

GLENDALE ELEMENTARY



2020-2021

Healthy Return Back to School Plan and Mitigation Measures



ALL IN
FOR ALL
KIDS

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SUPERINTENDENT
Cindy Segotta-Jones



Glendale Elementary School District

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(623) 237-7100 www.gesd40.org

MESSAGE FROM SUPERINTENDENT SEGOTTA-JONES

The rise in COVID-19 cases across the country has had a major impact on our society that will always be a part of our history and a turning point in the educational opportunities experienced by your students. Closer to home, the State of Arizona has had a historic increase in the number of cases seen across the State.

Using information from parent and staff surveys and our schools' task force and safety committees, GESD has made the difficult decision to adhere to its current calendar and will begin distance learning and launch the GEO Learning online platform on August 10th. Return to in-person learning is dependent upon the Governor's Executive Order.

We know that these are non-typical circumstances, however, know that we have been in constant preparation and planning for the safe return to the upcoming school year. Please know we are closely monitoring the data and will continue to keep you informed.

We appreciate your continued support as we work through ensuring the safe and healthy return of school.

Respectfully,

Cindy Segotta-Jones
Superintendent



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Member

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Member

Executive Team

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Dr. Gerry Petersen-
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Assistant Superintendent
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Assistant Superintendent
for Human Resources



The extent to which Glendale Elementary School District is able to implement social distancing, cohort students and staff, conduct regular sanitizing and disinfection, and teach and require proper use of facial coverings, hand hygiene practices, and cough etiquette can directly affect the risk of transmission of COVID-19 in the work environment.

STAFF RESPONSIBILITIES

At the district level, the Assistant Superintendent for Behavioral Health and School Safety, in conjunction with the Superintendent, will coordinate all messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information. The Risk Manager will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout each campus, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, and allow for implementation of the protocols. Because each district facility is unique, site specific information will be outlined in each site's plan.

At each school or site, the Unit Manager will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff during school hours. Each night, a professional janitorial service will use Clorox Total 360 System electrostatic sprayers to disinfect larger areas.

At each school or site, an administrator will coordinate and implement the protocols set forth in the Protocols for 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 Assistant Superintendent for Human Resources who will inform the Superintendent.
- Informing the administrator 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 Director for Student Services and 504 Coordinator will coordinate with site-based 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.



TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be required to review and acknowledge all COVID-19 video trainings and readings through Safe Schools. 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 an electronic copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District 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 they are exhibiting symptoms. The District will require, as part of the registration process, a documented acknowledgement from parents/families regarding these protocols and agreeing to screen their children daily before sending them to school.

Additional information is available at www.gesd40.org.

PROTOCOLS FOR STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state or local orders.

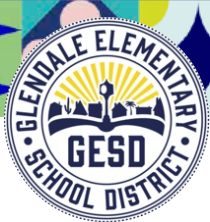
Face Coverings

Note that face coverings do not replace social distancing or other safety precautions.

The District will require universal masking pursuant to Governor's Executive Order 2020-51. Students will be required to wear a cloth or surgical face mask, subject to the health condition exceptions. Students will not be required to wear face coverings when eating or drinking. Breaks will occur throughout the day for students to take their face coverings off in a safe social distancing environment.

Any student who has trouble breathing or who is unconscious, incapacitated or otherwise unable to remove the mask without assistance will not wear face masks, and alternate methods of protection will be discussed by parents and staff, including the use of a face shield. If a student requests an exemption due to a medical condition, the District will follow a process under Section 504 of the Rehabilitation Act to determine if an accommodation may be granted.

Students may bring their own cloth or surgical face mask to and from school. Schools 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. The District will also provide face shields as needed.



Each student will receive one face mask and one face shield on the first day of in-person learning. Due to the high demand there is no guarantee replacement masks will be provided.

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.

Cloth and surgical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students and staff 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 will be permitted.

Masks with Exhalation Valves or Vents

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. Masks with one-way valves or vents allow exhaled air to be expelled out through holes in the material. This can allow exhaled respiratory droplets to reach others and potentially spread the COVID-19 virus. Therefore, CDC and Maricopa County do not recommend using masks if they have an exhalation valve or vent.

