

## 2020-21 School Operations

# Proposed Reopening School under Pandemic Preparedness

## Revolving classroom schedules and localities based on level of risk assessments

**For simplification of plan ‘A,’ ‘B,’ and ‘C’ refer to diagram on next page.**

- A. Plan ‘A’ is to provide in-person learning on school grounds for as many students who are able to attend on 17th of August while also providing home base learning for children who choose to stay home (high risk families or children). This plan is feasible when desks are spaced 3 feet apart as approved by CDC and AAP guidelines. During August 11th to the 14th, Zoom sessions will be held welcome students and preview protocol for returning to school on the 17th. An ‘all school’ parent meeting and assembly will be conducted through Zoom to welcome and orient parents with differences in school protocol due to Covid-19.

*Alternative ‘A’ Plan:* Evidence indicates that for children ages 4 to 10 are at lower risk than older children for contracting or transmitting COVID-19. The [American Academy of Pediatrics](#) says, “school closures may not have to be a foregone conclusion, particularly for elementary school-aged children who appear to be at the lowest risk of infection.” This could allow children in pre-school to third grade to safely operate under plan ‘A’ while students in the upper grades, simultaneously with a higher risk factor could operate under plan ‘B’ or plan ‘C.’. The same accommodations of a ‘safe space’ at the school for the older children operating in distance learning would be provided in the east ‘Great Hall’ while lower grades are in session in the ‘West Building.’ The lower grade teachers would also accommodate children with distance learning options for those who choose to stay home as stated in Plan ‘A.’

- B. In the case that tightening precautions are necessary, having a split-week schedule with Wednesday used for faculty meetings, Zoom sessions, tutoring, and specialty classes are desired. Having a split week would allow classrooms to reduce the number of students to 10-15 per classroom and spread desks a full 6 feet apart. Group ‘A’ attends school Monday and Thursday; Group ‘B’ would attend school to receive the same instruction on alternate days. They would attend Tuesday and Friday. The same instructional hours would be required for home-base learning on days students are distant learning. Tracking and measuring these instructional hours for home based learning is described below:

### Tracking Attendance and Instructional Hours for Distance Learning

The state mandates that every student have 180 days of instruction. A day of instruction for kindergarten students is 2 hours per day. 1st-3rd grade, defines a day of instruction as 4 hours per school day. 4th through 6th grade defines a day of instruction as 5 hours per school day, and 7th-8th grade defines a day of instruction as 6 hours per school day. Plan ‘A’ is the easiest model to calculate instructional hours since most students will be doing in-person learning and will be accounted the attendance as the school ordinarily would. For those students who choose to be at home, must fulfill the same instructional hours as if they were in school for them to be credited a full day of instruction. In the chart below, you can see the number of instructional hours that each grade requires for the year. The chart below this explains how this hours could be achieved on a daily basis either in home-based or in-person instruction.

## Required Instructional Hours by Grade

Kindergarten = 356

Grades 1-3= 712

Grades 4-6= 890

Grades 7-8= 1,000

Grade Level	Plan 'A'	Plan 'B'	Plan 'C'
<b>Kindergarten</b>	Daily attendance of in-person learning on regular scheduled school days, or 2 hour of home-base instruction for the same days.	0 hours of home based instruction + three days of half day in-person instruction	2 hour, on regular scheduled school days, of home-based instruction per day whether accommodated at school.
<b>1st-3rd Grade</b>	Daily attendance of in-person learning regular scheduled school days, or 4 hours of home-based learning for accommodated students.	1.7 hours of home-based instruction 3 days a week. 7.75 hours of in-person instruction 2 days a week.	4 hours, on regular scheduled school days, of home-based learning whether accommodated at school.
<b>4th-6th Grade</b>	Daily attendance of in-person learning for regular scheduled school days, or 5 hours of home-based learning for accommodated students.	3.2 hours of home-based instruction 3 days a week. 7.75 hours of in-person instruction 2 days a week.	5 hours, on regularly scheduled school days, of home-based learning whether accommodated at school.
<b>7th-8th Grade</b>	Daily attendance of in-person learning regularly scheduled school days, or 6 hours of home-based learning for accommodated students.	4.8 hours of home-based instruction 3 days a week. 7.75 hours of in-person instruction 2 days a week.	6 hours, 5 days a week, of home-based learning

### What counts as meeting attendance?

For in-person instruction, is calculated as the school ordinarily operates. However, attendance for the home-based learning must account for instructional time at home. This can be measured in the following ways.

