



2020-21 SCHOOL YEAR REOPENING AND MITIGATION PLANS (COVID-19)

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

STAFFING ASSIGNMENTS

The Governing Board Chairman and the Principals will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The Chair will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout the facilities, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator or designee will coordinate physical distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the facility manager will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a site administrator, or other designee 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 Jennifer Whitmire, HR Manager, and
- informing Jennifer Whitmire if absences of students and staff on any given day are above 10%, 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 school administration, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA), Canyon Athletic Association (CAA) and CDC recommendations for athletic activities.



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 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 school will require a signed acknowledgement from parents regarding these protocols.

The Assistant Principal at each school will be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of in-person 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

Inform students and parents that 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.

Also, inform parents via registration documents, 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 symptoms are present. Assure parents that students will have the opportunity to make up work when absent due to symptoms of COVID-19.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

Transportation to off-site classes

A van driver or aide, wearing appropriate personal protective equipment (PPE), will visually check each student prior to the student boarding the van. If a student exhibits visible symptoms, the scholar shall go to the front desk and contact parents.

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 van.

Scholars should wear a mask when in the van due to the inability to physically distance safely.

At school

We recommend all students wash their hands prior to entering their first period classroom.

A staff member will visually check each student for symptoms upon entering the classroom. Teachers will also screen scholars by asking if any are exhibiting symptoms. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, will be sent to the front desk. Parents will be contacted for pick-up with the following exceptions:

- If the student has a runny nose and a staff member observes that there are no other symptoms, the front desk 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 a staff member observes that there are no other symptoms, the parent will be contacted 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 Physical Distancing

Basic physical distancing practices

Have staff members educate and remind scholars to regularly maintain social distance between individuals as much as possible.

Drop-off/Pick-up procedures

Recommended that parents drop off/pick up students without getting out of the car. Parents should not drop off student(s) more than 30 minutes before the start of class.

Bus/van transportation to games, trips, and tours. The school may consider the following seating options related to operation of school buses.

To the greatest extent possible given bus capacity, assign students 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. Maintain maximum bus ventilation at all times, including open windows (weather permitting). Set ventilation to non-recirculating mode.

Classroom layout. Position desks and tables to face the same direction rather than facing each other.

Instead of grouped seating, encourage teachers to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

Lunch area:

Scholars will eat in the regular lunch area with increased safety measures, including the following:

- Spread out tables
- Limit multipurpose room seating to the number of assigned seats.
- Require students lined up for lunch distribution to be spaced out appropriately.
- Lunch items will be distributed by staff wearing gloves.



Front offices. Limit unnecessary trips and the number of people to the school or front desk. Use email or call when possible. **Prior to dropping off scholar(s), please review with scholars each day that homework and lunches have been packed. These are not necessary visits to the school. We cannot accommodate parents bringing homework and lunches to the front desk during this time.**

Hand Washing

Require all students 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 their nose.

Face Coverings

Students and staff shall wear a face covering when physical space does not allow for maintenance of 6 feet of space between individuals. Students will not be required to wear cloth face coverings during physical activities and when physical 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 face coverings, and alternate methods of protection will be discussed by parents and staff.

Students should bring their own face coverings to and from school. The school will have masks available in the event a scholar should not have their own.

For our full face covering policy, [click here](#).

Student Belongings/Materials

Supplies shared between scholars will be cleaned.



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.

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, school 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

Limit nonessential visitors and volunteers at school. Limit use of parent volunteers in the classroom during the COVID-19 health crisis.

Daily Screening

Do not allow employees 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.



Have each employee take his/her temperature at home prior to arriving at work. When the employee arrives at work, have the employee check in with the designated on-site staff person, 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

Require employees to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer 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 Physical Distancing

Require employees to maintain a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, for a scholar's safety, less space is required. If a situation arises that requires a staff member to touch a scholar or another staff member (for instance, if a scholar is having a physical emergency), have the staff member resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Face Coverings

In general, anyone entering a Heritage Academy facility must wear a face covering. A face covering may include a face mask or face shield. N95 masks are not required, but allowed.

Visitors will be limited on campus. For school business, please call or email questions to the front office. Visitors must wear a facial covering.

The covering must be worn in all hallways, public spaces and common areas, as well as office spaces where multiple people are present if physical distancing of six feet is not possible. In the classroom where desks or tables are spread apart or are arranged where all scholars are facing forward, facial coverings are optional. The terms "public spaces" and "common areas" include classrooms, restrooms, elevators, stairwells, and other gathering areas. Coverings are required outdoors if safe physical distancing and gathering practices are not possible.



Cleaning and Disinfecting

Arrange for daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools. The lunch tables, athletic equipment and any other shared items must be cleaned between uses by groups of students.

Inform staff that they are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

Assign schedules to 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. When a school, or a specific school site, progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

Physical Distancing

Introduction

Physical 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 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 school's social distancing and other protocols.

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 should be followed:

1. Immediately report the situation to Jennifer Whitmire for faculty. Notify the school Assistant Principal for scholars who become sick. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee 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, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a healthcare provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member 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. 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, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
5. 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:
 - 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

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 test.

This plan is subject to change and modification as Heritage receives additional information from State and Local authorities.

Frequently Asked Questions:

Q: How will my children learn if they are out sick?

A: All assignments will be posted to each teacher's Google Classroom.

Q: What if my child needs help when they are home sick?

A: Teachers will publish virtual office hours when they are available to help.

Q: What health screenings will be conducted?

A: Teachers will survey students at the beginning of class to check wellness. Staff will have access to digital thermometers to check temperatures as needed. Staff will visually assess the health of students in relation to COVID symptoms. Parents should conduct a health check at home prior to sending a student to school.

Q: When is it okay to keep my child home from school?

A: Please keep your scholar home if they have a fever, are vomiting, or exhibit COVID or flu-like symptoms. Work with your doctor on a return-to-school schedule. If your child tests positive for COVID-19, please let the front office know.



Q: Is my child's citizenship grade affected if they are absent?

A: Citizenship points will no longer be tied to attendance. They will continue to reflect scholars' arriving to class on time, preparedness for class, and appropriate behavior in class.

Q: Are perfect attendance awards still in effect?

A: We are temporarily suspending the "Perfect Attendance Award" for the 2020-2021 school year.

Q: Will late work be accepted?

A: Late work (from excused absences only) will be accepted for full credit according to each teacher's policy as outlined in their syllabus.