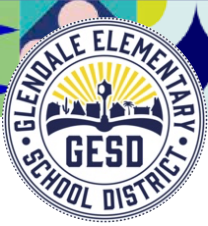
PROTOCOLS FOR PARENTS

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-check can be used for children and found here: <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.

The CDC will continue to update this list as more is learned about COVID-19. A student with a daily runny nose or congestion due to allergies should not be kept at home.

Parents will be required to sign a COVID-19 Parental Acknowledgement and Disclosure.

The District will inform parents/families via registration documents, on the District and 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 or have a household member who has contracted COVID-19. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

For the health and safety of other students and of teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 should not come to school.

Parents/families are required to report a positive COVID-19 test for a student or any person residing with a student. 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 or experiencing COVID-19 symptoms, they must inform their school principal for further guidance.



COVID-19 Student Management Protocol

Student has one or more symptoms:

- Fever ≥ 100.4
- Difficulty breathing
- Repeated shaking w/chills
- Nausea, vomiting or diarrhea
- Dizziness
- Cough
- Runny nose
- Headache
- Abdominal pain
- Congestion
- Fatigue
- New loss of taste or smell
- Rash
- Shortness of breath
- Muscle and/or body aches
- Sore throat
- Swelling of the hands and feet

No

Proceed with health visit per GESD School Nurse Procedures

Yes

- Administer emergency medications if prescribed
- Place a mask on the student
- Isolate the student in the “sick area”

Yes

Question, observe, physical assessment

- When did the symptoms start? Were any medications taken at home? Did you have any exposure to sick people?
- Flushed cheeks, paleness, difficulty breathing, blue lips or nails, fatigue (unrelated to physical activity or underlying health condition)?
- Dependent upon symptoms, recheck temperature. Does student have a cough or shortness of breath?

Does student have two or more of the symptoms listed above?

No

Continue interventions per usual. Do symptoms improve?

Yes

Return to class

No

Send home. Student may return when symptoms have resolved, if 24 hours fever free

Yes

1. Contact parent
2. Conduct COVID-19 screening
3. Recommend medical evaluation
4. Advise parent of return to school requirement
5. Assist parent with connecting to care
6. Document in Synergy: COVID-19 Screening, assessment and parent guidance. Follow Synergy attendance protocol

Upon receipt of COVID-19 positive student report - follow steps 4-6 and notify district lead nurse, principal and MCDPH. notify impacted individuals as directed by MCDPH and Legal

Student may return to school if:

- 10 days have passed since symptoms first appeared and student has been fever free for 24 hours without the use of fever reducing medicine and all other symptoms have improved



**GLENDALE
ELEMENTARY
SCHOOL DISTRICT**

Daily Home Screening for Students

Parents: Please complete this short check each morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open

Return-to-School Policies

If the answer is YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with existing school illness policy until symptom-free for 24 hours without fever reducing medications.

If the answer is YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing.

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>



GLENDALE ELEMENTARY SCHOOL DISTRICT COVID-19 MITIGATION MEASURES AND STRATEGIES

MITIGATION

PREPARATION

RESPONSE

RECOVERY

- Disseminate Healthy Return Back to School Plan and Mitigation Measures to outline recommended procedures for staff, students, and parents to prevent the spread of infectious diseases.
- Refer to mitigation strategies as outlined by the Center for Disease Control and Prevention (CDC).
- Refer to Arizona Department of Health Services (ADHS) public health metrics for safe return of in-person learning.
- Remind school staff regarding confidentiality laws and statutes that protect student and staff health information. Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials should not participate in discussions or acknowledge a positive test if personally identifiable information is involved.
- Prepare for possible school closure in the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community.
- Cooperate fully with any state or local health department's contact tracing efforts.

