

2020-21 School Operations
Pandemic Preparedness Plan



Revolving classroom schedules and localities based on level of risk assessments

For simplification of plan 'A,' 'B,' 'C,' and 'D' refer to diagram.

- A. Plan 'A' is to provide in-person learning on school grounds for as many students who are able to attend 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 3-6 feet apart as approved by CDC and AAP guidelines ([American Academy of Pediatrics](#)).
- B. Evidence indicates that for children ages 2 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 allows children in kindergarten to third grade to safely operate under plan 'A' while students in the upper grades, simultaneously with a higher risk factor could operate in a split week (the exception to this in the older grades would be if the class size was small enough to accommodate 6-8 feet spacing. In this case, upper grade could also attend five days a week if class sizes were below 10). Furthermore, our younger grade class size is smaller being able to maintain desks 5-6 feet apart. The kindergarten will operate a largely outdoor classroom. 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.'
- C. In the case that tightening precautions are necessary, having a split-week schedule for the younger grades (k-3), but full distant learning for the older grades will further mitigate risks (the exception is if the class size is below 10. In that case, the children could attend full time). The spacing of desks in smaller cohorts for the younger grades would be at 10-12 feet distances. 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. The older grades would be operating in distant learning (Plan D).
- D. In the case that further tightening of precautions are needed, all classrooms would return to full daily distant learning, with daily Zoom sessions, and parents supporting the instruction from home. This plan would set clear expectations of work hours for distance learning and hold consistent parent meetings (weekly or twice a month) to ensure parents have the tools necessary to support the learning at home. Student feedback and grading plans for progress monitoring are in place. All community gatherings, assemblies, and meetings are to be held virtually. Additional technological resources provided to support online instruction. Extensive professional development has been provided to teachers for 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 in plan 'D,' 'B' or 'C.'

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 in the attendance as the school ordinarily would. 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. The chart shows the number of instructional hours that each grade requires for the year and explains how these hours can be achieved on a daily basis with either 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	Plan D
Kindergarten	Daily attendance of in-person learning on regular scheduled school days, or 2 hour of home-base instruction for the same days for accommodated students.	Daily attendance of in-person learning on regular scheduled school days, or 2 hour of home-base instruction for the same days for accommodated students.	2 hours of home-based instruction 1 day a week. 4 hours of in-person instruction 2 days a week.	2 hour, on regular scheduled school days, of home-based instruction per day whether accommodated at 'safe-space' in school.
1st-3rd Grade	Daily attendance of in-person learning regular scheduled school days, or 4 hours of home-based learning for accommodated students.	Daily attendance of in-person learning regular scheduled school days, or 4 hours of home-based learning for accommodated students.	1 hour of home-based instruction 2 days a week. 1 day (4hrs) of teacher led Zoom. 7 hours of in-person instruction 2 days a week.	4 hours, on regular scheduled school days, of home-based learning whether accommodated at 'safe-space' in school.
4th-5th Grade	Daily attendance of in-person learning for regular scheduled school days, or 5 hours of home-based learning for accommodated students.	2 hours of home-based instruction 2 days a week. 1 day (7hrs) of teacher led Zoom. 7 hours of in-person instruction 2 days a week.	5 hours, on regularly scheduled school days for home-based learning or accommodated at 'safe space' in school.	5 hours, on regularly scheduled school days for home-based learning or accommodated at 'safe-space' in school.

Grade Level	Plan A	Plan B	Plan C	Plan D
6th,7th-8th Grade	Daily attendance of in-person learning regularly scheduled school days, or 6 hours of home-based learning for accommodated students.	3.5 hours of home-based instruction 2 days a week. 1 day (7hrs) of teacher led Zoom sessions. 7 hours of in-person instruction 2 days a week.	6 hours, 5 days a week, of home-based learning or accommodated at 'safe-space' at school.	6 hours, 5 days a week, of home-based learning or accommodated at 'safe-space' school.

What counts as meeting attendance?

For in-person instruction, attendance 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, or other digital meeting software.
- Student participation in a virtual meeting or classroom session like Zoom and reported to office by teacher.
- Daily assignments completed and submitted by the student.
- A parent attestation or documentation of time spent on educational activities.

Safe Space Description:

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. It may also include exceptional English learners and students with disabilities that require in-person accommodations.

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. An employee will tend to these children and clean and sanitize high touch surfaces (computers), classrooms and other facilities.

