



Academia Del Pueblo Elementary 2020-2021 School Year

Benchmarks and Measures for Reopening School for In-Person Learning Safety Mitigation Plan Face Covering Policy

Academia del Pueblo (ADP) has diligently been planning and preparing for reopening for the 2020-2021 school year, while ensuring the health, safety, and well-being of students, staff, and community. Countless individuals have invested their time and expertise to develop a plan which provides educational choices for our families and safe learning environments. In addition to increased health and safety measures for a return to in-person instruction, the plan includes contingency scenarios should it be necessary to move instruction online or delay opening. To meet the various needs of our students and families, Academia del Pueblo is offering a full spectrum of learning choices.

Plan A: Regular Schedule. All students return to in-person learning, five (5) days per week.

Plan B: Hybrid Model. Students categorized into two groups (Gold & Maroon). Students with the same family/household will share the same group. The hybrid schedule is as follows:

Monday & Tuesday

Gold Group – Physically at school. Full Day
Maroon Group – Online with Independent Work

Wednesday

All Students 100% Online – Deep Cleaning of Campus

Thursday & Friday

Maroon Group – Physically at school. Full Day
Gold Group – Online with Independent Work

Plan C: No Students on campus. 100% Online Remote Learning

ADP's decisions regarding reopening plans have been guided by the latest recommendations from the Centers for Disease Control (CDC), the Arizona Department of Education (ADE), the Maricopa County Department of Public Health (MCDPH), state and local governments, and input from Academia Del Pueblo families, educators, staff, and community members. ADP recognizes that circumstances and guidance related to COVID-19 may continue to evolve throughout the coming school year and will continue to adapt plans to respond to those changes.

Benchmarks and Measures for Reopening School

In alignment with the Governor’s most recent executive order, Academia del Pueblo Elementary has adopted reopening criteria for in-person learning that align closely with the recommendations provided by the Arizona Department of Public Health.

The Maricopa County Department of Public Health recently launched its Data Dashboard, which includes its metrics for reopening schools safely. That dashboard can be found here <https://www.maricopa.gov/5594/School-Metrics>. To help parents and stakeholders better understand the metrics, ADP is using a “traffic signal” description:

- A “Green Light” signals a return to in-person learning based on a 14-day average testing positivity rate below 5% AND daily cases less than 10 per 100,000 population.
- A “Yellow Light” signals caution for a possible return to in-person learning based on a 14-day average testing positivity rate between 5% and 10% OR daily cases between 10 and 100 per 100,000 population.
- A “Red Light” signals a stop to in-person learning and a return to online learning based on a 14-day average testing positivity rate above 10% OR of daily cases more than 100 per 100,000 population.

Community Spread Benchmark Table

Benchmarks	Minimal	Moderate	Substantial
Cases	< 10 cases/100k	10-100 cases/100k	> 100 cases/100k
Percent Positivity	< 5%	5-10% *	> 10%
COVID-like Illness	< 5%	5-10%	> 10%

ADP Re-Opening Plans and Learning Scenarios

Learning Scenario Plan A	Learning Scenario Plan B	Learning Scenario Plan C
Minimal Community Spread	Moderate Community Spread	Substantial Community Spread
Safe to implement Plan A, In-Person Learning	May consider implementation of Plan B, Hybrid Model	Not Safe for In-Person Learning, 100% Online

Given the fact that ADP is a true school of choice, and that ADP families reside in over 21 different zip codes throughout the greater Phoenix Metropolitan area, it is difficult to pinpoint the exact Community Spread Data taking into consideration all zip codes. Although all 21 zip codes have different community spread data, ALL zip codes are currently in the “Red Light” scenario, which recommends 100% online student learning.

As of August 27, 2020, Maricopa County has reported the following for our service area:

Overall Risk Level is:

Substantial

Recommended Learning Scenario is:

Virtual w/ onsite support

Safety Mitigation Plan

These are the COVID-19 Protocols for students, staff, families, visitors and anyone entering the campus of Academia del Pueblo Elementary.

Points of Contact, Training & Communication

Points of Contact

The School Principal will coordinate and deliver all internal messages to staff.

Friendly House, Inc. will work collaboratively with the School Principal in the coordination of messages to students, parents, and the community regarding reopening, possible closure, and other COVID-19-related information. The school’s Administrative Team 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. Communications will be delivered in Spanish and English.

The school’s Administrative Team will coordinate physical distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

The school’s Operation Manager, in conjunction with the Maintenance Supervisor, will coordinate the implementation of cleaning protocols, including ensuring that sufficient CDC-approved cleaning supplies are available to custodial staff and, as appropriate, students and staff.