- Formalize critical workplace behaviors (Healthy Return to Work Employee Workplace Guidance)
- Formalize Personal Protective Equipment (PPE) expectations. Employees not working alone must wear face coverings.
- Inform staff and families of sick students of Isolation Criteria.
- Prepare isolation areas for those who are sick.
- Inform staff and families of procedures for reporting if staff or student(s) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms.
- Train staff and students in hand hygiene and respiratory etiquette.
- Train staff and students in how to properly wear cloth face coverings.
- Post highly visible signs about stopping the spread of COVID-19 as provided by CDC regulations.
- Provide adequate cleaning and protective supplies to support healthy hygiene and proper cleaning and disinfecting practices.
- Take measures to ensure all students and staff maintain a distance of at least six feet when feasible to decrease the risk of transmission of COVID-19.
- Establish contact tracing protocol when a student or staff member tests positive for or is exposed to COVID-19.
- Home is the first point for symptom screening continuum.
- Communicate the symptoms students should not have if traveling on a school bus.
- School staff should visually check students for symptoms.
- Students and staff sent home with COVID-19 like symptoms should follow up with a healthcare professional.
- Install alcohol based hand sanitizing stations at common areas in the school.
- Install air filters that mitigate the spread of COVID-19.

- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.
 - Student(s) or staff may return if 10 days have passed since symptoms first appeared and the student/staff has been fever free for 24 hours without the use of fever reducing medicine and all other symptoms have improved.
- Immediately separate individuals with COVID-19 symptoms (such as fever, cough, or shortness of breath) at facility.
- If unable to immediately go home, move the individual to an isolation room or area to separate anyone who has COVID-19 symptoms.
- Close off areas used by a sick person and do not use these areas for 24 hours as feasible until after sanitizing and disinfecting.
- Allow for contact tracing.
- Communicate general messages to families and/or staff while maintaining privacy.
- In accordance with state and local laws and regulations, the district should notify local health officials, exposed staff, and families of any case of COVID-19 while maintaining confidentiality.

- Utilize professional janitorial services.
- Provide additional instruction and reinforce behavior expectations as needed to assist students in readjusting to classrooms-based learning.
- Address issues of grief and loss as well as other mental health needs of students and staff as necessary.

MITIGATION STRATEGIES

- Consider staggered schedules
- Seating students farther apart
- Dividing classes into smaller groups
- Moving classes to larger spaces
- Holding classes outdoors
- Students travel in cohorts
- Reduce the number of students in a classroom to allow physical distancing when feasible.

- Keep student belongings separated
- Develop a learning schedule in cohorts to minimize contact with a broader group of students.
- Students bring their own water bottles labeled with their name.

08/04/2020



GLENDALE ELEMENTARY SCHOOL DISTRICT COVID-19 MITIGATION MEASURES AND STRATEGIES



MITIGATION

- Disseminate Healthy Return Back to School Plan and Mitigation Measures to outline recommended procedures for staff, students, and parents to prevent the spread of infectious diseases.
- Refer to mitigation strategies as outlined by the Center for Disease Control and Prevention (CDC).
- Refer to Arizona Department of Health Services (ADHS) public health metrics for safe return of in-person learning.
- Remind school staff regarding confidentiality laws and statutes that protect student and staff health information. Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials should not participate in discussions or acknowledge a positive test if personally identifiable information is involved.
- Prepare for possible school closure in the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community.
- Cooperate fully with any state or local health department's contact tracing efforts.

PREPARATION

- Formalize critical workplace behaviors (Healthy Return to Work Employee Workplace Guidance)
- Formalize Personal Protective Equipment (PPE) expectations. Employees not working alone must wear face coverings.
- Inform staff and families of sick students of Isolation Criteria.
- Prepare isolation areas for those who are sick.
- Inform staff and families of procedures for reporting if staff or student(s) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms.
- Train staff and students in hand hygiene and respiratory etiquette.
- Train staff and students in how to properly wear cloth face coverings.
- Post highly visible signs about stopping the spread of COVID-19 as provided by CDC regulations.
- Provide adequate cleaning and protective supplies to support healthy hygiene and proper cleaning and disinfecting practices.
- Take measures to ensure all students and staff maintain a distance of at least six feet when feasible to decrease the risk of transmission of COVID-19.
- Establish contact tracing protocol when a student or staff member tests positive for or is exposed to COVID-19.
- Home is the first point for symptom screening continuum.
- Communicate the symptoms students should not have if traveling on a school bus.

8/4/2020



- School staff should visually check students for symptoms.
- Students and staff sent home with COVID-19 like symptoms should follow up with a healthcare professional.
- Install alcohol based hand sanitizing stations at common areas in the school.
- Install air filters that mitigate the spread of COVID-19.

