



# Return to School Safety Protocol Manual

2021-2022 Academic School Year



*Updated Sept 2021*



*"I am Roosevelt"*

At the end of the 2019-20 school year, Roosevelt School District No. 66 established the Return to School Task Force (RSTF). Members of the task force included parents, teachers, principals, non-certified staff and executive team members. The mission of this committee was to assist district schools in reopening campuses for fall 2020.

Throughout this process, the team recognized each school community has its own special needs, therefore, the RSD offers options throughout this document. This plan was developed in tandem with The Trust in partnership with the Alliance and SCIP. As a guide, this template may be adapted to meet the needs of each individual school site.

It is important to note, the plan reads as policy. Although phrases such as "consider" or "it is recommended" are not used in this document, schools may adapt the plan to keep students, teachers, parents, and community members safe.

This template is in response to current health conditions surrounding COVID-19. When designing this document, the RSTF committee referenced the CDC guidelines and the Arizona Department of Education plans for reopening. The enclosed document provides information to reduce the risk of infection in our school communities.

As you know, information under these current circumstances is evolving. This document will be under constant review. The guidelines outlined will be modified as soon as new information becomes available. The RSTF will meet on a periodic basis to ensure all guidelines are current.

For additional information, please reference our website at [www.rsd66.org](http://www.rsd66.org). The RSD website will be updated frequently to keep the community well informed. It is our intent to keep our community safe during these unprecedented times.

If additional information is need, please call our main office at (602) 243-4800 or visit [www.rsd66.org](http://www.rsd66.org).

## Table of Contents

<b>STAFFING ASSIGNMENTS</b> .....	<b>5</b>
<b>COMMUNICATION OF SAFETY PROTOCOLS</b> .....	<b>6</b>
Employees .....	6
Parents .....	6
<b>KEY SAFETY PROTOCOLS</b> .....	<b>7</b>
Hand Washing .....	7
Face Coverings .....	7
Students.....	7
Employees .....	7
Cleaning and Disinfecting.....	8
<b>STUDENT PROTOCOLS</b> .....	<b>9</b>
Daily Health Screenings.....	9
Drop-off   Pick-up Procedures .....	9
School Arrival .....	9
Bus Transportation .....	10
Getting on the bus   Bus Stops .....	10
Bus Seating Options.....	10
Enhanced Physical Distancing.....	10
Basic social distancing practices .....	10
Classroom layout .....	11
Communal spaces .....	11
Student Belongings/Materials.....	12
Field Trips and Student Activities.....	12
Specialized Classes.....	12
<b>VISITOR PROTOCOLS</b> .....	<b>14</b>
<b>EMPLOYEE PROTOCOLS</b> .....	<b>15</b>
Daily Health Screenings.....	15
Enhanced Social Distancing.....	15
<b>PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST</b> .....	<b>16</b>
<b>APPENDIX</b> .....	<b>17</b>
Appendix A: 10 Things You Can Do To Prepare For Returning Back To School .....	
Appendix B: Facemask Do’s and Don’ts.....	
Appendix C: Not All Masks Are Created Equal.....	
Appendix D: Can my child go to school today? .....	
Appendix E: Return to School Safety Protocol Videos .....	

# COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. The protocols that follow include recommendations for mitigating risk once school begins. The protocols are based on CDC guidelines and are aligned with current Federal, State and Local mandates. These mandates may change at any given time and, thus, may change the protocols in this document.

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

***The information in this document may be updated based on recommendations and mandates that are changed.***

## What you should know about COVID-19 to protect yourself and others

- **Know about COVID-19**
  - Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
  - The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
  - COVID-19 symptoms can range from mild (or no symptoms) to severe illness.
- **Know how COVID-19 is spread**
  - You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
  - You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
  - You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.
- **Protect yourself and others from COVID-19**
  - There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
  - Stay home as much as possible and avoid close contact with others.
  - Wear a cloth face covering that covers your nose and mouth in public settings.
  - Clean and disinfect frequently touched surfaces.
  - Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- **Practice social distancing**
  - Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
  - If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
  - Get deliveries and takeout, and limit in-person contact as much as possible.
- **Prevent the spread of COVID-19 if you are sick**
  - Stay home if you are sick, except to get medical care.
  - Avoid public transportation, ride-sharing, or taxis.
  - Separate yourself from other people and pets in your home.
  - There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
  - If you need medical attention, call ahead.
- **Know your risk for severe illness**
  - Everyone is at risk of getting COVID-19.
  - Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## STAFFING ASSIGNMENTS

At the district level, the Executive Director of Community Engagement will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The Director of Community Engagement will ensure that each site has posters with messaging on handwashing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator or designee will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the Unit Manager 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, Principal will coordinate and implement the protocols set forth in the **PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST** section of this document for screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the Executive Director of Human Resources.
- informing Executive Director of Leadership and Learning if absences of students and staff on any given day are above 20% or if there appears to be a cluster of respiratory-related illnesses.

