



*Cartwright
School District
#83*

**MITIGATION
PLAN**

Updated July 28, 2022

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Covid-19 Protocols and Plan for Returning Cartwright Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that returning to school decisions be driven by the current prevalence of COVID-19 in the community. The protocols that follow are based on CDC, ADE, ADHS, and Maricopa County Public Health guidelines. They are aligned to current Federal, State and Local mandates, proclamations and/or orders. All the previously stated agency guidelines and Federal, State and Local mandates, proclamations, and/or orders may change at any given time and, thus, may change the protocols that are in this document.

The following protocols are to be implemented across all Cartwright School District sites. In order to execute the districtwide protocols and because each site is unique, individual schools and sites may have specific information that pertains to their site.

Because information, recommendations and mandates change frequently, information and procedures throughout this document may be updated. If a major change occurs, employees, parents and families will be notified.

STAFFING ASSIGNMENTS

All messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information will be made at the district level. The Public Relations department, in conjunction with the Superintendent, will coordinate all public communication. District Operations will ensure that each site has posters with messaging on hand-washing, face-covering, and physical distancing are located throughout each campus, 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 physical 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 Lead Maintenance will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to custodial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse/medical aid, or other designee will coordinate and be the point of contact to receive reports of positive cases of COVID from students or staff, or exposures to individuals who have tested positive. That individual will be responsible for communicating any reported case of COVID-19 among the school population to the COVID-19 Reporting Team.

The Director of Special Services will coordinate with all sites 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 reporting protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Communication

Prior to students returning to campus, parents/families will be sent a copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District will send communication to all parents/families that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting symptoms. The District will require, as part of the registration process, a documented acknowledgement from parents/families regarding these protocols, and consent to conduct RAPIDS COVID-19 testing when there is a need.

Each school and district site has a person designated to be the COVID-19 point of contact. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact are:

District Office- Adam Stephenson, District Risk Manager
District Office- Jenifer Talamantes, District COVID-19 Nurse
District Office- Alexys Talamantes, District COVID-19 Nurse
Marc T. Atkinson Middle School- Dr. Joy Weiss, Principal
Preschool Programs - Leslie King, Director of Early Childhood Programs
Frank Borman School- Sierra McAllister, Principal
Cartwright Elementary School- Vicki Wingfield, Principal
Cartwright Early Childhood Center- Tracy Moy, TOSA
Cartwright Employee Daycare- Leslie King, Director of Early Childhood Programs
Raul H. Castro Middle School- Theresa Trujillo, Principal
Davidson School- Robert Aguilar, Assistant Principal
Desert Sands Middle School- Michael Clark, Principal
Glenn L. Downs School- Amanda Hernandez, Administrative Specialist
Estrella Middle School- Jennae Brittain, Principal
Charles W. Harris School- Allysa Silva-Gilbert, Principal
Heatherbrae School- Craig Horpedahl, Principal
Holiday Park School- Deborah Kuenzli, Principal
John F. Long School- Leticia Castro, Principal
Palm Lane School- Scott Nigh, Principal
Manuel Pena Jr. School- Casey Newman, Principal
Peralta School- Christine Ramirez, Principal
Justine Spitalny School- Janet Hecht, Principal
Starlight Park School- Susana Huntley, Principal
Sunset School- Jeremy Chandler, Principal
Bret R. Tarver School- Dr. Joy Weiss, Principal
Tomahawk School – Diane Corley, Principal

PROTOCOLS: STUDENTS

Protocols are established based on CDC and ADE Guidelines along with any federal, state or local orders. These practices are put in place for the safety of all.

Face Coverings

Face coverings and masks are optional. Cloth face coverings and FDA approved surgical masks may be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.

Students may bring their own cloth or surgical facemask to and from school. Schools will be provided reusable-masks upon request ,and a supply of disposable surgical masks will be available for students and staff who choose to wear a mask.