The School Principal, in conjunction with the School Nurse and Friendly House COVID-19 Task Force, will coordinate and implement confidential reporting of COVID-19 cases and absences for students and staff:

- Communicating any reported case of COVID-19 among staff members to the Director of People Services and among students and families to the Friendly House COVID-19 Task Force, and

- Informing the Friendly House COVID-19 Task Force 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. Staff attendance will be monitored daily by People Services while student attendance will be monitored daily by the school's Student Data Specialist.

The Vice Principal (Special Education Director) will coordinate with the appropriate resources to ensure the needs of Special Education students and students with special needs are being met in the context of the implementation of these safety protocols.

In conjunction with School Administration, the Athletic Director (PE Teacher) and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities when athletic programs are being reviewed to resume.

Training

Prior to students returning to campus, all staff will be trained on the implementation of these protocols. Supervisors will ensure training is completed and reported to People Services. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures. All staff is required to complete a suite of trainings related to COVID-19 and complete a form that indicates completion. Trainings must be debriefed with supervisors and teams. Trainings will include:

- Coronavirus Awareness
- CDC Guidelines for Face Coverings
- Cleaning and Disinfecting Your Workspace
- Managing Stress and Anxiety
- Preparing Your Household

Family Communication

Prior to students returning to campus, parents will be provided the protocols that relate to students and visitors on campus. 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 or placed on the bus if they are exhibiting any symptoms. The school will require a signed acknowledgement from parents regarding these protocols. The school administrative team will confirm all parents have acknowledged and signed the protocols before their children return to school.

Protocols: Students on Campus

Daily Health Screenings

1. Before Leaving Home

Inform students and parents that students must not come to school if they exhibit any of the following symptoms (adjusted according to current CDC Guidelines):

- 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
- new loss of taste or smell

The information regarding daily health screenings will be distributed in digital and paper format to all families in both English and Spanish.

Also, parents will be informed via registration documents, on the school website, and via email/phone 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. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

School will not give out attendance awards for the duration of the COVID-19 health crisis. In addition, tardy slips will not be used for the duration of the COVID-19 health crisis.

2. Entering & Riding the School 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. Face masks are required by all students and staff before entering the bus.

The 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, 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 already have one and will be situated so as to be physically distanced from other persons on the bus. Students suspected of being ill must be escorted directly to the Nurse's office upon arrival at school by a staff member of the school.
- If a student has a chronic condition such as allergies or asthma, parents will 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.

Communication will be sent to parents emphasizing expectations concerning 6 feet social distancing while gathering at bus stops. If possible, students should wait in parent vehicle until bus arrival at the bus stop.

3. Upon Arrival at School

Each student will immediately wash their hands and proceed directly to their classroom. Breakfast in the classroom will be instituted for all grade levels and in all classrooms.

Classroom teachers or designated staff members, wearing appropriate PPE, will visually check each student and take temperatures with a non-contact thermometer after eating breakfast. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, will be taken to the Nurse's office where "sick" and "well" areas have been constructed. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose 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.
- 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.

A second check will occur at the end of the school day, following the same protocol described above.

Social-Emotional Well-Being

Students' social-emotional well-being will be assessed when school reopens, with additional support provided for students showing signs of mental health concerns, including trauma. Schools will incorporate trauma-informed practices and social-emotional learning into classroom instruction in a manner that supports equity and inclusion and reflects cultural responsiveness.

Enhanced Physical Distancing

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 staff throughout the day. Schedules will be designed for middle school and departmentalized students to allow the same groupings of students to move from classroom to classroom as much as possible. Steps will be taken for School Administrators, in coordination with the School Safety Team, to consider reducing class sizes as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

1. Drop-off & Pick-up Procedures

Academia del Pueblo (ADP) will review current duty procedures to expand the number of staff available for duty during drop-off and pick-up to provide additional capacity for assisting students and families. ADP will review current layouts to consider potential expansion of drop-off and pick-up locations to ease the potential of crowding.

Pick-up and drop-off procedures may be reviewed to determine possible modifications that could include staggered times, expanded bus service, and alternate locations for walker/parent drop-off and pick-up.

During Pick-up and drop-off, parents are required to remain outside the designated Safe Zone Barrier, unless express permission from a school administrator is provided for good cause. If a parent has permission to enter beyond the designated Safe Zone Barrier, the student should arrive and leave school before or after assigned times to allow for minimal crowding and maximum social distancing at the beginning and ending of the school day.

