



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 following protocols will be implemented at Calibre Academy for the 2020-2021 school year.

STAFFING ASSIGNMENTS

At Calibre Academy, Rachelle Quinton, from the office, will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. Rachelle will ensure that the school has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

Calibre's Administration will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At Calibre, Robert LaBarbera, the facilities manager, will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

Calibre's administration will coordinate and implement the protocols set forth in the employees section of this document for screening of staff. They are responsible for:

- communicating any reported case of COVID-19 among the school population to the district office, and
- informing the district office if absences of students and staff on any given day are above 5%, or if there appears to be a cluster of respiratory-related illnesses.

The special education director 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.

In conjunction with district administration, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities. This will happen when sports/clubs resume at Calibre Academy.

Step 2: 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 sent a copy (or 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, the school will send communication to all parents that outline 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 any symptoms. The school will require a signed acknowledgement from parents regarding these protocols.

STUDENTS ON CAMPUS

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 will be informed on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.

Note: Calibre Academy will not be giving out perfect attendance awards for the duration of the COVID-19 health crisis.

On the bus

All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

A bus driver, wearing appropriate personal protective equipment (PPE), will visually check each student prior to the student boarding the bus. If a student exhibits visible symptoms,¹ the following steps will be taken:

- If the parent is at the bus stop, the student will return to their parent.
- If the parent is not at the bus stop, the student will be provided with a mask if they do not have one already, and—if possible—will be situated so as to be socially distanced from other persons.

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

At school

Upon arrival at school, each student will proceed directly to the student's first period classroom.

The teacher/aide will visually check each student for symptoms prior to students entering the classroom. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, will be taken to the front office. Parents may be contacted for pick-up with the following exceptions:

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

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

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

Enhanced Social Distancing

Basic social distancing practices

Calibre's staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.

Where possible, students will remain with the same groupings and the same teacher throughout the day. Schedules for middle school have been designed to allow the same groupings of students to move from subject to subject as much as possible.

Additional social distancing practices

Remote Online Learning Option: Calibre Academy will be offering an online option for the duration of the COVID-19 health crisis. The students will follow a set schedule as if they were attending school in person. The teacher will be teaching live and assigning independent practice throughout the day. Students will have a break during their regular lunch time.

Once the COVID-19 health crisis is under control, our goal is to get all students back into the classroom.

Drop-off/Pick-up procedures.

Drop Off: All students K-8th grade will begin school at 8:00 AM. The gates will open at 7:40 AM. Students should proceed directly to their homeroom class. Students in grades 5th-8th will be dropped off in the North parking lot off of Custer Lane. Students in grades K-4th grade will be dropped off in the South back parking lot off of Acoma. Families with more than one student should be dropped off in the South back parking lot unless all of the students are in 5th-8th grade.

Pick Up: In order to avoid students waiting in the cafeteria for their older sibling, the oldest sibling(s) will be dismissed at the younger sibling's dismissal time. Single students 3rd-8th will be dismissed on the North side off of Custer Lane. All other students will be picked up on the back South side off of Acoma. Dismissal times will be as follows:

Kindergarten is released at 2:30 PM (12:00 PM on early release days);
 1st – 3rd grade will be released at 2:45 PM (12:15 on early release days) and
 4th-8th grade will be released at 3:00 PM (12:30 PM on early release days)

Parents may park and pick up their student(s) at their designated drop off/pick up spot/time or drive through the drop off/pick up line without getting out of their car. At this time we are not allowing any parents on the campus. We are also not allowing any student that is not enrolled in Calibre on campus (including siblings and alumni). With the present circumstances, parents may not come in the school with their children and walk them to class.

Bus transportation seating options. The district may consider the following seating options related to operation of district buses.

To the greatest extent possible given bus capacity, students will be assigned to bus seats with one student per row and, when possible, an empty row between students. Where students can be assigned one per row, assign them to the seat closest to the window.

Additionally, following guidelines will be implemented.

- When bus capacity will not allow for one student per row and an empty row between students, require students to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Require staff to wear cloth face coverings when on a school bus unless a health condition prevents this.
- Load buses from back to front at bus stops, and unload front to back when at school (to minimize students passing by other students).
- Allow siblings to sit together if they wish.

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

Desks will be positioned 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it.

All desks will face the same direction rather than facing each other.

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

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

Hallways: 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:

The playground will be closed and students will not be able to use the playground equipment. Individual classes will be assigned specific time slots for students to be taken outside for physical movement, with social distancing to be maintained at all times. At recess, classes will be assigned a designated area outside on the field. Each class will receive a recess equipment bucket. No personal equipment will be allowed at school (for example a ball). Teachers and students will wash their hands following activities.

Lunch rooms:

The cafeteria will be used during lunch, with increased safety measures, including the following:

- Mark tables in the lunch room to indicate where students may sit.
- Assign students to a specific seat with a maximum of 3 students at a table.
- Several entrances will be used to enter and leave the cafeteria. Place markings on the floor to indicate where students should stand to maintain social distancing.
- Meals will be served on disposable food service items (trays, plates, etc.), if possible. All staff in the cafeteria will be wearing gloves.
- Students will not be allowed to share lunch items with one another.
- Breakfast will be served in the classrooms at the beginning of the school day.