- Communication with their teachers via telephone, Zoom, MS Teams, or other digital meeting software.
- Student participation in a virtual meeting or classroom session like Zoom.
- Daily assignments completed and submitted by the student.
- A parent attestation or documentation of time spent on educational activities.

- C. In the case that further tightening of precautions are needed, classrooms would return to full daily Zoom sessions with parents supporting the instruction from home. This plan would set clear expectations of work hours for distance learning. Hold consistent parent meetings (weekly or twice a month) to ensure parents have the tools necessary to support the learning at home. Develop student feedback and grading plans for progress monitoring. All community gatherings, assemblies, and meetings held virtually. Additional technological resources provided to support online instruction. Extensive professional development on the use of Zoom and other online learning programs. Teachers still provide extended lesson plans in case of absence due to illness. A physical space on the school grounds will be available to a subset of students that do not have access to a safe and productive environment to carry out required distance learning instruction either in plan 'B' or 'C'. That space is described below:

#### **Who's eligible for home-based learning at school?**

This program is available for children who do not have a safe and productive environment to carry out required distance learning instruction. This may include parents who both work or single parents that work from home and do not have alternative child care options available.

#### **Health Protocols**

The same screening, social distancing, mask wearing, cleaning and disinfectant practices described for regular in-person instruction would be followed. Refer to 'Health Protocols' below for a more detail description.

#### **Wellness Room**

Children sent to the 'wellness room' with symptoms would follow the same protocols as in-school protocol. A retired nurse (employee) could tend to these children and clean and sanitize high touch surfaces (computers), classrooms and other facilities.

#### **Small Cohorts and Separate Locations:**

Because we want to maintain small groups and age appropriate interaction, two separate locations on campus would be provided for the upper and lower grades. The younger children would be in the 2nd/3rd or 1st grade classroom and the older children would be held in the 6th/7th or 8th grade classroom. Each child would be given access to a computer and supplies to attend the Zoom sessions for their individual classes. They would be given work time to complete their projects and assignments while attending school and also breaks outside.

#### **Who would supervise the children?**

Two adults would supervise, give computer assistance, and provide individual tutoring when assistance is needed. These teachers could be speciality teachers, title-1 teacher, SPED where appropriate, or other re-assigned personnel.