2. Bus Transportation Seating Options

To the greatest extent possible given bus capacity, transportation staff will:

- load buses from back to front, and unload from front to back
- seat students on buses with as much distance as possible. While the goal is one student per seat, in the case of students from the same household, up to 3 students per seat will be allowed.
- maintain maximum bus ventilation at all times, including opening windows
- set ventilation to non-recirculating mode.

The transportation department will develop routes and seating guidelines for each route. These routes and seating guidelines will be modified throughout the first semester of school based on collaboration with schools and families.

In addition, the following expectations will be enforced, modeled and reinforced by transportation staff:

- Staff and students are required to wear a face covering at all times when on a school bus, for the entire route, unless a health condition prevents this.
- Siblings or students who share a common household may sit together.
- Assigned seating must be created and reinforced on all buses.

All buses will be thoroughly cleaned and disinfected after each route.

3. Classroom Layout

Due to the size of a classroom or the furniture used in a classroom, six feet of physical distancing may not be possible. Where possible, students should sit in individual desks six feet apart, facing the same direction rather than facing each other. All students and staff are required to wear face coverings when in a classroom unless a health condition prevents this. For classrooms with tables or flex seating, the following guidelines should be followed:

- Separate tables as much as possible.
- Install partitions between students' seats, if feasible.
- Create individual storage systems, such as seat sacks.

Given the extreme challenge of physical distancing within classrooms, it is important that:

- Students remain in the same cohort throughout the day, and when appropriate, conduct special area classrooms using videoconferencing technology or with special area teachers conducting class within students' homeroom classrooms.
- Interactions between cohorts is limited if not altogether eliminated.
- Face covering expectations are enforced, modeled and reinforced.
- Hand washing expectations are enforced, modeled and reinforced.

5. Communal Spaces

Hallways, Walkways and Breezeways: Mark hallways, walkways and breezeways and walkways with adhesive tape or decals 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. If possible, students should maintain six feet of distance between one another when moving through hallways. In addition, students and staff must wear face coverings when moving through hallways and breezeways.

Playgrounds, Fields and Courts: Allow no more than one class at a time to use designated fields and courts that can be used in line with the guidelines that follow:

- Assign classes a specific time slot.
- Avoid use of playground equipment.
- Employ techniques to maintain physical distancing during unstructured time.
- Require teachers and students to wash their hands following activities.
- Recess kits will be developed for use by cohorts, as time permits.

6. Cafeterias and Multipurpose Rooms

Multipurpose rooms and cafeteria will be closed while breakfast and lunch are prepped. Breakfast will be consumed in classrooms and on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, food service staff will collect all items while wearing gloves. Students are not permitted to share lunch items with one another.

- If a classroom has a student with food allergies, convene a 504 team to discuss appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as physical distancing can be maintained in the alternate location).
- Each classroom will be equipped with additional open trash cans designated specifically for breakfast and lunch disposal.

Lunch will continue to be served in the cafeteria, however, staggered lunch schedules will be developed, as will assigned seating charts to allow for maximum social distancing:

- Cafeteria benches will be spread out in the gymnasium a minimum of 6 feet apart.
- Cafeteria benches will be facing one way.
- Grades K-4 – a maximum of three (3) students per bench
- Grades 5-8 – a maximum of two (2) students per bench

7. Bathrooms

Students will be permitted to enter bathrooms in groups no larger than the number of stalls or urinals in the bathroom, and direct them to maintain physical distancing. If feasible, add sneeze guard partitions to sink areas. If sneeze guards or partitions are not possible due to physical layout or cost, a limit on the number of students in the bathroom will be enforced to allow an empty sink between students during hand washing. Finally, posters reminding students of proper hand washing techniques will be displayed.

- Capacity signs will be posted outside each bathroom to ensure everyone knows the bathroom capacities.
- Sign-in and sign-out sheet will be used in all classrooms to trace when students leave classrooms for the bathroom, when the bathroom is used, and when a student returns to class.
- Teachers will identify the bathrooms that are used by staff and students regularly, and work to make sure teachers communicate to not cross paths with other teachers, especially with whole classroom bathroom breaks.
- Where feasible, six feet marking spaces should be used on the floor leading up to sinks to ensure proper distancing as well as outside of the bathroom door for those waiting.
- If possible, sneeze guards will be placed in bathrooms where there are rows of sinks.
- Ensure exterior sinks are operational and used for thorough hand washing
- School will create a system during recesses to ensure students do not congregate in the bathrooms.

8. Front Office

Plexiglass is installed to form a barrier to the front desk and office staff. Adhesive tape or decals will be placed on the floor six feet from the front desk to ensure physical distancing of visitors as they await service at the front desk.

