Plan for Reopening
2020-2021

PLC Charter Schools
Arts Academy at Estrella Mountain

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Our Vision

To instill a desire in students to become life-long learners, empowered with the ability to have a positive effect on the global community.

Our Mission

To establish a Student-Family-Teacher-Civic relationship that develops and sustains a Professional Learning Community where arts and technology combine with academics and real-life skills to educate and enrich the whole individual.

PLC Charter Schools
Arts Academy at Estrella Mountain
COVID-19 PROTOCOLS FOR SCHOOL REOPENING

The following protocols will be implemented within any school entity operating under PLC Charter Schools:

STEP ONE PROTOCOLS FOR HAVING STUDENTS ON CAMPUS

DAILY SCREENING

Daily Screening at Home

- Parents/Guardians should screen students for the following symptoms each morning and must keep students at home if any symptoms are present.
- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
    - Vomiting
    - Diarrhea
- New loss of taste or smell
- Students will have the opportunity to make up work missed due to symptoms of COVID-19. Additionally, students will continue to have access to the school's online learning curriculum while at home.

Daily Health Checks at School

- Upon arrival at school, each student will go directly to their classroom
- Students will pass through a non-contact temperature station upon arrival
- Thermometers will be disinfected between uses according to the manufacturer's instructions if required.
- Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the front office.

Parents may be contacted for pick up with the following EXCEPTIONS:

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

- Students' temperatures may be checked randomly throughout the day

All student health information will be maintained confidentially.

HAND WASHING

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

- upon arrival at school (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
- after sneezing, coughing, or blowing nose

ENHANCED SOCIAL DISTANCING

Cloth Face Coverings

Students will be required to wear cloth face coverings when on campus as required by Maricopa County and City proclamations. If a health condition prevents wearing a cloth face covering, the school will communicate with parent and student to find an appropriate alternative, such as a plastic shield or distance learning. Cloth face coverings are not surgical masks or other medical personal protective equipment.

Students will not be required to wear cloth face coverings during physical education courses and other physical activities as determined by school staff, though they may voluntarily wear face coverings at any time.

Students should bring their own cloth face coverings to and from school, but schools will have a supply available to provide students who cannot afford or do not have their own coverings.

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

Social Distancing
Students will be educated and reminded regularly by staff members to maintain 6 feet distance between individuals at all times possible.

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle and high school students will be designed to allow the same groupings of students to move from subject to subject as much as possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

Prior to the start of the school year, parents will receive a survey regarding interest in distance learning curriculum. Classroom capacity will be determined after survey results are received.

Drop-off/Pick-Up Procedures

Parent drop-off/pick-up procedures recommend parents to drive-thru drop-off/pick-up with prohibition on parents getting out of the car while in the drive through drop-off/pick up lane. If a parent would like to get out of the car for drop-off and/or pick-up, they will be required to park in a designated parking area, follow social distancing guidelines and be required to wear a face covering while on school property. Parents will not be allowed into the building 30 minutes prior or 30 minutes following release.

Classroom Layout
Desks will be placed as far apart as possible given the physical layout of each classroom and desks will face the same direction rather than facing each other. Large tables for groups of students will not be used unless they are the only option.

Students and Teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

Communal Spaces (Playgrounds, Lunchrooms, Bathrooms, Front Office)
<u>Playgrounds</u>

- No more than one grade level at a time may be on playground equipment.
- Classes will be assigned a specific time slot and time slots will be scheduled to ensure the safety of students and staff

- Time between classroom use that all of the playground equipment can be disinfected before the next group uses it
- Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time

Lunchrooms
Lunches will be served by class and cohort to limit mixing of student groups.

Bathrooms
The number of students in the bathroom will be limited to allow students to keep an empty sink between them during handwashing. Bathrooms will be closed during recess and passing time unless a teacher is present as a chaperone and teachers will monitor restrooms during high-volume times

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

Front Offices
If a glass/plexiglass divider is not already in place, sneeze guards or other partitions will be installed on/at the front desk.

Visitors to School
The School will be limiting nonessential visitors and volunteers to school. Parent volunteers will not be utilized in the classroom during the COVID-19 health crisis.

Student Belongings
For younger grades, student belongings will be kept in individual bins or cubbies labeled with each student's name.

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

CLEANING AND DISINFECTING

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. If any of the following are being used, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use (e.g., after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

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

School-wide assemblies will not be held with students in the same physical location. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies are encouraged to increase the sense of community among students and staff.

Extracurricular activities should be limited unless the activity can be conducted in compliance with these protocols.