The Exceptional Student Services Director and Social-Emotional Learning Director will coordinate with site-based case managers to ensure that students with special needs and students with 504 plans are being met in the context of implementation of these safety protocols.

## COMMUNICATION OF SAFETY PROTOCOLS

### Employees

Prior to students returning to campus, all staff will review required safety protocol videos. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

### Parents

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

Each school site's Family and Community Engagement Coordinator, or designee, will be responsible for answering parent questions regarding implementation of COVID-19 protocols.



## KEY SAFETY PROTOCOLS

### Hand Washing

All staff and students 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:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after meals,
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

### Face Coverings

#### Students

Students are required to wear cloth face coverings while indoors, subject to the health condition exception stated below:

\*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff.

Students should bring their own cloth face coverings to and from school. When feasible, schools should also have a supply of face coverings available to provide students who cannot afford or do not have their own.

#### Employees

Employees are required to wear cloth face coverings while indoors unless they cannot do so for health reasons. In these cases, employees must notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Employees should contact the district's HR Benefits Specialist or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering.

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Note: Wearing cloth face coverings does not replace the need to maintain physical distancing of at least 6 feet whenever possible. Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved.

### Facemask Do's and Don'ts For Healthcare Personnel

**When putting on a facemask**

Clean your hands and put on your facemask so it fully covers your mouth and nose.

DO cover the elastic bands around your ears.

DO cover the top or the middle of your head and the base of your head.

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**When wearing a facemask, don't do the following:**

DO NOT touch your facemask unless your nose or mouth.

DO NOT allow a strap to hang down. DO NOT cross the straps.

DO NOT touch or adjust your facemask without cleaning your hands before and after.

DO NOT wear your facemask on your head.

DO NOT wear your facemask around your neck.

DO NOT wear your facemask around your eyes.

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**When removing a facemask**

Clean your hands and remove your facemask touching only the straps or ties.

DO wash the patient care area. Then clean your hands with alcohol based hand sanitizer or soap and water.

DO remove your facemask touching ONLY the straps or ties. Throw it away, and clean your hands again.

\*If implementing linked-use: Facemasks should be carefully folded so that the outer surface is held against and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, ventilated paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.

cdc.gov/coronavirus

### Qué hacer y qué no hacer con las mascarillas Para el personal de atención médica

**Al ponerse una mascarilla.**

Limpíese las manos y póngase la mascarilla de manera que la cubra completamente la nariz y la boca.

ASÍGUE las bandas elásticas alrededor de los oídos.

ASÍGUE las tiras en la mitad y en la base de la parte de atrás de la cabeza.

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**Al usar una mascarilla, no haga lo siguiente:**

NO se ponga la mascarilla por debajo de la nariz o la boca.

NO permita que la correa cuelgue de la mano. NO cruce las tiras o bandas.

NO toque ni se ajuste la mascarilla sin lavarse las manos antes y después.

NO se ponga la mascarilla sobre la cabeza.

NO se ponga la mascarilla alrededor del cuello.

NO se ponga la mascarilla alrededor del rostro.

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**Al quitarse una mascarilla**

Limpíese las manos y quítese la mascarilla tocando solo las bandas o tiras.

SALGA del área de cuidado de pacientes, limpie y desinfecte a base de alcohol o con agua jabonosa.

QUÍTESE la mascarilla tocando SOLO las bandas o tiras. "Abale" y eche a perder las manos.

\*Si se usa e implementar una mascarilla vinculada, la mascarilla debe doblarse cuidadosamente de tal manera que la superficie exterior quede hacia adentro y contra sí misma para reducir el contacto con la superficie exterior al quitársela. La mascarilla doblada puede guardarse entre usos en una bolsa de papel limpia y que se puede sellar con un sujetapapeles que permita el flujo del aire.

Hay información adicional disponible sobre cómo ponerse y quitarse el equipo de protección personal de manera segura, como las mascarillas, en <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.

cdc.gov/coronavirus-es

## Cleaning and Disinfecting

Daily cleaning and disinfecting will be arranged for all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools. The playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Inform staff and students that they are expected to clean and disinfect workspaces when they arrive at work/school and just before leaving work/school.