Before School Arrival

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

At Home- Daily Health Screenings and Reporting

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;
- change in congestion or runny nose not related to allergies*;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. A student with a daily runny nose or congestion due to allergies **should not be kept at home.*

The District will inform parents/families via registration documents, on the District and school websites, and via email reminders that they must screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. If a student is not fully vaccinated and has a household member who has contracted COVID-19, the student should stay home. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

For the health and safety of other students, teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to

school. Students who are ill should not come to school. Students who have a household member with COVID-19 should not come to school if they are not fully vaccinated. They can return to school after 5 days if they have not developed symptoms. It is highly recommended that they wear a mask for another 5 days after their return. If fully vaccinated, parents should monitor their child for symptoms and it is recommended that they take a COVID-19 test. It is highly recommended that the student wear a mask for 10 days after the exposure while at school. If they develop symptoms, they should quarantine and it is recommended that they get a COVID test.

Parents/families are required to report a positive COVID-19 test for a student, or any person residing with a student. Review the REPORTING PROCEDURES FOR COVID- 19 POSITIVE TEST section of this document.

If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal for further guidance.

On Buses

If a bus driver or monitor observes a student exhibiting visible COVID-19 symptoms:

- The driver will contact their dispatcher who will notify the school that a potentially symptomatic student is arriving and should see the school nurse or medical aid immediately.
- If the parent is at the bus stop, the driver or monitor will inform the parent that visible symptoms are observed and advise the parent that the child should call in sick or that the school's health office may be contacting the parent when the child arrives at school if the parent refuses to take the child home from the bus stop. Our district does offer COVID Rapid test if the parent/guardian would like to have their child tested for COVID-19.
- The driver or monitor will, if possible, ensure that the student is physically distanced.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff has been so informed, students with symptoms of runny nose or cough related to allergies should be permitted to ride the bus.

Bus Seating

Wearing a mask or face covering on the bus is optional. Parents should consider the community and personal risk level of their child to inform

their decision related to mask wearing on the bus and at school. We will remain flexible on our mask wearing policy based on community risk levels published by the CDC and follow this guidance to maintain safe transportation for our students.

If students choose to wear a mask or face covering when riding the bus, then one will be provided for them if they did not bring one.

Additional Bus Information

A communication will be shared with parents during registration, which outlines standard busing information as well as special considerations under COVID-19 based on current circumstances.

Hand sanitizer will be available to students when entering and exiting buses.

School buses will be disinfected with an EPA-approved product after every scheduled run. If time permits, additional cleaning may be done throughout the day. After disinfection activities are completed, windows will be opened to allow the bus to ventilate and air-dry.

School Arrival

Any student with observable/visible symptoms will be sent to the nurse's office for further screening and a more thorough assessment of a student's condition will be observed. Parents may be contacted for pick-up and will be provided information on Rapid testing offered in our district:

- If the student has a runny nose and the nurse/medical aid observes that there are no other symptoms, the nurse/medical aid will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/medical aid observes that there are no other symptoms, the nurse/health associate 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.

Drop-Off/Pick-Up Procedures

Our district will continue to monitor community risk levels from the CDC to inform protocols for dropoff/pick-up procedures. If we experience an elevation in our community risk level, we may revert to procedures that limit parent and visitor access to the school campus to ensure the safety of everyone.

Physical Distancing

Physical/Social Distancing Practices

Staff members will educate and remind students regularly to maintain, if feasible, at least 3-6 ft. of distance between individuals outside of the classroom. Community risk levels will be monitored regularly to inform the layout of desks and chairs in classrooms. If risk levels elevate beyond low risk, classroom layout may be rearranged to have all desks facing forward with students facing in the same direction.

Hallways

Hallways may be marked to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash/sanitize their hands before and after recess and masks will not be required. Because each school is unique, each school may specify playground procedures including use or non/use of playground equipment based on current community risk levels.

Cafeterias and Other Areas During Lunch

Schools will primarily serve meals in their cafeterias. There will be instances where the school may need to serve meals in the classroom and that will be decided on a case-by-case basis. Because masks cannot be worn while eating, proper physical distancing is more important than ever. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food will not be delivered to the school.

