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## Edge High School

# 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. (Please review ADE's [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow do not address whether a district should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made. The protocols are based on CDC "step" guidelines—specifically, Steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate.

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

### STAFFING ASSIGNMENTS

A public information officer (PIO) or their designee will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The PIO will ensure that each site 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.

At each school or site, a site administrator or designee 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 each school or site, the building maintenance supervisor will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to staff and, as appropriate, students. They will work with janitorial vendor to ensure cleaning guidelines are followed daily.

At each school, a site administrator or other designee will coordinate and implement the protocols set forth in the **Step Two Protocols: Employee** 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 District Principal, Rob Pecharich, and to
- Human Resource and Finance Director, Anne Ortiz, if absences of students and staff on any given day are above 15%, or if there appears to be a cluster of respiratory-related illnesses.

The special education director and 504 coordinator will coordinate with site-based support staff to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

## **TRAINING AND COMMUNICATION**

### **Training**

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

### **Communication**

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district 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 if they are exhibiting any symptoms. The school will require a signed acknowledgement from parents regarding these protocols.

Edge High School designates the Principal of Edge Northwest, Dave Thatcher, and the Principal of Edge Himmel Park, Rob Pecharich as COVID-19 points of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

## **STEP 2 PROTOCOLS: STUDENTS ON CAMPUS**

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

### **Daily Health Screenings**

### At home

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 any symptoms are present. Assure parents that students will have the opportunity to make up work missed due to symptoms of COVID-19.

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

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition.

### At school

Procedure: A staff member, wearing appropriate PPE, will visually check each student and take temperatures with a non-contact thermometer, and ask health screening questions. Where possible this will be done prior to students entering the school, but will otherwise take place in the lobby of the school. 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 designated health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the designated staff member observes that there are no other symptoms, the designated staff member 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 designated staff member observes that there are no other symptoms, the designated staff member 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.

Once a student has had their temperature checked and answered health screening questions, the student will proceed directly to the student's first period classroom.

## **Enhanced Social Distancing**

### **Basic social distancing practices**

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

Where possible, Edge staff will have students remain with the same groupings and the same staff throughout the day. Edge High School will design schedules for students to allow the same groupings of students to move from subject to subject as much as possible. Edge High School will work to reduce class sizes as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

Finally, Edge High School will convert non-instructional activity spaces to classrooms if the school site has sufficient teachers to staff those converted classrooms.

NOTE: Classrooms will have no more than 12 students assigned to any one classroom at any given time.

### **Additional social distancing practices**

To further ensure social distancing best practices Edge High School will *stagger attendance*. Students will be assigned to specific attendance schedules, with the remainder of instructional time to be completed through distance learning. Students will be assigned to attend school in person on either a Monday/Tuesday schedule or Thursday/Friday schedule. When students are not scheduled for in person learning they will be provided with distance learning assignments and supports, including technology. Edge will provide each student with the same amount of in-person and distance learning time unless distance learning is not necessary to ensure enhanced social distancing practices in that student's classroom, or an IEP team has determined that the student's least restrictive environment is home instruction placement.

***Drop-off/Pick-up procedures.***

Parents, guardians, and support persons who transport their students to school are required to drop off/pick up students without getting out of the car, unless express permission from a site administrator is provided for good cause. If a parent, guardian, or support person has permission to get out of the car during drop-off/pick-up, the student will need to arrive at/leave school before or after assigned times for the majority of students. The time will be scheduled with the site administrator. Temperature checks and health screening will take place with the student remaining in the vehicle. The same procedure will be followed with students who self-transport.

***Classroom layout.***

For all classrooms floors will be marked 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.

Desks will be arranged face forward and in the same direction rather than facing each other.

Facemasks will be required in the classroom. Edge will provide students with facemasks if they do not have one or forget it at home.

Edge will not permit students to physically be group together to work. When group work is required, Edge teachers will use technology to facilitate group work.

***Communal spaces.******Edge Hallways:***

Hallways will be marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel.

***Lobby areas:***

Chairs and tables will be removed to prevent people from gathering. Students will enter building and go straight to class.

Edge will ensure lobby and hallways (during passing periods and before and after school) will be monitored with staff for the purpose of enforcing social distancing.

**Bathrooms.**

Edge will permit students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain social distancing.

Only one student at time shall use the sink.

Edge will display posters reminding students of proper handwashing techniques as set forth by the Center For Disease Control.

