

Arizona Language Preparatory

Guidelines for Re-Opening ALP

Policies and Procedures

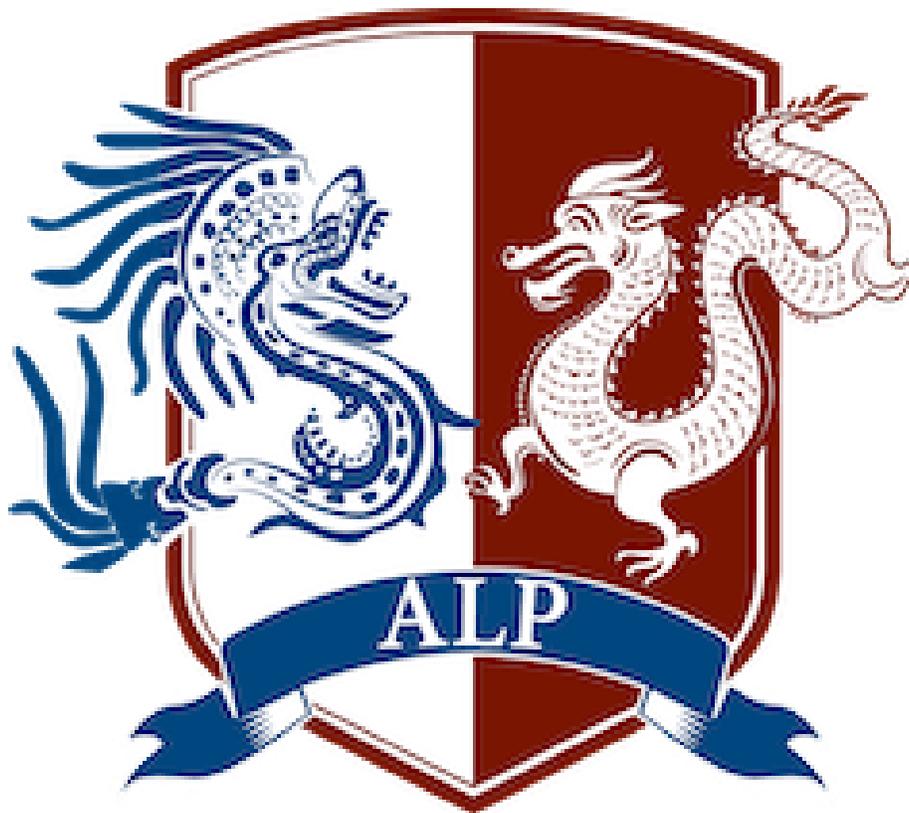


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PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

COVID-19 Protocols for Re-Opening Schools

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

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

STAFFING ASSIGNMENTS

The superintendent will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The superintendent will ensure that Arizona Language Preparatory has posters with messaging on handwashing and covering of coughs and sneezes located throughout, along with posters at the site entrance reminding individuals not to enter if sick.

The superintendent will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols. The office manager will work with the janitorial company to coordinate implementation of ALP’s cleaning protocols, including ensuring that sufficient cleaning supplies are available to our site, and as appropriate, students and staff.

The superintendent will coordinate and implement the protocols set forth in the **Step Two Protocols: Employees** section of this document for screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to Renita Myers (Superintendent),
- and informing Renita Myers (Superintendent) if absences of students and staff on any given day are above 25%, or if there appears to be a cluster of respiratory related illnesses.

The superintendent will coordinate with IES 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 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 will be directed to review a copy on the school website of the portions of these protocols that relate to students and visitors. As part of this process, ALP will send communication to all parents that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school if they are exhibiting any symptoms. The charter will require a signed acknowledgement from parents regarding these protocols.

The Office Manager is ALP's 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.

STEP 2 PROTOCOLS: STUDENTS ON CAMPUS

Step 2 Protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

DAILY HEALTH SCREENINGS

At home

Students must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough

- vomiting
- diarrhea
- or new loss of taste or smell

Parents/Guardians should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Please note that students will have the opportunity to make up work missed due to symptoms of COVID-19. Additionally, ALP will not give out attendance awards for the duration of the COVID-19 health crisis.