- School Safety Team will determine where markers need to go in the office and nurse's office to ensure physical distancing.
- School Safety Team will work with maintenance team to ensure safety measures are installed prior to students returning to campus.

Health and Safety Protocols: Students

Hand Washing

Students 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:

- Upon arrival at school or the classroom (use hand sanitizer if there is no sink available).
- After being outside for physical activity.
- Before and after lunch.
- Prior to leaving school for home.
- After sneezing, coughing, or blowing nose.
- Where sinks are not available for hand washing, sanitization stations will be available.
- Video reminders of routines and procedures to ensure proper hand washing will be created, modeled, enforced and reinforced by staff members.

Cloth Face Coverings

Students are required to wear cloth face coverings or a face shield, subject to the health condition exception stated below* when physical space does not allow for maintenance of six 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.

- ADP will have twice as many reusable face coverings as it has students so it can collect and wash with a replacement ready.
- ADP will have age-appropriate sized masks for all grade levels.
- Purchases and donations of face coverings have already been secured.
- An internal system will be created for washing and drying masks.
- Central messaging over school loudspeakers will be created to enforce face coverings being worn at schools with care instructions.

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

Students may bring their own cloth face coverings to and from school. School will have a supply of face coverings available to provide students who cannot provide their own. School will provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face guards, which provide protection for the wearer, will not be required or provided, but are permitted.

Student Belongings & Materials

For younger students and where possible, student belongings will be kept in individual bins or cubbies labeled with each student's name. Belongings and materials (other than iPads) will not be transported between home and school.

Sharing of school supplies among students is not permitted. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks and toys), a staff member will wipe down the item with disinfectant after each use.

Trips & Activities

Field trips are canceled until further guidance comes from the Arizona Department of Health Services. Teachers are encouraged to use virtual learning opportunities (such as virtual tours of museums) to enhance educational experiences for students.

School-wide assemblies will not be held with students assembled in the same physical location until further guidance comes from the Arizona Department of Health Services. As an alternative (if feasible), hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Large-scale school events such as “Open House” or annual Christmas program will be cancelled or reconfigured in order to maintain physical 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

Some classes, such as media, physical education and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

Teachers of special classes will work together to prepare site specific plans.

Health and Safety Protocols: Employees

Academia del Pueblo Elementary will adhere to the Friendly House, Inc. COVID-19 Return to Work Guidelines, which were established for the purposes of preparing and maintaining the safest workplace possible.

Each school employee will read and fully understand Friendly House’s COVID-19 Return to Work Guidelines and sign and submit an Acceptance and Acknowledgement Form to the People Services Department.

The COVID-19 Return to Work Guidelines Acceptance and Acknowledgement are as follows:

- I acknowledge receipt and acceptance of the Friendly House COVID-19 Return to Work Guidelines.
- I agree to adhere to the guidance detailed in each point of this document, understanding that changes may be made per federal, state, and local guidelines. Should this happen, written notice will be given.
- I agree to report any failure to follow any part of these guidelines should I witness an infraction. I agree to make any suggestions for improvement, should I see such an opportunity. I also understand that there will be no retaliation related to such COVID-19 discussion.
- I am aware of Friendly House’s strict practices to keep my medical information confidential. I understand that Kathy Gauthier is the COVID-19 Coordinator, and I will communicate all ongoing information directly with her to maintain the confidentiality of my medical situation.
- I acknowledge and accept that contact tracing, respectful of my privacy, may be required to ensure the safety of all involved.

Additionally, all school personnel are expected to use Company Nurse’s Digital Screening every day before reporting to the school campus. The Company Nurse Digital Screening tool is an app that each employee completes each morning on their cell phone, computer or digital device, that provides emergency safety guidance to employees and asks COVID-19 screening questions before entering campus:

IS THIS AN EMERGENCY?

<p>Stop and call 911 if you are experiencing any of the following:</p> <ul style="list-style-type: none"> • Severe difficulty breathing, • Chest pain, • Pressure or tightness in the chest, • Difficulty remaining conscious, • Confusion, • Bluish lips or face 		
	Check Here	
I am experiencing at least one of these	_____	
I am do not have any of these	_____	

<p>Please answer the following questions about COVID-19 related symptoms not due to allergies, COPD, or other chronic illnesses:</p>
<p>Are you experiencing any of these symptoms?</p> <ul style="list-style-type: none"> • Fever (100.4 or higher) or chills _____ • Cough _____ • Shortness of breath or difficulty breathing (if you have severe shortness of breath or severe difficulty breathing, CALL 911) _____ • Muscle or body aches _____ • Headache _____ • New loss of taste or smell _____ • Sore throat _____ • Congestion or runny nose _____ • Nausea or vomiting _____ • Diarrhea _____
<ul style="list-style-type: none"> • I DO NOT have any of these _____

<p>In the past 14 days have you had close contact (less than 6ft) with someone who is confirmed to have COVID-19?</p>
<ul style="list-style-type: none"> • Yes _____ • No _____

If answered NO to these questions, you have passed the screener.

