to identify students in need and make appropriate referrals
- Develop and present classroom-based guidance lessons designed for student achievement of skills in career, academic, personal and social development in small and large group settings
- Offer parent education opportunities as CDC guidelines allow

Health and Safety Protocols

The following measures will be put in place as part of the school’s general operations when we return for In-Person Learning.

Physical Distancing

- Physical Distancing protocols will be used outside of the classroom and in common areas to maintain six (6) feet of distance between individuals when possible.
- Require parents/families to drop-off/pick-up students without getting out of their vehicle unless express permission from a site administrator or designee.
- Staggered times for student pick-up at the end of the school day will be implemented.
- In class furniture will be spaced apart with desks facing the same direction.
- To the extent possible, have students remain with the same student groups (cohorting) throughout the day (grades K-6).
- Our Middle School team will manage schedules for cohorting to the greatest extent possible while still addressing student needs for course requirements and preferences for electives.
- Encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of students.
- Limit the number of students on the playground and equipment at one time with scheduling or assigned areas.
- Limit the number of students in the restroom at one time no larger than the number of stalls/urinals in the restroom and display posters reminding students of proper handwashing techniques and physical distancing while in the bathroom.
- Install physical dividers at the front desk area in the administration office and in the cafeteria. In addition, physical guides/barriers, such as tape on floors or sidewalks and signs on walls, to remind individuals to follow the recommended physical distancing practices at the school.

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Hand Washing

Procedures will be implemented upon arrival and throughout the day. Require all students and staff to wash their hands with soap and water for at least 20 seconds at the times listed below. Hand sanitizer stations, with at least 60% alcohol, will also be available.

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- after using the restroom,
- before and after lunch,
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

Quick Steps for Hand Washing:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air-dry them.

**Hand Sanitizers will be available in all classrooms, the administration office and other areas around campus.

Students will be reminded of proper respiratory hygiene, including:

- Avoiding touching the eyes, nose, and mouth.
- Covering the nose and mouth into the elbow (if tissue not available) when sneezing and coughing.
- Discard tissues after use.

Daily Health Screenings and Temperature Checks

At Home:

This is the first point on the screening continuum. Families should follow the student screening expectations for the symptoms (listed below) each morning before arriving to school, to self-report symptoms to the school, and keep students at home if any symptoms are present. We highly encourage a daily home temperature check each day.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

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- Nausea or vomiting
- Diarrhea

On Campus Temperature Check Procedure

Student Arrival on Campus:

- When students arrive to school they will go directly to their classroom and line up outside.
- Teachers will take student temperatures at the door.
- If a student's temperature is 100.3 or lower:
 - Student will wash their hands
 - Go directly to their desk
- If a student's temperature is 100.3 or lower and they need to eat breakfast:
 - Place a sticker on their shirt for a “hall pass” and send to cafeteria.
- If a student has a measured temperature of 100.4 or higher, wait 5 minutes and rescan to ensure the temperature is properly detected.
- If a student has a measured temperature of 100.4 or higher a second time, student will be sent to the Health Office where they will be instructed to sit outside until parent contact has been made or the teacher may need to make the phone call to the parent.
- When students arrive late to campus, they will report to the office for their temperature check. Same protocols listed above will take place.

Face Coverings

Use of face coverings, in communal areas, is an effective preventive measure, recommended by the CDC, to mitigate risk to COVID-19, which is mostly spread by respiratory droplets released when people talk, cough, or sneeze.

- All visitors, parents, students and staff will be required to wear face coverings on campus, as well as buses. This is especially important when six feet physical distancing is not feasible.
- If a student has documentation from a healthcare provider indicating they cannot wear a face covering, alternate methods of protection will be discussed with parents and staff.
- Students who refuse to comply with the safety protocols adopted for in-person learning will be offered the opportunity to participate in the Clarkdale-Jerome Online Learning Academy (other disciplinary measures may need to be taken).
- Students will not be required to wear face coverings during physical activity (PE and recess) when physical distancing can be maintained and when eating and drinking.
- Employees will not be required to wear face coverings when working alone in an office or workspace assuming a distance of six feet from another individual can be maintained. Employees will be required to wear a face covering while away from their personal work area and in common areas such as reception areas, restrooms, copy rooms or meeting rooms. If the teacher maintains a 6 ft. physical distancing with ALL students, a face covering is not required.
- Students shall bring their own face coverings to and from school and, when feasible, the school should have a supply of face coverings available to provide students who cannot afford one or do not have their own.