Small Cohorts and Separate Locations:

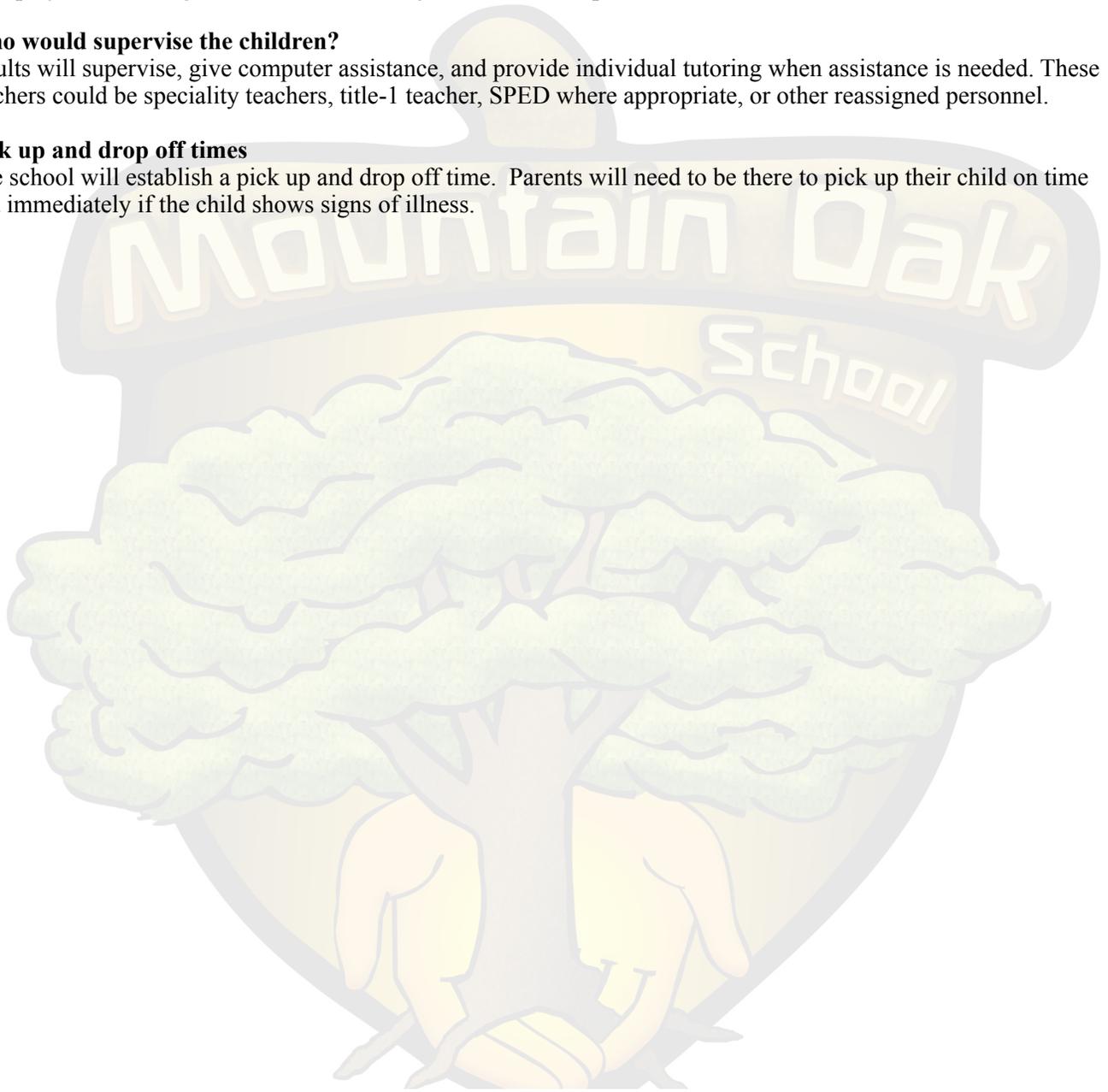
Because we want to maintain small groups and age appropriate interaction, two separate locations on campus would be provided for the upper and lower grades as feasible. The younger children would be in the 2nd/3rd classroom and the older children would be held in the Great Hall. Each child will be given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

Who would supervise the children?

Adults will 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 reassigned personnel.

Pick up and drop off times

The school will establish a pick up and drop off time. Parents will need to be there to pick up their child on time and immediately if the child shows signs of illness.

