

## **Sanders Unified School District**

*“Dedicated to the Success of Our Students”*

The following guidelines have been established to provide guidance for returning to school.

**These guidelines should be applied to all schools within SUSD.**

In order to help parents plan for the upcoming school year, SUSD opened the school year in accordance with the approved 2020-2021 calendar on August 4, 2020 following Arizona Department of Education’s *“Roadmap for Reopening Schools”*.

### **Arizona Department of Education’s Roadmap for Reopening Schools**

**We are addressing the four scenarios outlined in the roadmap as follows:**

**(Due to the pandemic SUSD reopened under scenario 3.)**

#### **Scenario 1**

##### **Return to School (Brick and Mortar) In-Person Experience**

Under this scenario students would return to school following guidelines from the Center for Disease Control (CDC).

This would include:

- School in session 5 days per week
- Physical distancing
- Enhanced cleaning and safety protocols
- Face Masks
- Elementary classes stay together at recess
- Materials will not be shared
- All students will have access to technology
- Electives/specials will observe physical distancing and safety protocols
- Modified breakfast and lunch periods
- May participate in extracurricular activities, and high school athletics, following guidelines and safety measures (This is still under review as more information and guidance is received from the Arizona Department of Education (ADE) and the Center for Disease Control (CDC).
- Social and emotional support to promote student, staff and family wellness.

#### **Scenario 2**

##### **Modified In-Person Experience**

- Five days per week
- Blended model that provides both in-person and remote learning experiences
- Physical Distancing by reducing the number of students in the classroom
- While on campus, students will adhere to all in-person learning experience protocols
- All students will have access to technology
- May participate in extracurricular activities, and high school athletics, following guidelines and safety measures (This is still under review as more information and guidance is

received from the Arizona Department of Education (ADE) and the Center for Disease Control (CDC).

- Social and emotional support to promote student and family well-being
- May enroll in extended-day programming and programming on days students are not on campus (fees apply).

### **Scenario 3**

#### **Remote / Distance Learning Experience (Began August 4, 2020)**

- Five days a week
- All students will have a district provided computer or tablet
- Classes will be conducted on-line or led by a teacher
- High-quality digital curriculum through APEX and Savvas Realize Learning Platform following Arizona Online Instruction (AOI)
- Access to virtual “specials” (K-6)
- May transition to in-person or modified learning experiences at quarter and semester breaks
- Extracurricular activities and high school athletics participation, following in-person guidelines (This is still under review as more information and guidance is received from the Arizona Department of Education (ADE) and the Center for Disease Control (CDC)).
- Social and emotional support to promote student, staff and family wellness

### **Scenario 4**

#### **Emergency Closures**

- Families and Community Members will be notified via our Black Board Communication System. This will include telephone messages, text messages and email communications
- Once initial, announcement has been made via Black Board additional information will be updated on our district web page.
- If the closure persists for an extended period of time, learning experiences will be provided as outlined in scenario three, “Remote Learning Experience”.

#### **Fall Sports**

After much deliberation and upon reviewing the seriousness of our current pandemic our district has decided to cancel our fall sports. This has been done in conjunction with other districts who have already announced the cancellation of their fall sports as well.

Your understanding during this reopening process is greatly appreciated. As these are unprecedented times, adjustments and changes may be necessary while we continue to fight COVID-19. Please know it is our privilege to serve you and your children. As we work together, we can face the challenges ahead.

# Communication

Communication between schools, community, and families can often be difficult. With so many options we want parents to know where to find essential information concerning their child’s experience at Sanders Unified School District. The following forms of communication are used to communicate information to our families:

- Our website: [www.sandersusd.net](http://www.sandersusd.net)
- Principal Newsletters
- Special Education Department Monthly Newsletter
- Sanders Elementary School: 928-688-3850
- Sanders Middle School: 928-688-4770
- Valley High School: 928-688-4200
- District Office: 928-688-4746
- Voice Mails, Text Messages and Mass emails sent through Black Board, Facebook
- Message Board at the district offices.

\*\* To ensure families receive communication from the district or their child’s school, it is important all contact information is updated and reflects any changes in address, phone number, and email addresses. Families should communicate any changes to this information to avoid gaps in receiving correspondence from the school.