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Face Cover Cleaning

Washing machine:

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by hand:

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Drying:

- Use the highest heat setting and leave in the dryer until completely dry.
- Air dry-Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

Procedures for COVID-19-like Symptoms or a Confirmed Positive Test

CJSD will coordinate with the Yavapai County Community Health Services department in the event of a positive test and coordinate as appropriate for contact tracing. The district is bound by the Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Rights and Privacy Act (FERPA) and will honor the privacy of impacted individuals. This district is also required to report a confirmed COVID-19 case as per the AZ Dep't. of Health Services Emergency Measure 2020-03.

CJSD faculty and staff should notify the health aide if visible COVID-like symptoms are present in either an employee or student (see below). To the greatest extent possible, confidentiality must be maintained.

If an **employee** develops a fever, cough or shortness of breath, they will be sent home as per instruction from the Health Aide. If an employee has two or more COVID-like symptoms, the Health Aide will evaluate them on a case by case basis. 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, emergency contact, or other method of transport to get the employee home or to a healthcare provider.
- If the employee appears to be in medical distress, call 911
- Individuals will be encouraged to follow through with their healthcare provider for further guidance.

If a **student** develops a fever, cough or shortness of breath, they will be sent home as per instruction from the Health Aide. If a student has two or more COVID-like symptoms, the Health Aide will evaluate them on a case by case basis. If a student is being escorted to the Health Office, please utilize the following protocols:

- Have this staff member wear a face covering while maintaining a distance of at least 6 feet from the student at all times, unless there is an emergency.
- Contact the health aide for guidance
- Staff member should bring student to the health office for further evaluation

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- Staff member should communicate to the health aide the specific COVID-19 symptoms right away upon bringing student to the health office.
- Health aide will immediately notify parent or emergency contact to pick up the student or call 911 if student appears to be in distress.

Employees or students who have developed COVID-like symptoms or had a positive COVID-19 test may not return to school and should follow the guidelines outlined in the ADHS “Release from Isolation and Quarantine Guidance” (page 6 of our mitigation plan).

Quarantining Classes or Closing School Buildings

The school district is required to report any confirmed cases to the county health department. Having more than one case within a school does not constitute an outbreak. An outbreak is defined as two or more laboratory-confirmed COVID-19 cases among students or staff with onsets 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.

The decision to quarantine a class, close a portion of the school, or close the school/district entirely should be made in close coordination and recommendation by the local health department. When there is a confirmed COVID-19 case in a classroom, our custodial crew will clean and sanitize the classroom prior to opening it back up.

The district will also determine whether other employees or students may have been exposed to the symptomatic individual. Close contact with COVID-19 is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

- If so, notify those individuals (or in the case of students, their parents/guardians) of the potential exposure
- Do not disclose the name of the individual who is sick

Notification Basics

The school district will notify parents when a confirmed COVID case (as documented by lab test results or physician notification) as per the Yavapai County Health Services notification guidelines.

Household Members

All household members of someone confirmed or suspected to have COVID-19 should not physically attend school and quarantine at home for 10 days. Should a student become sick, families should notify the school of any household contact. It is important to note that release from isolation DOES NOT require a doctor’s note and DOES NOT require repeat testing or a negative test. Verifying that a student or staff member meets criteria for release from isolation will be up to the health aide and in accordance with the ADHS “Release from Isolation and Quarantine Guidance.”

“Release from Home” Isolation Guidance

These are the recommendations for discontinuation of transmission-based precautions and home isolation, based upon a person’s symptoms below. We will work with parents and adhere to these guidelines during the school year.

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If a person is **symptomatic** and awaiting COVID-19 test results:

- Stay home away from others or under isolation precautions until results are available. If results are delayed, follow guidance for symptomatic and tested positive for COVID-19. Once results are available, follow the recommendations below based on results.

If a person is **symptomatic** and tested positive for COVID-19:

- Stay home away from others or under isolation precautions until you have had no fever for at least 24 hours without the use of medicine that reduces fevers;
AND
- Other symptoms have improved; AND
- At least 10 days have passed since symptoms first appeared.