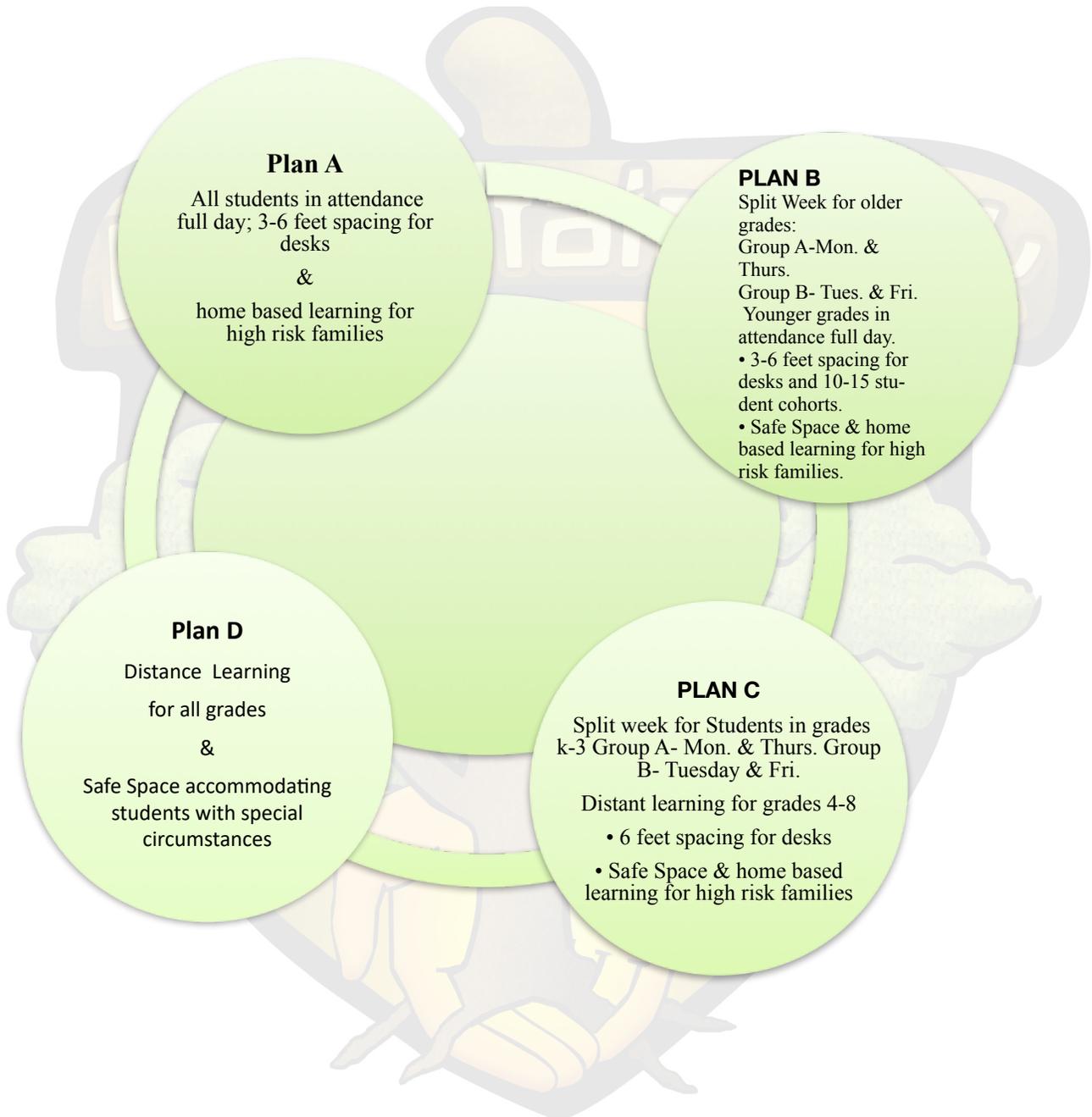


Moving within the cycles is based on Risk Assessment from Federal, State, County and Local Resources

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 we will follow the thresholds that are consistent with the national standards set by the Coronavirus Task Force. The table below describes benchmarks for three categories: number of cases, percent positivity, and hospitalizations with COVID-like symptoms. Each of these benchmark thresholds are given for a two week period of time.