# Addressing Illness

Following the guidelines from the Center for Disease Control (CDC) we ask everyone to:

1. Mask Up
2. Wash Your Hands Regularly
3. Physical Distance Yourself
4. Stay at Home When You Are Sick



### **Pre-Screening**

- All parents should evaluate their child for illness and COVID-19 symptoms each day prior to sending their child to school.
- A child should not come to school if they have a fever of 100 degrees or higher
- Parents should contact their child's physician should they have questions as to whether to send their child(ren) to school.

### **Illness while at school**

- Health Techs will utilize a health questionnaire to determine if symptoms are COVID in nature.
- All students going to the Health Tech will have their temperature checked.
- Parents will be notified immediately should COVID symptoms be present.
- If a child has a fever upon evaluation by the Health Tech, parents or an emergency contact will be required to IMMEDIATELY pick the child up from school. Students will be kept in a safe environment away from others until the parent/guardian arrives. "Immediately" is defined as within an hour of notification.

### **Transportation**

- A child who manifests a fever or COVID-like symptoms at the end of the school day will be prohibited from riding on the bus.

### **Absenteeism**

- Students who must be quarantined or exhibit symptoms of COVID-19 must stay home until the child has been symptom-free for 36 hours.
- Parents should notify the school district of the child's absence. Parents may share symptoms their child is experiencing with the administrative assistant or health tech at the site.
- Absences for the above reasons will be considered excused.

## Mitigation Plan

The following steps will be taken to mitigate the spread of COVID-19 within our campuses and classrooms

### Face Coverings

In accordance with **Executive Order 2020-51** issued by the Governor's office:

*All students over the age of five (5) are required to wear face coverings in schools.*

All students and staff are required to wear face coverings when interacting with others and when moving to or acting in communal spaces.

Exceptions:

- Times when physical distancing can be maintained
- While outside on the playground
- Breaks when teachers create a safe environment in which they can be taken off for a time.
- Other exceptions found within the [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html) (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html>)

Face coverings will be made available by the Sanders Unified School District.

\*\*Exemptions to this provision due to medical conditions must be requested by contacting the School Administrator. Each request will be considered under Section 504 of the Rehabilitation Act to determine if accommodation may be granted.

### Cleaning Protocol

The following guidelines will be used in addition to procedures outlined for infectious disease cleaning protocol. Every effort will be made to ensure surfaces are sanitized regularly.

The District will adhere to a schedule for cleaning and disinfecting frequently touched surfaces (e.g. door handles, sink handles, drinking fountains) within the school and on school buses. Use of shared objects (e.g. gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between uses.

Drivers of school buses and other transportation vehicles used by the school will practice all safety actions and protocols as indicated for other staff (e.g. hand hygiene, cloth face-coverings).

The District has developed a schedule for increased, routine cleaning and disinfection.

Cleaning products will be used only when there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

### Handwashing and Sanitation

The District will teach and reinforce hand washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Classrooms and communal areas will be equipped with hand sanitizer. Students will be educated in the proper use of hand sanitizer and monitored for appropriate use.

### **Physical Distancing**

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses (e.g. seat children one child per row, skip rows) when possible.

## **Health Monitoring**

### **Pre-Screening**

- All parents should evaluate their child for illness and COVID-19 symptoms daily prior to sending their child to school.
- District will provide a symptom-checker to assist parents in evaluating possible symptoms.
- Parents should contact their child's physician should they have questions as to whether to send their child(ren) to school.

### **Illness while at school**

- Health Techs will utilize a health questionnaire to determine if symptoms are COVID in nature.
- All students going to the Health Tech will have their temperature checked.
- Parents will be notified immediately should COVID symptoms be present.
- If a child has a fever upon evaluation by the Health Tech, parents or an emergency contact will be required to IMMEDIATELY pick the child up from school. Students will be kept in a safe environment away from others till the parent/guardian arrives.

### **Returning to school**

- Students may return to school once they are fever-free, without medication, for 36 hours.
- Parents should notify the school district of the child's absence. Parents may share symptoms their child is experiencing with the administrative assistant or health tech onsite.
- Absences for the above reasons will be considered excused.

## **Visitors to Campus**

- Parents who bring their child to school should drop their child off at designated locations. There may be additional drop off locations due to anticipated increase in traffic.
- Parents who may need to meet with the administration or their child's teacher are encouraged to arrange for these meetings by scheduling an appointment. Appointments with teachers will be arranged before or after school. Appointments will be arranged through the building secretarial staff.
- For convenience, a phone number will be posted on the exterior doors. This number will allow guests to call should there be:
  - an emergency
  - a need to pick up a child
  - the need to drop items off for a child

\*\*For those who may have a need to remain in their vehicle the student or material requested can be delivered to the vehicle.