If answered YES to these questions, PLEASE STOP. DO NOT ENTER THE CAMPUS

Not only are employees required to complete and submit the Company Nurse health screening questions each morning, they must take a screen shot and text the results to their immediate supervisor before entering the school campus.

Exposure Assessment and PPE

Prior to allowing employees to report to work, school administration, in conjunction with Friendly House's COVID-19 Task Force and School Safety Team, will assess each work site to determine what 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 staff at no cost and train staff on its correct use.

Visitors to School

Nonessential visitors and volunteers at school will not be allowed in classrooms. No parent volunteers will be allowed in classrooms during the COVID-19 health crisis.

- School will determine what is essential (includes vendors) and nonessential based on the procedures they develop.
- Visitors will need to be screened in the same manner as employees and will be required to sign-in.

Daily Screening

Employees, essential visitors and vendors will not be allowed on campus if they exhibit any of the following symptoms (adjusted according to current CDC Guidelines):

- 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

Additionally, each individual employee will perform a self-temperature check and record it on a personal record, each classroom will have a designated non-contact thermometer for employee use.

If an employee's temperature is at or above 100.4, the employee will be sent home. Employees will be informed they must self-report any symptoms that develop during the day and must remain home if they exhibit any of the symptoms identified above while away from school.

Hand Washing

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
- after being outside for student physical activity

- before and after lunch
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

Enhanced Physical Distancing

Employees are required 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 physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Cloth Face Coverings

Staff is required to wear face coverings or a face shield with students or other staff unless they cannot do so for health reasons. In these cases, employees are to notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Employees should contact the People Services Department or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering. Staff members are permitted to remove face coverings if the staff member is alone in his or her work area. Note, however, that the face covering must be worn again, and the work area disinfected, before students or other staff arrive.

Unless a health condition prevents it, maintenance staff is required to wear face covering and other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools.

Note: Wearing a face covering or face shield does not replace the need to maintain physical distancing of at least 6 feet whenever possible.

Cleaning and Disinfecting

Prior to reopening, maintenance personnel will:

- Inspect water systems to ensure 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.
- 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. Any equipment or materials used inside or outdoors must be cleaned after each use. Students will not be held accountable for the cleaning as the sanitization wipes can be harmful to students. Staff will wear gloves when using cleaning chemicals.

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

Maintenance personnel will follow an assigned schedule for increased cleaning of surfaces and bathrooms throughout the day. A daily custodial checklist will be created to ensure areas are disinfected and supplies are on hand. A system will be followed to ensure the routines are completed regularly.

Procedures for COVID-19 Symptoms or a Positive Test
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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 either the organizations COVID-19 Coordinator in the event of a student or student's family member reporting a positive COVID-19 test, or the People Services Director in the event of a staff member or a staff member's family member reporting a positive COVID-19 test ONLY. 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 health care 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 six feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student. Call 911 if the student appears to be in medical distress.
4. Close off any areas that were exposed to the symptomatic employee or student. 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. Determine whether other employees or students may have been exposed to the symptomatic individual within six feet and for a prolonged period of time (typically longer than fifteen 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.
6. Protocols to define when employees or students diagnosed with COVID-19 may return to work or school are evolving. Recent CDC guidelines communicated on July 17, 2020 indicate the following:

Summary of Recent Changes as of July 17, 2020

- Except for rare situations, a test-based strategy is no longer recommended to determine when to allow health compromised person (HCP) to return to work.
- For HCP with severe to critical illness or who are severely immunocompromised, the recommended duration for work exclusion was extended to 20 days after symptom onset (or, for asymptomatic severely immunocompromised HCP, 20 days after their initial positive SARS-CoV-2 diagnostic test).
- Other symptom-based criteria were modified as follows:
 - Changed from “improvement in respiratory symptoms” to “improvement in symptoms” to address expanding list of symptoms associated with COVID-19

Academia del Pueblo Face Covering Policy

Adopted: August 27, 2020

All Academia del Pueblo students and staff will be required to wear cloth masks or face coverings at all times while on campus. This policy is in place until further notice.

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. Cloth masks should not be worn when students are engaging in physical activity. Students who refuse to comply with the safety protocols adopted for in-person learning will be assigned to an online learning program pursuant to A.R.S. 15-841(F).