Benchmarks	Minimal (Plan A)	Moderate (Plan B)	Fair (Plan C)	Substantial (Plan D)
Cases	<10 cases/ 100,000	10-50 cases/ 100,000	50-100 cases/ 100,000	>100 cases/ 100,000
Percent Positivity	<5%	5-7%	7-10%	>10%
Hospitalizations for COVID-19 like illness	<5%	5-7%	7-10%	>10%

The ADHS recommends county-specific public health benchmarks fall within the moderate or minimal spread category in all three benchmarks for two weeks in order to provide hybrid learning modalities. In determining modalities of operation we also consider the following:

- Step 1: Confirmation of three benchmarks levels with county health officials.
- Step 2: Determine whether mitigation plans are prepared for implementation.
- Step 2: Evaluate the 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 modality of operation.

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 an adult. 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. Parents should provide an emergency contact person to pick-up their child in case they exhibit symptoms during the day.

School Responsibilities:

Check for visual symptoms (fever, coughing, etc) and record parent's temperature reading in a log. If the parent is not prepared with a temperature check, a school official will do a temperature check before the child exits the car (When child appears to be sick a school official will check temperature of the child). Teachers also check their temperature daily. 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. Symptoms for Covid-19 (This list of symptoms may not include all possible symptoms. For a more updated list, refer to [CDC](#):

- 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.
- 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 email or phone.
(Call 928-771-3134. Leave the child's name and birthdate)

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 whichever 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) without the use of medicines 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>Scenario 1: Shows Symptoms</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"> • Student/staff sent home • Student/staff instructed to get tested 	<p>No action is needed</p>
<p>Scenario 2: In Close Contact.</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"> • Student/staff sent home • Student/staff instructed to get tested • 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. • If student/staff test positive, see Scenario 3 below • School administration notified 	<p><i>Notify the Involved Student Family or Staff Member in close contact.</i></p>
<p>Scenario 3: Tests Positive</p> <p>A student or staff member <i>tests positive</i> for COVID-19.</p>	<ul style="list-style-type: none"> • Student/staff sent home if not already quarantined • 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.) • School-based close contacts identified and instructed to test & quarantine for 14 days • School administration notified • Public Health Department notified <i>Call 928-771-3134. Leave the child's name and birthdate</i> 	<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>

Table 2 Steps to Take in Re- sponse to a Negative Test Result		
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 wearing a mask and adhere to 6-foot social distancing.

4. 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)
- Gathering spaces are marked off and reconfigured for social distancing.

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

5. Supplies available on campus

- Face shields for teachers
- 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

6. Mandatory Face Covering (Mask/Shield) Policy:

All persons over the age of five, including but not limited to Mountain Oak students, staff, parents/guardians, family members and members of the general public are required to wear face coverings (face masks or face shields) while on the property (outside of educational practices) or inside the buildings of Mountain Oak School.

Cotton or medical Face Masks as recommended by the CDC must be properly worn and fitted. Masks must be washed daily, fit snugly over the nose and mouth. Shields should hang down below the chin and curl around the side of the head to the ears. Bandanas, ski masks, neck gaiters, scarves, ventilator masks, or other types of face coverings are not acceptable for in school use.

Exceptions to the wearing face coverings are outside on the playground settings with appropriate physical distancing. During lunch and snack breaks children can take their face coverings off while physically distancing.

Face coverings should not be worn by children under the age of two or anyone who is having trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

This policy will remain in effect until the Arizona Department of Health Services determines that face coverings are no longer necessary or recommended to contain the spread of COVID-19.

Staff and administration are the persons responsible for determining appropriate use of face coverings for all persons on Mountain Oak School.

Physician certification is required for an exemption to this policy.

7. Other 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.
- 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:

- All classroom cohorts shouldn't interact with other classes. They should play recess and eat lunch as a cohort.
- Upper grade classrooms are teaching as cohorts; play at recess by class cohort; maximize outside instruction where appropriate (lunch, recess, speciality subjects, instruction).
- Specialty teacher rotate rather than students. Specialty teacher sterilizes their hands before entering a new class.
- Lower grades should incorporate curriculum to an 'outdoor program' as 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 D' 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 sick room where students who have symptoms can wait for pick up. An additional employee will be required 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. The flow of traffic will be on direction.
- 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.
- Support and access to professional development around trauma, social, and emotional issues related to Covid-19.
- Continuously support mental health and resiliency of students and staff.
- Good resource on talking with children about the disease: [here](#).

Updated: 8/31/2020

Note of emphasis: This document is a living document and is subject to change due to updates and guidance from health, county, and state officials.