**Front Offices**

Edge will install sneeze guards or other partitions in front of the front desk. When this is not possible, Edge will place adhesive tape on the floor 6 feet from the front desk and post signage directing visitors not to come closer than the tape markings.

**Hand Washing**

Edge will 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,
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

**Cloth Face Coverings**

Edge will require students and staff to wear cloth face coverings, subject to the health condition exception stated below,\* 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 social distancing is maintainable, though they may voluntarily wear face coverings at any time.

\*Any person 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.

\*\*\*

Students may bring their own cloth face coverings to and from school. When possible, Edge High School will supply face coverings to students and visitors who cannot afford

or do not have their own. Edge will provide instructions to students, parents, guardians, support persons, and staff on how to wash face coverings and how often.

Note: 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, but face coverings must also be worn, except in the case of the individual having a health condition exception.

### **Student Belongings/Materials**

Edge High School will not permit 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 will wipe down the equipment after each use.

### **Trips and Activities**

Edge High School will cancel all field trips. Instead, Edge staff will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

Edge High School will not permit school-wide assemblies with students assembled in the same physical location. As an alternative, Edge High School will hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Back to School Night" and "Parent Teacher Conferences" will be cancelled or reconfigured in order to maintain social distancing. These events 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, like PE, art, yoga, 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, will 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, Edge will provide the PPE to staff at no cost and train staff on its correct use.

## **Visitors to School**

Edge will limit nonessential visitors and volunteers at school. Edge will not permit parent volunteers in the classroom during the COVID-19 health crisis.

## **Daily Screening**

Edge employees working on campus will complete the Daily Temperature Check / Health Screening Form before coming to campus each day.

Edge will 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.

Additionally:

Edge High School will have each employee's temperature taken by a designated staff member, wearing appropriate PPE, when employees report to work. Edge will use a non-contact thermometer if available. If the designated staff member does not have access to a non-contact thermometer, they will wear gloves, change gloves between each temperature check, and wear a cloth face mask and eye protection. Edge will disinfect thermometers between uses according to the manufacturer's instructions.

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

Edge will have the designated on-site staff member keep a daily checklist of employees who have affirmed that they were symptom-free upon arrival. These records will be maintained in a separate file marked "Confidential."

Edge employees that travel through commercial transport, such as plane, bus, train etc) may be asked to work from home for ten days before returning to campus.

### **Handwashing**

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

- upon arrival at school;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

### **Enhanced Social Distancing**

Edge will 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 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**

Edge will require staff members to wear cloth face coverings during interaction with students or other staff unless they cannot do so for health reasons. In these cases, the employee will notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Employees will contact the district's ADA coordinator or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering. A note from a physician will be required. Staff members may remove face coverings if the staff member is alone in his/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, Edge will require janitorial staff and other vendors with permission to be on campus, to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools.

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

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

Edge staff is expected to clean and disinfect workspaces (high traffic touch points including table tops, door handles, light switches, staff desk, stapler and desktop supplies) when they arrive at work, just before leaving work and in between periods.

Edge will assign schedules to support 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. Consult with local health officials for guidance. When Edge progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

### **Social Distancing**

#### Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Edge staff 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.

### Drop-off/Pick-up procedures

Parents, guardians, and support persons may be permitted to exit their vehicles.

### **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 will 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 Rob Pecharich, District Principal. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, Edge will 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, the employee leave the site. If the employee is not able to safely self-transport, Edge will 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, Edge will call 911.
3. If a student develops COVID-19 symptoms at school, Edge will separate the student 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. Edge will immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Edge will close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Edge will wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, Edge will open windows or

outside doors to increase air circulation. After 24 hours, Edge will thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).

5. Edge 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, Edge will notify those individuals (or, in the case of students, their parents) of the potential exposure. Edge WILL NOT disclose the name of the individual who has become sick. Notification will 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 the following has occurred:

Scenario one

- At least 10 days have passed since the first symptoms emerged; and
- There has been a resolution of fever without the use of fever-reducing medications for 24 hours; and

**OR**

Scenario two

- There has been a resolution of fever without the use of fever-reducing medications for 24 hours; and
  - They have been seen by a healthcare provider and diagnosed with something other than COVID-19.
7. Individuals who have been vaccinated and are two weeks past their second shot (for two shot cycle) or first shot (one shot vaccine) are not required to quarantine after possible close contact with an individual who tests positive for COVID-19.