If a person is **symptomatic** and tested negative for COVID-19:

- Stay home away from others or under isolation precautions until you have had no fever for at least 24 hours without the use of medicine that reduces fevers;
AND
- Other symptoms have improved.

If a person is **symptomatic** and has not been tested for COVID-19:

- Stay home away from others or under isolation precautions until you have had no fever for at least 24 hours without the use of medicine that reduces fevers;
AND
- Other symptoms have improved; AND
- At least 10 days have passed since symptoms first appeared.

If a person is **asymptomatic** and awaiting COVID-19 test results:

- No isolation is required while waiting for test results. Take everyday precautions to prevent the spread of COVID-19. Once results are available, follow recommendations based on results.

If a person is **asymptomatic** and tested positive for COVID-19 (even if person met time and symptom-based strategy for release from isolation after being symptomatic and tested positive for COVID-19):

- Stay home away from others or under isolation precautions until 10 days have passed since specimen collection of the first positive COVID-19 PCR/antigen testing while asymptomatic. If symptoms develop, follow guidance for symptomatic and tested positive for COVID-19.

If a person is **asymptomatic** and tested positive for COVID-19:

- No isolation is required since there is a low likelihood of active infection. Take everyday precautions to prevent the spread of COVID-19.

If a person is **asymptomatic** and tested negative for COVID-19:

- No isolation is required. Take everyday precautions to prevent the spread of COVID-19.

****Isolation:** Separates a sick person with a contagious disease from people who are not sick.

****Quarantine:** Separates and restricts the movement of people who were exposed to a contagious disease to see

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if they become sick. For COVID-19, this means staying home or in a private room with a private bathroom for 14 days after last contact with a person who has COVID-19.

****Close contact with COVID-19:** Defined as any individual who was within 6 feet of an infected person for at least 15 minutes, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Transportation

The following bus safety procedures will be implemented to keep our students safe while travelling to and from school:

- All buses will be sanitized prior to students boarding the bus and in-between routes.
- Hand sanitizer will be available on the bus.
- Students and staff will wear face coverings.
- Parents should follow outlined student health screening responsibilities prior to students going to the bus stop.
- Parents and students should physically distance themselves at the bus stops.
- Post clearly visible signage on the outside of buses that communicates to parents that students are required to wear a mask on the bus and those students exhibiting symptoms should not enter the bus.
- Buses will be loaded from back to front at bus stops using every other seat when possible, and unload front to back when at school (to minimize students passing by other students).
- Students/siblings will be given assigned seats.
- Maintain maximum bus ventilation at all times, including open windows (weather permitting), set ventilation to non-recirculating mode
- Use the largest bus available to accommodate physical distancing.

On the Bus:

All buses will have clearly visible signage communicating to parents that students should not enter the school bus with COVID-19 like symptoms. If a student exhibits visible symptoms including runny nose, cough, shortness of breath, or vomiting 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 provided with a mask if they do not have one already, and, if possible, will be situated to be physically distanced from other persons.
- When the student arrives at their school, they will be brought to the health office for further evaluation. 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 exhibiting symptoms caused or related to their chronic health conditions will be permitted to ride the bus. Documentation from a healthcare provider may be requested from parents if symptoms continue.

Food Service

- Meal service will be served from the gym during breakfast and lunch, with increased safety measures, including the following:
- Students will be required to wash hands with soap and water before entering the gym for breakfast and lunch.
- Breakfast - Marked tables in the gym will indicate where students should sit to maintain physical distancing.

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- Lunch - seating will be provided outside, weather permitting.
- Staggered lunch schedules for grades/classes will be developed with adequate time for cleaning.
- 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 physical distancing.
- Serve lunches on disposable food service items (trays, plates, etc.)
- Salad bar will not be offered, individual salads may be provided.
- Prohibit students from sharing lunch items with one another.
- Parents and visitors will be prohibited from eating lunch with students until safe conditions are determined by administration.

Cleaning Protocols

We will arrange for daily cleaning and disinfecting of all frequently touched surfaces in work areas (desks, countertops, door handles, sinks, etc.). Custodial work schedules will be arranged, so that increased cleaning and disinfecting can take place throughout the school day.