Bathrooms. Students will enter the bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be directed to maintain social distancing. Posters will be displayed reminding students of proper handwashing techniques.

Front offices. A Plexiglas has been installed in the front office desk area. In addition, tape is on the floor for social distancing. Parents and students are asked not to poke their head under the glass.

Hand Washing

All students will be reminded to wash their hands with soap and water for at least 20 seconds, and/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

The wearing of masks will be determined by the City of Surprise/Maricopa County guidelines.

Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

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

Student Belongings/Materials

For all grades student belongings will be kept in individual bins or cubbies labeled with each student's name. Belongings will be sent home for cleaning each day.

There will be no sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), a staff member wipe down the item with disinfectant after each use.

Trips and Activities

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

School-wide assemblies will not be held at this time.

Large-scale school events such as "Back to School Night" or the fall festival will be cancelled at this time. Small-scale activities like "Meet the Teacher" or parent-teacher conferences will 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.

Birthday celebrations will happen at the end of each month. No parents will be allowed to attend. Treats may be sent in, however, they must be store bought and individually sealed. For example, cupcakes will not be allowed because they are not individually wrapped but Rice Krispie treats would be.

Specialized Classes

Some classes, such as science labs, choir, band, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

Special classes will take place in the special teacher's classroom. Most homeroom classes will be divided in two so that they can social distance in the special area classroom. Each student will have their own supplies and no supplies will be shared. If a supply has to be shared it will be properly sanitized after each use.

In order for the students to remain with their homeroom class there will be no electives. Specials will be switched every quarter.

Water Fountains

As of now all water fountains will be turned off. Students need to bring their water bottles labeled with their name each day. Students can refill their bottle from the faucets in their classroom. If a student forgets their water bottle, cups will be provided.

EMPLOYEES

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, administration, in conjunction with the district, must assess the school 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, PPE will be provided to the staff at no cost and the school will train the staff on its correct use.

Visitors to School

No visitors and volunteers at will be allowed in the school during COVID-19 health crisis.

Daily Screening

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,
- congestion or runny nose,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Handwashing

Employees will be required to wash their hands with soap and water for at least 20 seconds, and/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 need to maintain a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Cloth Face Coverings

Employees must wear masks when mandated by the City of Surprise/Maricopa County. If there is no mandate by the City of Surprise/Maricopa County, employees will be encouraged, but not required, to wear cloth face coverings during interactions with students or other staff. Staff will need to wear cloth face coverings, unless a health condition prevents this, when on school buses and when physical layout does not allow for maintenance of 6 feet of space between individuals. If the staff member needs a reasonable accommodation due to disability, have him or her contact his/her direct supervisor to request a reasonable accommodation and begin the interactive process.

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

Cleaning and Disinfecting

Prior to reopening, the water systems are inspected to ensure that they are safe for use. The water system is always running. This will help to minimize the risk of waterborne pathogens that cause illnesses such as Legionnaires' Disease.

Facilities will conduct daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools. Sports equipment, and any other shared items (if they are being used) will be cleaned between uses by groups of students.

Desks and workspaces will be cleaned and disinfected on a daily basis.

Schedules will be assigned for the janitorial staff for increased cleaning of surfaces and bathrooms throughout the day.

STEP 3 PROTOCOLS: STUDENTS ON CAMPUS

Introduction

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. The local health officials will be contacted for guidance. When Calibre Academy progresses to Step 3, the Step 2 protocols will remain in place with the following exceptions:

Social Distancing

Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Staff members should continue to educate and regularly remind students to maintain 6 feet of distance between individuals at all times possible. However, increased social interaction among classes is permissible.

Note: Nonessential visitors and volunteers at school will continue to be prohibited. As COVID 19 cases significantly decrease, this will be re-evaluated.

Communal spaces

Playgrounds. Students will be permitted to use the playground equipment and it will be routinely sanitized.

Lunch rooms. Will remain the same as step 2.

Cloth Face Coverings

The wearing of masks will be determined by the City of Surprise/Maricopa County guidelines.

Students will not be required to wear cloth face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.

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

Trips and Activities

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 should be followed:

1. Immediately report the situation to Rachelle Quinton ONLY. Confidentiality will be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, employee will be separated from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport will be arranged to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. The areas that were exposed to the symptomatic employee or student for a prolonged period will be closed off. Calibre Academy will wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).
5. The school will determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, those individuals (or, in the case of students, their parents) will be notified of the potential exposure. The name of the individual who has become sick WILL NOT be disclosed. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two scenarios has occurred:

Scenario one

- At least 3 days (72 hours) have passed since recovery, which is defined as:
(a) resolution of fever without the use of fever-reducing medications; and
(b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged.

OR

Scenario two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).