At school

Upon arrival at school, a staff member, wearing appropriate PPE, will visually check each student and take temperatures with a non-contact thermometer prior to students entering the school. If a student has visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, parents may be asked to take the student home with the following exceptions:

- If the student has a runny nose and the screener observes that there are no other symptoms, the screener 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 go to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the screener observes that there are no other symptoms, the screener 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 go to class.

ENHANCED SOCIAL DISTANCING

Basic social distancing practices

ALP staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals when feasible. When feasible, students will remain with the same groupings throughout the day.

Drop-off/Pick-up procedures

Parents/Guardians should drop off/pick up students without getting out of the car, unless express permission from the administrator is provided for good cause. If a parent has permission to get out of the car during drop-off/pick-up, the student should arrive at/leave school before or after assigned times for most students.

Classroom layout

Classroom floors will be marked with adhesive tape to indicate where individual desks/workspaces will be located. Desks will be positioned 6 feet apart when feasible. However, it is important to note that this spacing is not always possible due to the size

of the classroom and the number of students assigned to it. ALP is committed to distancing desks as much as possible. Desks will be positioned facing the same direction rather than facing each other whenever 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.

Playgrounds

Grade levels will be split into cluster groups for recess. Only one cluster is allowed at a time on playground equipment. Clusters will be assigned a specific time slot, with time slots to be scheduled such that there is sufficient time between classroom use that playground equipment can be disinfected before the next group uses it. Note: Teachers will be responsible for employing techniques to maintain social distancing during unstructured time. Teachers and students will be required to wash their hands following these activities.

Lunch

Lunches will be eaten in classrooms. Students are prohibited from sharing lunch items with one another. Students must eat at their assigned seat. Supervising teachers will wear gloves. Note: Parents are strongly encouraged to send packed lunches that children can open themselves.

Bathrooms

Students are not permitted to enter bathrooms in groups larger than the number of stalls/urinals in the bathroom. Posters reminding students of proper handwashing techniques will be displayed in bathrooms.

Front office

If a glass/Plexiglas divider is not already in place, install sneeze guards or other partitions in front of the front desk. If this is not feasible, place adhesive tape on the floor 6 feet from the front desk and post signage directing visitors not to come closer than the tape markings.

Hand Washing

All students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

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

Cloth Face Coverings

Pursuant to Executive Order 2020-51, all students, staff, and visitors are required to wear a face covering any time they are on campus with the following exceptions:

- a) when on the playground while able to maintain a physical distance of at least six feet apart from others
- b) during assigned breaks where the face covering may be safely removed.

A “face covering” is any fabric made of a soft material that covers the nose, mouth, and surrounding areas of the lower face. A face covering may be a surgical mask, cloth mask, bandana, scarf, or any other material that adequately covers the mouth and nose. Design, graphics, and colors for face coverings are subject to the same dress code requirements as other articles of clothing.

Face coverings are not required while eating but must be worn immediately after finishing a meal if otherwise required. Teachers will be directed to provide for and allow breaks for students to safely take off the face coverings outside.

If a student continually violates the face covering policy, and does not have an approved accommodation due to a disability, the student may be reassigned to the online learning program due to the direct threat to the health and safety of others when not wearing a mask

Student Belongings/Materials

Student belongings should be labeled with the student's first/last name and will be kept with students in classrooms. Belongings will be sent home for cleaning each day. Sharing of school supplies is prohibited.

If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or PE equipment), a staff member will wipe down the item with disinfectant after each use.

Trips and Activities

Field trips will be suspended until further notice.

School-wide Assemblies & Gatherings

School-wide assemblies during the school day are suspended until further notice. As an alternative, when feasible, school-wide assemblies will be held virtually with student groups remaining in their classrooms. Large-scale school events such as “Back to School Night” or on campus PTO events will be reconfigured to maintain social distancing.

Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document.