RESPONSE

- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.
 - Student(s) or staff may return if 10 days have passed since symptoms first appeared and the student/staff has been fever free for 24 hours without the use of fever reducing medicine and all other symptoms have improved.
- Immediately separate individuals with COVID-19 symptoms (such as fever, cough, or shortness of breath) at facility.
- If unable to immediately go home, move the individual to an isolation room or area to separate anyone who has COVID-19 symptoms.
- Close off areas used by a sick person and do not use these areas for 24 hours as feasible until after sanitizing and disinfecting.
- Allow for contact tracing.
- Communicate general messages to families and/or staff while maintaining privacy.
- In accordance with state and local laws and regulations, the district should notify local health officials, exposed staff, and families of any case of COVID-19 while maintaining confidentiality.

RECOVERY

- Utilize professional janitorial services.
- Provide additional instruction and reinforce behavior expectations as needed to assist students in readjusting to classrooms-based learning.
- Address issues of grief and loss as well as other mental health needs of students and staff as necessary.

MITIGATION STRATEGIES

- Consider staggered schedules
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- Holding classes outdoors
- Students travel in cohorts
- Reduce the number of students in a classroom to allow physical distancing when feasible.
- Develop a learning schedule in cohorts to minimize contact with a broader group of students.
- Students bring their own water bottles labeled with their name.
- Keep student belongings separated.

8/4/2020



MITIGATION PLAN FOR COVID-19 STUDENT AND STAFF EXPOSURE

ADVISE STAFF AND FAMILIES OF ISOLATION CRITERIA FOR STUDENTS/STAFF

- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation:
 - Student(s) or staff may return when symptoms have resolved (at least 24 hours fever free without the use of fever reducing medicine and all other symptoms have improved).



ISOLATE THOSE WHO ARE SICK

- Make sure that staff and families know that the affected person should not come to school, and that they should notify school officials if staff or student(s) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate individuals with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance.
- If unable to immediately go home, move the individual to an isolation room or area to separate anyone who has COVID-19 symptoms.



CLEAN AND DISINFECT

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.



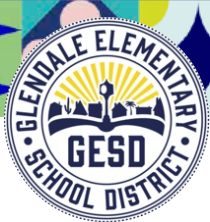
ALLOW FOR CONTACT TRACING

- In accordance with state and local laws and regulations, school officials should notify local health officials, staff, and families of any case of COVID-19 while maintaining confidentiality.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.



POSSIBLE CLOSURE

- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, GESD schools may consider or be directed to close for a short time (2-5 days) for cleaning and disinfection.
- Where a community is deemed a community with substantial transmission, GESD may anticipate closing and work with local health authorities.
- If administrators learn that a staff member or student has tested positive for COVID-19, GESD will work with our local health department.
- Quarantine periods may extend longer if additional exposures to people with suspected or confirmed COVID-19 occur during quarantine. Groups or cohorts of students and staff may be affected by quarantine periods at various times. In this case GESD may consider moving to distance learning through packets.



SCHOOL ARRIVAL

Each school will have more specific drop-off/pick-up procedures and procedures for those students arriving or leaving early, as each campus is unique.

Upon arrival to school/classroom, any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be checked by the nurse. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse observes there are no other symptoms, the nurse will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse observes that there are no other symptoms, the nurse 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.

Upon entering the classroom, all students will wash their hands or apply hand sanitizer.

Drop-Off/Pick-Up Procedures

Students will be dropped off and picked up from school **without parents getting out of the car**. 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 school campus. 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 campus.

SOCIAL DISTANCING

Social Distancing Practices

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

Classroom Layout

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

The following considerations and recommendations are established as a guideline to support site leaders in how they set up classrooms and student groupings, as space will become an issue in maintaining proper physical distancing. Leaders will need to be creative and rethink



the design of school spaces and/or schedules to solve this challenge. For the sake of these guidelines students will be spaced six feet apart when feasible.

Setup Recommendations are as Follows:

- Remove as much soft material as possible
 - Rugs, pillows, etc.
- Any non school purchased furniture must be removed
 - Bookcases, chairs, etc.
- All in one desks provide most optimal spacing (site dependent)
- Round tables provide the least spacing (site dependent)
- Ensure students are not facing one another
- Assign seating
 - When possible, assign students to the same individual chair or desk to use throughout the academic period.
- Separate desks
 - Pull student desks apart to increase distancing, when possible
- Be cognizant of communal-use spaces such as cafeteria and library
 - Stagger their use and disinfect them in between uses.