#### **Pick up and drop off times**

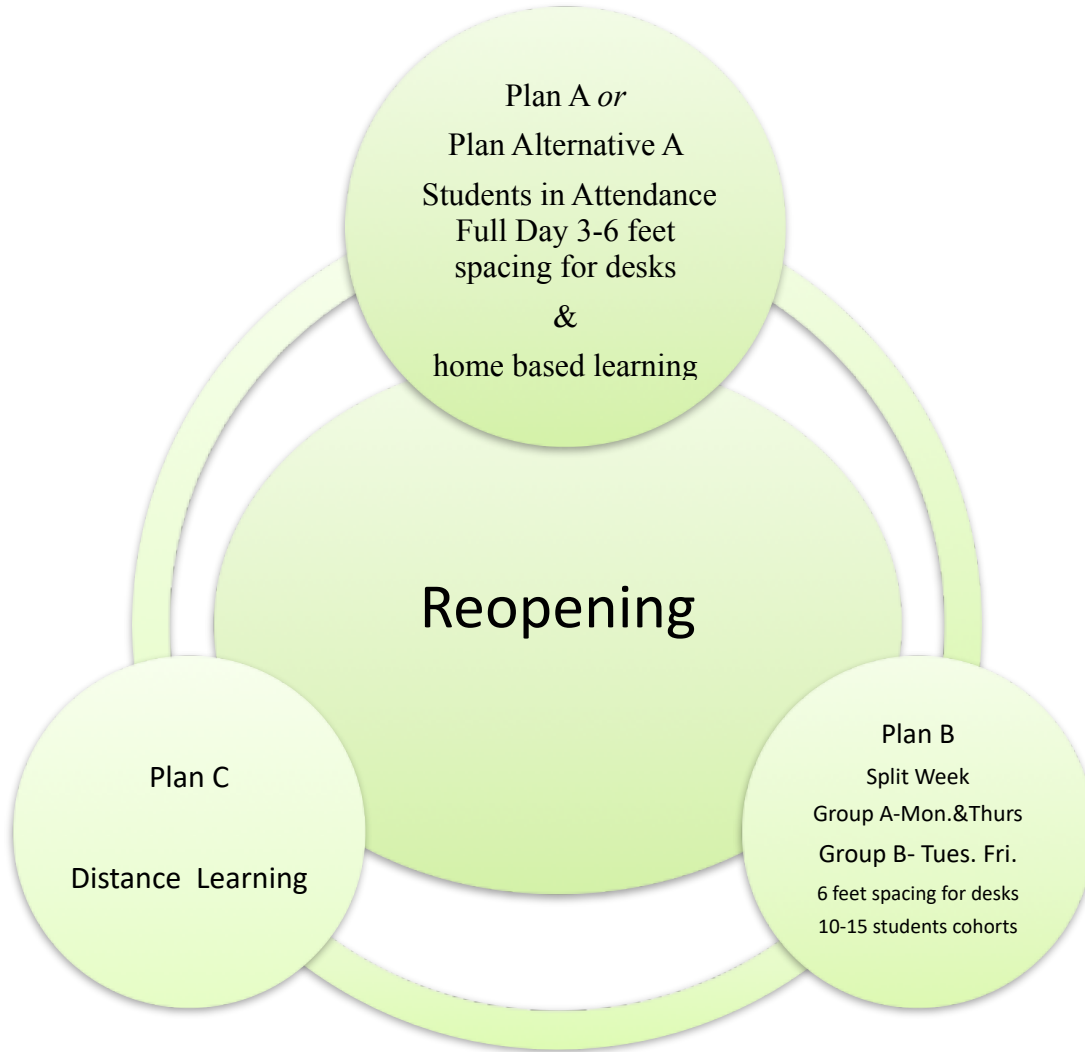
The school would establish a pick up and drop off time. Parents would need to be there to pick up their child on time.

Moving within the cycles is based on Risk Assessment from Federal, State, County and Local Resources

Cycle/Plan A - low risk

Cycle/Plan B/C - moderate to high risk

Cycle/Plan D - high to extreme risk



# Mountain Oak School

## Risk Assessment Determination Table

2020/2021 School Operations  
Reopening under Pandemic Preparedness

In determining risk level of operation and which modality/plan to operate under:

1. Local recommendations, mandates, data – City of Prescott
2. County recommendations, mandate, data – County of Yavapai
3. State recommendations, mandate, data – State of Arizona
4. Federal recommendations, mandate, data – CDC or mandate by Executive Branch

Resources:

- UNICEF Reopening Assessment
- Parent Surveys
- Teacher Survey

Tool for deciding modality to operate under. Currently formulating a table/point system for determining operation modality.

- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate each health risk with children's educational loss (low, moderate, high, extreme)
- Step 4: Determine precaution for each risk and loss and measure implementation level (easy, some challenges, difficult)
- Step 5: Aggregate the evaluated risks and precautions
- Step 6: Determine risk

# Health Protocols

## 1. Screening and pick up and drop-off procedures:

This is the first point of contact with the students, parents, and teachers.

### *Parent Responsibilities:*

Parents stay in their vehicle and report their children's temperature everyday to their child's teacher. Check for visual symptoms. No child with a temperature over 100.4 should be allowed on campus. All students will be picked up and dropped off using the drop off landing. Adults will remain in their vehicle during pick up and drop off. Students will remain in the vehicle until instructed by a staff member to exit. Pick up and dismissal will be staggered. Parents should have an alternate person to pick-up their child in case they exhibit symptoms during the day.

### *Teacher Responsibilities:*

Check for visual symptoms (fever, coughing, etc) and record parent's temperature reading in a log. (when child appears to be sick the teacher will check temperature of the child). Teachers also check their temperature daily, also. It's mandatory that every adult in the school wear a mask. No teacher should attend school with a temperature over 100.4 degrees.