Specialized Classes

ALP offers Physical Education and Art. Some classes may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

STEP 2 PROTOCOLS: EMPLOYEES

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, must assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, provide the PPE to staff at no cost and train staff on its correct use.

Visitors to School

ALP will be limiting nonessential visitors and volunteers at school. Unfortunately, during this time, parent volunteers in the classroom during the COVID-19 health crisis are prohibited. Any other volunteers and/or visitors to the ALP campus will be required to wear masks.

Daily Screening

Employees will be prohibited to work on site if they exhibit any of the following symptoms:

- fever of 100.4 and higher or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough
- vomiting
- Diarrhea
- or new loss of taste or smell

Each employee will take his/her temperature at home prior to arriving at work. When the employee arrives at work, he/she will check in with the designated on-site staff person (Anne), maintaining at least 6 feet of distance and verbally confirming that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

Handwashing

All employees will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school

- after being outside for student physical activity
- before and after lunch
- after sneezing, coughing, or blowing nose
- and after physical contact with other staff or students

Enhanced Social Distancing

Employees will always be required to maintain a distance of at least 6 feet between individuals, unless this is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), have the staff member resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Cloth Face Coverings

Pursuant to Executive Order 2020-51, all students, staff, and visitors are required to wear a face covering any time they are on campus with the following exceptions:

- a) when on the playground while able to maintain a physical distance of at least six feet apart from others
- b) during assigned breaks where the face covering may be safely removed.

A "face covering" is any fabric made of a soft material that covers the nose, mouth, and surrounding areas of the lower face. A face covering may be a surgical mask, cloth mask, bandana, scarf, or any other material that adequately covers the mouth and nose. Design, graphics, and colors for face coverings are subject to the same dress code requirements as other articles of clothing.

Face coverings are not required while eating but must be worn immediately after finishing a meal if otherwise required.

Cleaning and Disinfecting

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

Daily cleaning and disinfecting will be arranged on all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools.

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

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

STEP3 PROTOCOLS: STUDENTS ON CAMPUS

Introduction Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. When Arizona Language Preparatory progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

Social Distancing

Introduction

During Step 3, staff members will continue to educate and regularly remind students to maintain 6 feet of distance between individuals possible. However, increased social interaction among classes is permissible.

Note: Nonessential visitors and volunteers at school may continue to be prohibited. If volunteers and visitors to school are permitted, they should be limited in number and must agree to adhere to the district's social distancing and other protocols.

Drop-off/Pick-up Procedures

During Step 3, the adopted drop-off/pick-up process with a prohibition on parents getting out of the car will be lifted.

Playgrounds

Clusters will continue to have staggered use time on playground equipment. Sufficient time between classroom use for disinfection of the playground equipment will be required.

Lunch time

Students will be assigned to a specific seat with a minimum of 3 feet between marked seats. Students will be prohibited from sharing lunch items with one another.

Trips and Activities

Field trips that can comply with the protocols in this document will be permitted only if the area to be visited is at a Step 3 of community mitigation. Teachers should continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences. School assemblies may be held in staggered groups to ensure that social distancing protocols can be maintained. Unless social distancing can be maintained with all students in the same room, school-wide assemblies must be held virtually with student groups remaining in their classrooms.

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below will be followed:

1. Immediately report the situation to Renita Myers, Superintendent, ONLY. Confidentiality will be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors. Arrangements will then be made to send the employee home in a safe manner. If the employee can self-transport, the employee will be permitted to leave campus. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home will be contacted by the 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 one staff member to supervise the student. The supervising staff member will wear PPE, or a cloth face covering and always maintain a distance of at least 6 feet from the student, unless there is an emergency. The staff member 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. Any areas that were exposed to the symptomatic employee or student will be cleaned and disinfected per CDC guidelines.
5. If other employees or students have been exposed to the symptomatic individual within 6 feet and for a prolonged period, the employee or parents/guardians will be notified of the potential exposure.
6. Please note, the name of the individual who has become sick will not be disclosed.
7. Notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
8. ALP will follow the [ADHS "Release from Isolation and Quarantine Guidance"](#) with employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test.