STEP TWO PROTOCOLS FOR EMPLOYEES

EXPOSURE ASSESSMENT
Prior to allowing employees to report to work, School administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether personal protective equipment ("PPE") is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

DAILY SCREENING
Employees may not report for work if they have any of the following symptoms:

Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Each employee's temperature will be taken by a designated staff member when the employee reports to work. Designated staff member will have access to a non-contact thermometer which shall be used If an employee's temperature is above 100.4, the employee will be sent home for the day. Employees are directed to stay home if they have any of the symptoms identified above and must self-report any symptoms that develop during the day.

Each employee will also take his/her temperature at home prior to arriving at work. When the employee arrives at work, the employee will check in with the designated on-site staff person and, remaining at least 6 feet from the designated staff person, will verbally confirm 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 wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

ENHANCED SOCIAL DISTANCING

Employees are reminded to maintain six feet between individuals at all times unless it 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 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 and will wash hands and disinfect any surfaces touched.

CLOTH FACE COVERINGS

At all times, all employees will wear cloth face coverings or PPE, if PPE is determined necessary for the position. If an employee cannot wear a face covering due to a disability, the employee should contact his/her immediate supervisor to discuss accommodations.

If a staff member is alone in his/her work area or school transport vehicle, the cloth face covering may be removed but must be on before students or other staff arrive and the work area disinfected.

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

CLEANING AND DISINFECTING

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

The AAEM campus maintenance staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

STEP THREE NOTIFICATION PROCESS

IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS WHILE ONSITE

- The individual will be asked which symptoms they are displaying and how long they have experienced each symptom.

- The situation will immediately be reported to the Principal (or site administrator if Principal is not present) ONLY. Confidentiality will be maintained to the greatest extent possible.

- If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors and arrangements will be made to send the employee home in a safe manner. If the employee can self-transport, the employee will leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.

- If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. Staff are always required to wear cloth face covering and will always maintain 6 feet distance from the student unless there is an emergency. A parent/emergency contact will be notified immediately to pick the student up. If the student appears to be in medical distress, 911 will be called.

- Any areas that the symptomatic employee or student were in for a prolonged period will be immediately closed off, cleaned and disinfected.

- We will determine whether other employees or students may have had "direct contact" with the symptomatic individual. If so, we will notify those individuals (or, in the case of students, their parents) that an employee/student was sent home because they exhibited COVID-19 related symptoms and request that they monitor their health for symptoms. Direct contact is defined as being 6 feet or closer to the positive person for 15 minutes or more.

- Employees or students who have developed COVID-19 symptoms may not return to the site until one of the following options has occurred:

  Option one
  - Present a physician note indicating symptoms are related to something other than COVID-19 (i.e., allergies) and individual is clear to return to school/work.

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

  OR

  Option three

- 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 negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens).

IF AN EMPLOYEE OR STUDENT REPORTS A POSTIVE COVID-19 TEST

- We will ask the individual (or parent) to provide a list of people on campus that the positive person had direct contact with during the 14 days before the onset of symptoms or a positive test result.

- Follow the notification protocols listed below.

- If possible, custodial staff will wait 24 hours before cleaning and disinfecting those areas. However, if the area must be used, cleaning and disinfecting will take place immediately on the same workday and staff will wear PPE while cleaning. During that time, if feasible, open windows or outside doors to increase air circulation in those areas.

- Employees or students who have developed and reported a positive COVID-19 test may not return to the site until either of the following two options has occurred:

<u>Option one</u>

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

OR

<u>Option two</u>

- 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 negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens).

NOTIFICATION TO STUDENTS/EMPLOYEES OF POSSIBLE COVID-19 EXPOSURE

When Administration becomes aware that a student or staff member has tested positive for COVID-19, or has not been tested but is demonstrating of COVID-19 symptoms of difficulty breathing, loss of sense or smell, fever, or coughing, the following steps will be taken:

- Make a list of individuals who had direct contact with the positive person during the previous 14 days.

- Contact the adult individuals identified as having been in direct contact and advise him/her that s/he has a possible exposure at work due to someone who tested positive and ask questions regarding whether the individual has consistently worn masks while at work and whether the individual is experiencing any symptoms.

- Provide written notification of possible exposure to those individuals who had direct contact with the positive person during the previous 14 days. **If there is reason to believe that there was direct contact during which either individual was not wearing a cloth face covering, require the possibly-exposed individual to stay home for fourteen days from the last date of exposure to the individual who tested positive OR until such time as the individual can provide a negative COVID-19 test.**

  - For employees:
    - If the individual is able to telework, assign telework tasks during the period of self-isolation.
    - If the individual is not able to telework, provide information about leave options
  - If the individual is a student, provide distance learning for the period of self-isolation.

- Provide written notification of a positive COVID-19 case on site to members of the community.

Personal identifiable information about the individual who tested positive will not be released in written or verbal notifications.