- Playground, sports equipment and other shared items (if being used) must be cleaned between uses by groups of students.
- Staff may be asked to assist with cleaning and disinfecting during certain times of the day.
- Bathrooms will be cleaned and disinfected regularly throughout the day.

Air Quality

CJSD maintenance staff are reviewing the air quality conditions to implement varying strategies to increase ventilation and airflow. These strategies include air-handling systems, filters, and opening windows.

Other Campus Considerations

Student Materials

According to the CDC, respiratory droplets released when people talk, cough, or sneeze mostly spread COVID-19 and recent research indicates it is less often transmitted from object surfaces.

- When feasible, students should have their own instructional materials to limit student sharing of items (i.e., pencils, crayons, markers, books, technology)
- If a school supply or piece of equipment must be shared by students (for instance, teaching manipulatives), staff (or students) should wipe down the item with disinfectant after each use.
- Following along those lines, we want children to keep toys, etc. home to not encourage sharing of these items.

Visitors

Visitors and volunteers will be restricted from campus (classrooms and during lunch) including, family and guest speakers. Visitors will be required to check-in at our window by the front officer prior to entering. **ALL APPROVED VISITORS ON CAMPUS WILL BE REQUIRED TO WEAR A FACE COVERING.**

School Events/Field Trips

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No scheduling of in-person large events school-wide assemblies or field trips until further notice. This will be re-evaluated on a regular basis to determine when events may resume. We may host virtual events during the school day and re-configure parent/teacher conferences (details will be forthcoming in the near future).

Extra-curricular Activities and Athletics

We will rely on guidance from the Arizona Interscholastic Association (AIA) and follow guidelines set forth for safe participation.

After-school Tutoring

Our after-school tutoring program will be monitored and begin when we feel the conditions allow it. Tutoring will be limited to no more than a 9:1 student teacher ratio.

Distance Learning Model – Distance Learning is an arm of In Person Learning. We could be going in and out of these two models, depending on our circumstances (in case we have a school wide shut down from time to time).

- K-8th Grade
- Google Classroom utilized for online instruction of core curriculum (i.e. Reading Street, Go Math, Step Up to Writing, Generation Genius) by your student’s Clarkdale-Jerome School teacher
- Five days per week in alignment with CJSJ calendar
- Open office hours and availability of video conferencing with teacher and classmates
- Technology device offered via checkout system and resources to acquire broadband capability if needed.
- Social & emotional support with CJSJ counselor
- Weekly Elementary lessons in Art, PE, and Music
- Clarkdale-Jerome attendance policies apply with systems to track daily attendance
- Clarkdale-Jerome grading policies apply with assessment of learning
- Accommodations/modifications for special populations (Special Education services according to IEP, 504 accommodations, English Language Learner support, Gifted enrichment)

Flexible Remote Learning – Clarkdale-Jerome Online Learning Academy – Many of our families have already signed up for this program and it is for our parents not feeling comfortable attending our In-Person/Distance Learning models.

- K-8th Grade
- Enrolled in CJSJ with learning at home through online content
- Partnered with Edgenuity curriculum and Google Classroom
- Enroll in Clarkdale-Jerome Online Learning Academy anytime during the school year, with the opportunity to choose an In-person Learning model at mid-term (K-5) or quarter (K-8) based on parent/family preference.
- Five days per week in alignment with CJSJ calendar
- Family support for student learning up to 3 hours daily
- Supervised by Clarkdale-Jerome Online Learning Academy teacher, who may be a different teacher than assigned if attending In-person
- Social & emotional support with CJSJ counselor
- Weekly Elementary lesson in Art, PE, Music
- Social-emotional learning with CJSJ staff
- Open office hours and availability of video conferencing with teacher

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- Accommodations/modifications for special populations (Special Education services according to IEP, 504 accommodations, English Language Learner support, Gifted enrichment)
- Technology device offered via checkout system and resources to acquire broadband capability if needed
- Clarkdale-Jerome attendance policies apply with systems to track daily attendance
- Clarkdale-Jerome grading policies apply with assessment of learning
- Participate in extracurricular activities and events offered by the school
- As necessary, students & families could come onto campus for assessment and other services