- Parents/volunteers who are sick or feel sick are encouraged to stay home.
- Parents/volunteers in a high-risk category are encouraged to stay home.
- Volunteers will be limited. Approval will be made only through the building principal.
- Hand sanitizer and face coverings will be available to all our guests. Face coverings are to be worn by all visitors to any school campus. (EO-2020-51)
- Guest visits will be limited to the specific stated purpose of visit.
  - District procedures will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g. community, town, city, county)

The District will utilize virtual meetings, if possible, and promote social distancing of at least 6 feet between people if needed to be held in-person. Group size will be limited to the extent possible.

## **Communal Spaces**

The District Staff will monitor, clean, and sanitize communal use shared spaces such as dining halls and libraries on a scheduled basis.

## **Food Service**

The Child Nutrition Department will serve individually plated meals in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.

The Child Nutrition Department will use disposable food service items (e.g. utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Child Nutrition Staff will wash their hands after removing their gloves or after directly handling used food service items.

Proactive steps and procedures are in place to avoid sharing food and utensils and ensure the safety of children with food allergies.

## **Restrooms and Drinking Fountains**

Number of students in restrooms will be limited to available facilities.

Drinking fountains will be cleaned and sanitized on a scheduled basis. The District encourages staff and students to bring their own container to minimize use and touching of water fountains.

## **Maintaining Healthy Operations**

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

The District offers options for students at higher risk of severe illness that limit their exposure risk (e.g. virtual learning opportunities).

## **Regulatory Awareness**

The District will monitor and enforce local or state regulatory agency policies related to group gatherings to determine if events can be held.

## **Gatherings, and Field Trips**

The District will utilize virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Group size will be limited to the extent possible.

The District will pursue options to convene sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities.

Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

## **Designated COVID-19 Point of Contact**

The School Site Health Tech will be responsible for responding to COVID-19 concerns.

## **Communication Systems**

District Staff and families will self-report to the school if they or their student has symptoms of COVID-19, a positive test for COVID-19.

The District will utilize email, text messages and automated phone calls to notify staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g. limited hours of operation).

## **Staff Training**

The District will train staff on all safety protocols. Training will be conducted virtually, or ensure that social distancing is maintained during training (when feasible).

## **Sharing Facilities**

The District will require any organizations that share or use the school facilities to also follow these considerations.



## Support Coping and Resilience

The District will encourage employees and students...

- To take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

## Shared Objects

District Staff will:

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g. assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

## Ventilation

The District will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible at all school sites and student/staff areas.

## Adequate Supplies

The District will promote healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and cloth face coverings (as feasible).

## Promoting Behaviors that Reduce Spread

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

## Staying Home when Appropriate

The District will...

- Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
- Actively encourage employees and students who are sick or to stay home.
- Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies.
- Require staff and students to stay home if they have tested positive for or are showing COVID-19 symptoms.

- Require staff and students who have recently had close contact with a person with COVID-19 should monitor their health.

### **Training**

Signs will...

- Be posted in highly visible locations (e.g. school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Provide communications to students, parents and staff in regards to everyday proactive measures.
- Communicate messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

## **On Campus**

### **Arriving to School**

Students will arrive at school and make their way to their destination (playground, etc.). Students must not arrive on campus prior to the outlined supervision times. (District is currently reviewing when those times will be). Parents and visitors are asked to remain outside the front entrance. Arrangements to be on campus should be pre-arranged and scheduled during a time in which students are in class.

### **In the Classroom**

- Appear and feel much like a normal classroom
- Where feasible the district will look to maintain smaller class sizes
- Hand sanitizer and/or sinks with soap will be available in all classrooms
- Provide frequent opportunities for hand washing
- Physical contact should be limited
- Where feasible limit the sharing of classroom supplies
- Additional seating available

### **Group Settings**

- Additional tables will be available in the cafeteria to allow students to maintain some distance between them while eating.
- Outside play will be encouraged (weather permitting) during all recesses.
- PE, music and other special classes will be maintained similarly to regular classrooms.

**Other Guidelines**

- Face coverings will be made available for all students to wear while at school
- Parents may choose to provide face coverings for their child
- Parents should ensure their child is instructed on how to properly wear face coverings