**\*\*Note:** Teachers or children with diabetes, asthma, heart disease, or other medical conditions that make them at high risk for Covid-19 should consult with their doctor and formulate an individual plan for attending school. They should consider wearing surgical masks (N95) or full face shields that cover the eyes, nose, and mouth.

### Symptoms for Covid-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## 2. Response to Suspected or confirmed cases or close contacts

### **Suspected COVID-19 Case(s):**

- Work with school personnel to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. Encouraged to get tested.

### **Testing Sites**

Thumb Butte Medical Center PLLC  
3124 Willow Creek Rd., Prescott, AZ 86301  
CVS Pharmacy  
901 Willow Lake Road, Prescott AZ 86301  
NextCare (Prescott)  
2062 Willow Creed Rd Prescott, AZ 86301  
Spectrum Healthcare Group - Prescott  
3633 Crossings Drive, Prescott AZ 86326

- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

#### **Confirmed COVID-19 Case(s):**

- School administrators should notify the **Yavapai County Community Health** immediately of any positive COVID-19. Notify all staff and families in the school community of any positive COVID-19 cases while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
- Where stable classroom cohorts have been maintained, all students and staff of such cohort should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
- Provide information regarding close contacts to Yavapai Community Health Department via secure fax or email.

#### **Close contacts to confirmed COVID-19 Case(s):**

- Close contacts (household or non-household) of *confirmed* COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing. They should, even if they test negative, remain in quarantine for a full 14 days after the close contact date or after household member completes their isolation period which ever is longer. During such a period, if well enough to do so, home-based learning and teaching should continue.
- No actions need to be taken for persons who have not had direct contact with a *confirmed* COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive should not return until they have met CDC's criteria to discontinue home isolation (see Table 1, Scenario 3).

#### **Return to Campus after Testing:**

- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
  - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and/or reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation

Scenarios	Immediate Actions	Communication
<p><b>Scenario 1: Shows Symptoms</b></p> <p>A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4 or above.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• Student/staff instructed to get tested</li> </ul>	<p>No action is needed</p>
<p><b>Scenario 2: In Close Contact.</b></p> <p>A family member tests positive for COVID-19 or is in <i>close contact</i> with someone within or outside the school community that tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• Student/staff instructed to get tested</li> <li>• Student/staff instructed to quarantine, even if they test negative, for a full 14 days <i>after</i> (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation.</li> <li>• If student/staff test positive, see Scenario 3 below</li> <li>• School administration notified</li> </ul>	<p><i>Notify the Involved Student Family or Staff Member in close contact.</i></p>
<p><b>Scenario 3: Tests Positive</b></p> <p>A student or staff member <i>tests positive</i> for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home if not already quarantined</li> <li>• Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive test.)</li> <li>• School-based close contacts identified and instructed to test &amp; quarantine for 14 days</li> <li>• School administration notified</li> <li>• Public Health Department notified</li> </ul>	<p><i>Notify Positive case student family/staff of COVID-19 Case.</i></p> <p><i>Notify student families and staff members that are identified as close contacts.</i></p> <p><i>Notify all other student families and staff members of case in our community.</i></p>



<b>Table 2</b> <b>Steps to Take in Response to a Negative Test Result</b>		
A student or staff member tests negative for COVID-19 after Scenario 1 ( <i>symptomatic</i> )	Student/staff may return to school 72 hours (3 days) after resolution of fever and improvement in other symptoms	Notify student's family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed.
A student or staff member tests negative after Scenario 2 ( <i>close contact</i> )	Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation	No action needed.
A student or staff member has no symptoms and no close contact to a confirmed COVID-19 case.	Can return to school/work immediately	No action is needed

### 3. Parent visitation

- All visitors must go to the front office where they will be given a mask and adhere to 6-foot social distancing.
- Adhere to social distancing at 6 feet during visits.
- Adhere to social distancing and wear a mask.

### 5. Physical Environment's sanitation:

[American Academy of Pediatrics](#) recommends:

- Door knobs/handles/keyboards and areas that are touched with the hands frequently cleaned and sanitized frequently with EPA approved disinfectants. (limit door opening and shutting/leave doors open as much as possible)
- Desk sanitation every 24 hrs/student supplies kept in plastic tubs with lids/limited sharing of supplies.
- Each classroom will have necessary cleaning supplies.
- Manipulatives and toys routinely disinfected throughout the day.
- Desk spacing (3 to 6 ft) 'feasibility' (checkerboard style or rows facing front)
- Partitions on top of desks?
- Gathering spaces are marked off and reconfigured for social distancing.