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 school layout, certain hallways may be designated one-way.

Playgrounds/Recess

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 recess. Playground equipment will not be used. Students will be able to remove their masks if social distancing is feasible.

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."

Site Specific Procedures for Meal Services

- Students walking to pick up breakfast/lunch must wear a face mask and maintain social distancing as feasible.
- Teachers will create a routine for distributing meals and preparing a child's space to eat.
- Teachers will create a routine for cleaning up meals and area including handwashing procedures.
- Once a student finishes eating, their mask must be put back on.



- Students will eat at their desks and remain as distant as feasible. Desktop safety dividers will be used when students are eating lunch.
- Students will be prohibited from sharing lunch items with each other.

When eating in the classroom, students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location.

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 will be installed and adhesive tape placed on the floor six feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

Hand Hygiene

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 (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after breakfast,
- before and after lunch,
- 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 technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will clean the item after each use. Parents should also clean student belongings before/after school. Schools may also limit the use of backpacks.

Procedures

- Individual supplies will be kept in students' individual spaces.
- All efforts will be made to have forms, flyers, and other documents delivered in an electronic format.

Destinations 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.

Large-scale school/district events will be cancelled. Small-scale activities such as parent-teacher conferences may 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, Glendale Elementary School District will not offer field trips or organized sports.

Related Arts 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, choir, band, and 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. For example, there may be a focus on historical aspects of the content area such as art history or music composition. For physical education, a focus on nutrition may occur.

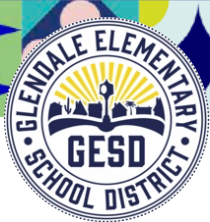
Visitors and Volunteers

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 social distancing, as feasible, and wearing a face mask.

Medically Fragile, Special Education Students

Students with underlying health conditions, mobility, developmental needs, and receiving specialized physical healthcare procedures will be supported through mitigation that will include increased student health checks by the nurse and staff in the classroom and increased social distancing and mask use for those who can wear a mask.

Families are encouraged to discuss safety concerns regarding return to class with their child's healthcare provider to determine needs. Classroom staff will use all appropriate prevention measures and will encourage students to do the same as able. Procedures will continue to be performed by trained staff members using appropriate precautions and protective equipment.



TRANSPORTATION SERVICES

Students will stand together, at the bus stop, while still observing social distancing guidelines. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained.

Bus Seating

GESD will transport those who rely on busing services and will spread out riders when feasible 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 may 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 Transportation Information

School buses will be disinfected with an EPA-approved product daily: once after the morning routes and once in the afternoon.

To assist in the prevention of potential spread, GESD will not offer field trips.

PROTOCOLS FOR EMPLOYEES

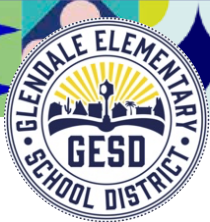
Protocols are established based on CDC Guidelines along with any federal, state or local orders.

All employees will be required to sign an Employee Acknowledgement of Responsibilities for Maintenance of Pay form.

Face Coverings

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

The District will require universal masking. Employees will be required to wear a cloth or surgical face mask. Staff members are required to universally mask during interaction with students or other staff with the exception of those who have trouble breathing or anyone who



is unconscious, incapacitated, or otherwise unable to remove a mask without assistance. In these cases, employees will notify their supervisor 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 Assistant Superintendent for Human Resources or their direct supervisor to request a reasonable accommodation in accordance with the Americans with Disabilities Act and begin the interactive process if they cannot safely wear a face mask.

All employees will receive one face mask, one gaiter mask and one face shield. Employees may bring their own cloth or surgical face mask to and from school. Schools and sites will have a limited supply of face masks available to provide employees who do not have their own. The District will also provide face shields as needed. There is no guarantee additional face coverings will be provided.

Wearing cloth and surgical face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation 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.

Masks with Exhalation Valves or Vents

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. Masks with one-way valves or vents allow exhaled air to be expelled out through holes in the material. This can allow exhaled respiratory droplets to reach others and potentially spread the COVID-19 virus. Therefore, CDC and Maricopa County do not recommend using masks if they have an exhalation valve or vent.