Students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location, such as a school

conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

When eating in the cafeteria or other areas outside of the classroom, increased safety measures will include the following:

- Marking areas/tables indicating where students may sit.
- Staff will ensure students sit with appropriate space between each other (minimum 3 feet) when possible.
- Students will be prohibited from sharing lunch items with one another.
- Cleaning/disinfecting tables between meal groups will be practiced.

Bathrooms

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom. Posters reminding students of proper handwashing techniques will be displayed.

Front Offices

Plexiglas dividers have been installed to provide an additional layer of protection against transmission of COVID-19 for our staff and public. Signage directing and informing visitors of COVID-19 related information will be posted.

Hand Washing

All students and staff will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following time upon arrival at school (use hand sanitizer if there is no sink in the classroom),

- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask.

Student Belongings/Materials

Sharing of technology devices, school supplies, and belongings among students will be very limited and permitted only if it is absolutely necessary. If equipment or supplies must be shared by students, staff or students will clean the item after each use. Parents should also clean student belongings

before/after school. Schools may also limit the use of backpacks.

Trips and Activities

Field trips and activities are an important part of our scholars' educational experience. We want our students to have maximum opportunities to participate in such experiences. We will continue monitoring community risk levels to inform any decisions to limit these experiences.

Specialized/Special Area Classes

Because electives and special area classes are vital to the social and emotional well-being of our students, they are permitted. Some classes, such as choir, band, and PE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

Visitors and Volunteers

We value visitors and volunteers in the education of our scholars. We ask that visitors and volunteers become knowledgeable about our mitigation plan and self-monitor for symptoms prior to coming on campus. We will maintain flexibility in providing access to campus for visitors and volunteers based on community risk levels at any point in time.

PROTOCOLS: EMPLOYEES

Protocols are established based on CDC and ADE Guidelines along with any federal, state or local orders. These practices are put in place for the safety of all.

Face Coverings

Face coverings and masks are optional. Cloth face coverings and FDA approved surgical masks may be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.

Staff members may bring their own cloth or surgical facemask to and from school. Schools will be provided reusable-masks upon request ,and a supply of disposable surgical masks will be available for students and staff who choose to wear a mask.

Daily Screening

This plan will be made available for all employees to review. As part of this process, the District has communicated to all employees what symptoms are to be monitored and observed every morning, as well as the expectation that employees will not report to work if they are exhibiting symptoms (or feeling sick). In these instances, employees are encouraged to get a COVID test and follow isolation and quarantine guidance outlined by the CDC and communicated by our COVID-19 reporting team. The District has required that all employees review the District's COVID-19 Memorandum and adhere to participating in a daily screening process before reporting to work every day.

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed 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,
- change in congestion or runny nose not related to allergies,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Additionally, An employee should take his/her temperature, if able, at home and assess whether or not he/she is experiencing any of the stated COVID-19 symptoms prior to arriving at work. Employees are required to report to their site administrator and the COVID-19 reporting group comprised of Safety & Risk Management, and Human Resource personnel, if they or any person in their household, have tested positive for COVID-19. If an employee believes that they have been exposed to

COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from their immediate supervisor, site administrator, the Human Resources Department, or District Risk Management.

Handwashing

Employees are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at a minimum:

- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- 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.

Physical/Social Distancing

Employees are required to maintain a distance of at least 3-6 feet between individuals at all times, unless this is not physically possible or, for an individual's safety. If a situation arises that requires a staff member to come into contact with a student or another staff member (for instance, if a student is having a physical emergency, or requires a two-person restraint), the staff member will resume physical/social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

School and District Visitors

The District will limit nonessential visitors at each school site except for the safety and well-being of students and staff based on community risk levels communicated by the CDC and Maricopa County Department of Public Health at any point in time. Staff visitors will report to the front office, not proceed unless it is absolutely necessary and/or authorized by the site administrator. District Visitors will follow all protocols when visiting schools.