The article "[How to Protect Yourself & Others](#)" from CDC guidelines is recommended.

## **6. Supplies available on campus**

- Face shields for teachers only
- Disposable Face Masks for students and staff (by request)
- Hand Washing soap
- Hand sanitizer
- Disposable Hand Drying Towels
- Face Tissue
- Cleaning solutions for each classroom and playground equipment
- Portable air filters for classrooms
- Disposable cleaning cloths

## **7. General Protocols for Students and Staff on Campus**

- A new employee position would be recommended to support cleaning and for caring for symptomatic children in the 'wellness room' who need to be taken home.
- Teach hand washing for at least 20 seconds with soap and water frequently in addition to frequent disinfectant soap with 70% alcohol.
- Masks-bandas, scarves, clear masks, cloth, or shields used for protection against spreading or contacting the air born virus.
- Call office and report illness with symptoms
- Maintain social distance of 6 feet or more
- Avoid touching eyes, nose and mouth
- When coughing or sneezing cover your mouth and nose with a tissue or cloth or use the inside of your elbow
- After coughing or sneezing immediately wash your hands or use sanitizer 60% alcohol
- Clean and disinfect frequently touched surfaces throughout the day.
- All students and staff are to bring a personal water bottle to and from school daily
- Communications will be through email or communication platform and school website
- Ill students will be isolated from well students and staff
- Parents must immediately pick up ill students
- Teachers will limit students leaving classrooms unless ill

## **8. Classroom Instruction for lower and upper grades:**

- Upper grade classrooms are teaching as 'inside' cohorts; play at recess by class; maximize outside instruction where appropriate (lunch, recess, speciality subjects, instruction).
- Specialty teacher rotate rather than students.
- Lower grades should incorporate curriculum to an 'outdoor program' as feasible (P, K,) Masks voluntary, but encouraged.
- 1st grade indoors for main lesson (wear mask on voluntary basis, but encouraged) and then outdoors where feasible.
- Students dress for incremental weather. Hold indoor classes when appropriate due to weather and other circumstances.
- Zoom, video, or record classroom instruction for students who choose to stay home or who have symptoms.
- Support and professional development on the use of Zoom or other online educational programs. Request for additional programs, tools, materials to support differentiation, intervention, and remote learning.
- Students who need to pick up supplies should have someone pick it up for them in a safe outside location at a specific time. Maintaining six foot distancing.
- Substitutes fill in for teachers when sick. When teachers cannot be in classroom beyond twenty days, their class should go to 'Plan C' and zoom instruction should be used if teacher is well enough.

### **9. Bathroom/drink/food policy:**

- Hallways and restrooms monitored to limit occupancy
- Bathroom sanitation with disinfectant during breaks by a hired part time worker.
- Drinking fountains are turned off. Cups will not be available.
- Students only allowed to use their own water bottles.
- There will be a separate 'wellness area' where students who have symptoms can wait for pick up. This will require an additional employee to monitor this area.
- No sharing food. Children take home any leftovers and garbage.
- Lunch and snacks will be coordinated for social distancing and by cohorts.

### **10. Class Recess and playground equipment:**

- Playground taped off.
- Use of playground by cohort permission once a day. Lower grades (k-3) will utilize the lower playgrounds and upper grades the upper playground.
- Disinfect and cleaned by maintenance. Teachers will not be required to clean and disinfect playground. An additional employee hired for this purpose will be assigned to this responsibility.
- Reentry into the building will be staggered by cohorts.
- Each grade will have staggered recesses or areas to play on where feasible.

### **11. Dealing with classroom fears**

- Students and staff will be instructed on being inclusive and supportive of all student needs.
- Treating those who have symptoms or when they return to classroom with care and respect.
- Respecting people's boundaries and different needs.
- Supports and access to professional development around trauma, social, and emotional issue related to Covid-19.
- Continuously support mental health and resiliency of students and staff
- Good resource on talking with children about the disease: [here](#).