Returning to Work

Prior to employees returning to work, they will be sent a copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District will send the Employee Healthy Return to Work Guidelines that outlines the symptoms for which employees must screen each morning, as well as the expectation that employees will not report to work if they are exhibiting symptoms. The District will require, as part of the employee orientation and return to work, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

An employee will take his/her temperature at home and assess whether or not she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work.



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.

Employees are required to report to the Assistant Superintendent for Human Resources if they or a person who resides with them, have tested positive for COVID-19. If an employee believes they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from the Human Resources Department.

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:

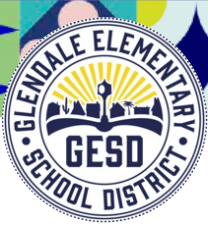
- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

Social Distancing

Employees are required to maintain a distance of at least six feet between individuals when feasible 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 social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

School and District Visitors

The District will limit nonessential visitors at each site except for the safety and well-being of students and staff. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report



to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols.

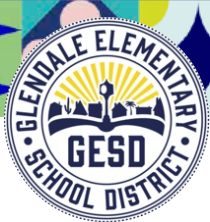
REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

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 an employee: Assistant Superintendent for Human Resources***Confidentiality must be maintained to the greatest extent possible.***
2. Please refer to the Healthy Return Back to Work Administrator Guide.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff and transported to an isolation room. The staff member will wear additional PPE (a face shield, gloves, etc.) and maintain a distance of at least six feet from the student at all times, unless there is an emergency. The school 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.
5. The principal/site supervisor will determine whether other employees or students may have been exposed to the positive individual (within six feet and for a prolonged period of time, typically longer than 15 minutes). If so, the site supervisor will notify the Assistant Superintendent for Human Resources. 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.

Employees or students who have developed COVID-19 symptoms 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 at that moment in time. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

Communicating and Consulting with Local Health Authorities

The Assistant Superintendent for Human Resources will be the point of contact for the Maricopa County Department of Public Health and/or Arizona Department of Health Services if there are verified employee cases in the facility or an increase in cases in the local area. The Assistant Superintendent for Behavioral Health and School Safety will be the point of contact for the Maricopa County Department of Public Health and/or Arizona Department of Health Services if there are verified student cases in the facility. The District will follow any additional guidance required by these departments.

Potential School Closures

At this time and depending on state government and/or health departments' criteria for closing an individual school, it is not known what would cause a school to close as a result of a COVID-19 outbreak at a particular campus. Once and if the District obtains that information, it will be communicated to employees, parents and families. In addition, the District will prepare to close the entire district, as was done in March 2020, if ordered by the State.

Note: In order to continue to receive funding, only the State has authority to close schools, not the local Governing Boards.

PROTOCOLS FOR CLEANING AND DISINFECTING

Protocols are established based on CDC Guidelines along with any federal, state or local orders.

Cleaning will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. Disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas. Each night, all facilities will be sanitized with Clorox Total 360 System electrostatic sprayers.

All facilities will be sanitized by a commercial janitorial service.

Air filters that mitigate the spread of COVID-19 will be installed.

Students are not permitted to use any sanitization or disinfectant to clean personal space. Teachers will wipe down frequently touched classroom spaces as feasible.



GESD TRAINING RESOURCES

CDC Video Resources:

- How to Wear a Cloth Face Covering
 - <https://youtu.be/dy9TzRwVWoA>
- What you need to know about handwashing
 - <https://youtu.be/fpXh2XHwMmE>
- Key Times to Wash Your Hands
 - <https://youtu.be/B5Aj1dNz0oo>
- I Think or Know I had COVID-19, and I had Symptoms. When Can I Be With Others?
 - <https://youtu.be/17aNUmMNVbs>
- Social Distancing
 - <https://youtu.be/Xdd2M40Leb0>

Required Staff Trainings/Readings:

- Coronavirus Awareness
- Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings
- Coronavirus: Cleaning and Disinfecting Your Workplace
- Reporting COVID-19 Illness
- Healthy Return to Work Guidelines

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/>

Maricopa County Public Health Department

<https://www.maricopa.gov/5460/Coronavirus-Disease-2019>