PROTOCOLS: CLEANING AND DISINFECTING

Protocols are established based on CDC and ADE Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the highest and most consistent standards possible. Custodial schedules will be adjusted to place focus on cleaning and disinfecting routinely high-touch surfaces throughout the day. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently high-touch surfaces in all areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas. Sports equipment and any other shared items (if they are being used) will be cleaned between uses by teachers and/or custodial staff utilizing district-provided approved cleaning products.

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, ADHS, and Maricopa County Public Health Services' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents, and families will be notified of major changes to reporting procedures.

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 **ONLY** to:
 - a. If a student: School Principal or COVID-19 Point of Contact
 - b. If an employee: Immediate Supervisor, Site Administrator, or COVID-19 Reporting Group

Confidentiality will be maintained to the greatest extent possible.

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students and/or staff, sent home, and recommend they get tested if the employee is able to self-transport. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home, or to a healthcare provider, will be arranged by the site administrator and/or supervisor. If the employee appears to be in medical distress, "911" will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and/or staff, with the exception of one staff member to supervise the student. This staff member will wear additional PPE (a face shield, gloves, gown, etc.) and maintain a safe distance from the student at all times, unless there is an emergency. The school will immediately notify a parent or emergency contact to pick up the student and recommend they get tested. If the student appears to be in medical distress, "911" will be called.
4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.

5. The site administrator/supervisor 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, and not wearing face covering). If so, the site administrator/supervisor will notify the COVID-19 Reporting Group. If it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine according to CDC guidelines and get tested.

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the CDC, ADHS, or Maricopa Public Health Services' guidelines at that moment in time. Employees or students who have been exposed to someone who has tested positive for COVID-19 may also not return to school depending on whether or not they have been fully vaccinated. The current guidance from the CDC to quarantine or isolate is as follows:

The following guidance issued by the CDC should be followed if your child has been exposed to or has been a close contact with someone who tested positive for COVID-19:

- If your child is NOT up-to-date on COVID-19 vaccinations, meaning they have had their initial series and a booster, he or she should stay home for 5 days following their initial exposure to the person who tested positive. The first day to start counting quarantine will be the first day after their initial exposure. If your child's symptoms improve over these 5 days, and they do not have a fever on the 5th day, they may return to school on day 6. You should have your child wear a mask upon return to school until it has been 10 days from their initial exposure. It is recommended that your child take a COVID test 5 days after exposure.
- If your child is up-to-date on COVID-19 vaccinations, your child does NOT have to quarantine and can continue coming to school as long as he or she does not develop COVID-like symptoms. Continue to monitor your child for symptoms, and it is recommended that your child take a COVID test 5 days after their initial exposure.

The following guidance issued by the CDC should be followed if your child becomes sick or has tested positive for COVID-19:

- Regardless of whether your child is fully vaccinated or not, he or she should stay home for 5 days in isolation. Your child can return to school after 5 days if their symptoms have improved, and he or she does not have a fever.
- You should have your child wear a mask upon return to school until it has been 10 days from the onset of COVID-symptoms. It is recommended that your child take a COVID test 5 days after the onset of COVID-like symptoms.

Potential School Closures

At this time and, depending on state government and/or health departments' criteria for closing an individual school, it is not known what would cause a school to close as a result of a COVID-19 outbreak at a particular campus. Once, if possible, the District obtains that information, it will be communicated to the Cartwright School District employees, parents and families. In addition, the District will close the entire district if ordered by the State.

ADDITIONAL RESOURCE

The Centers for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Arizona Department of Health Services

<https://www.azdhs.gov/>

Maricopa County Public Health Department

<https://www.maricopa.gov/5460/Coronavirus-Disease-2019>

American Academy of Pediatrics

<https://services.aap.org/en/news-room/news-releases/aap/2021/american-academy-of-pediatrics-updates-recommendations-for-opening-schools-in-fall-2021/>