Assign schedules to janitorial staff for increased cleaning of surfaces and bathrooms throughout the day.

## STUDENT PROTOCOLS

### Daily Health Screenings

Parents are required to conduct at-home health screenings for COVID-19 symptoms. Students should not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills,
- shortness of breath or difficulty breathing,
- muscle aches,
- sore throat,
- headache,
- fatigue,
- congestion or runny nose,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Parents will be informed via registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.

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

### Drop-off | Pick-up Procedures

Parents will be required to drop off and pick up students without getting out of the car, unless permission from a site administrator is provided for good cause.

### School Arrival

A staff member will visually check each student prior to students entering campus buildings. Temperature checks will happen as needed.

Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, will be taken to an identified area. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide 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/health aide observes that there are no other symptoms, the nurse/health aide 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.

After entering the campus, each student will proceed directly to the student classroom.

## **Bus Transportation**

### Getting on the bus | Bus Stops

Per federal mandate, face coverings must be worn by all individuals while on a school bus or any district transportation. All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

A bus driver or aide, will visually check each student prior to the student boarding the bus. If a student exhibits visible symptoms,<sup>1</sup> the following steps will be taken:

- If the parent is at the bus stop, the student will return to their parent.
- If the parent is not at the bus stop, the student will be socially distanced from other persons.

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 should be permitted to ride the bus.

### Bus Seating Options

To the greatest extent possible, given bus capacity, students will be assigned to bus seats with one student per row and, when possible, an empty row between students. Where students can be assigned one per row, assign them to the seat closest to the window. Maximum bus ventilation will be maintained at all times, including open windows (weather permitting).

- Buses will be loaded from back to front at bus stops, and unloaded front to back when at school (to minimize students passing by other students).
- Siblings will be allowed to sit together if they wish.

## **Enhanced Physical Distancing**

### Basic social distancing practices

Staff members will educate and remind students regularly to maintain a safe distance between individuals at all times possible.

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<sup>1</sup> Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

Where possible, students and staff will remain with the same groupings throughout the day. Reduced class sizes will be considered as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

### Classroom layout

All classrooms should have desk dividers for every student.

Desks will be positioned as far apart as possible and facing the same direction rather than facing each other, unless desk dividers are being used. Large tables will not be used for grouping of students unless this is the only option and desk dividers are used.

### Communal spaces

#### *Hallways*

Hallways will be marked with adhesive tape 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*

Use of equipment (balls, jump ropes, etc...) and playscapes are allowed if school sanitizes between uses. Masks are not necessary outdoors.

Classes will remain in cohorts and practice physical distancing during unstructured time. Finally, require teachers and students to wash or sanitize their hands following activities.

#### *Meals*

Meals may be served in the cafeteria, in classrooms, and other designated eating areas following schedules determined by individual school sites. Meals will be served on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, food service staff will collect all items while wearing gloves. Students are prohibited to share items with one another at all times.

If there is a student with food allergies, convene a 504 team to discuss 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).

If serving meals in the cafeteria, the following should be followed:

- Mark tables in the cafeteria to indicate where students may sit.
- Assign same direction seating if possible.
- Assign students to a specific seat with a safe distance between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for meal service, permit only one class to line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.

### *Bathrooms*

Students will be permitted to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and direct them to maintain social distancing. Finally, display posters reminding students of proper handwashing techniques.

### *Drinking Fountains*

Drinking directly from water fountains will be discouraged. Water bottle filling stations have been installed on all campuses. Students should bring a full water bottle each day and only use fountains, when necessary, to fill a bottle or cup.

### **Student Belongings/Materials**

For younger grades and where possible, student belongings should be kept in individual bins or cubbies labeled with each student's name. Belongings should be sent home for cleaning each day.

Sharing of school supplies among students will not be permitted. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), have a staff member wipe down the item with disinfectant after each use.

### **Field Trips and Student Activities**

Small-scale events allowed if held outdoors or within the school's largest space, such as a cafeteria or gymnasium. Attendance at indoor events should be at 75% capacity

Sports conditioning and practices can be held according to district's guidelines (TBD).

After school clubs and activities can be held according to the district's guidelines (TBD).

Field Trips may be considered according to the district's guidelines (TBD).

### **Specialized Classes**

Some classes, such as science labs, choir, band, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

## 6 LAYERS OF PROTECTION



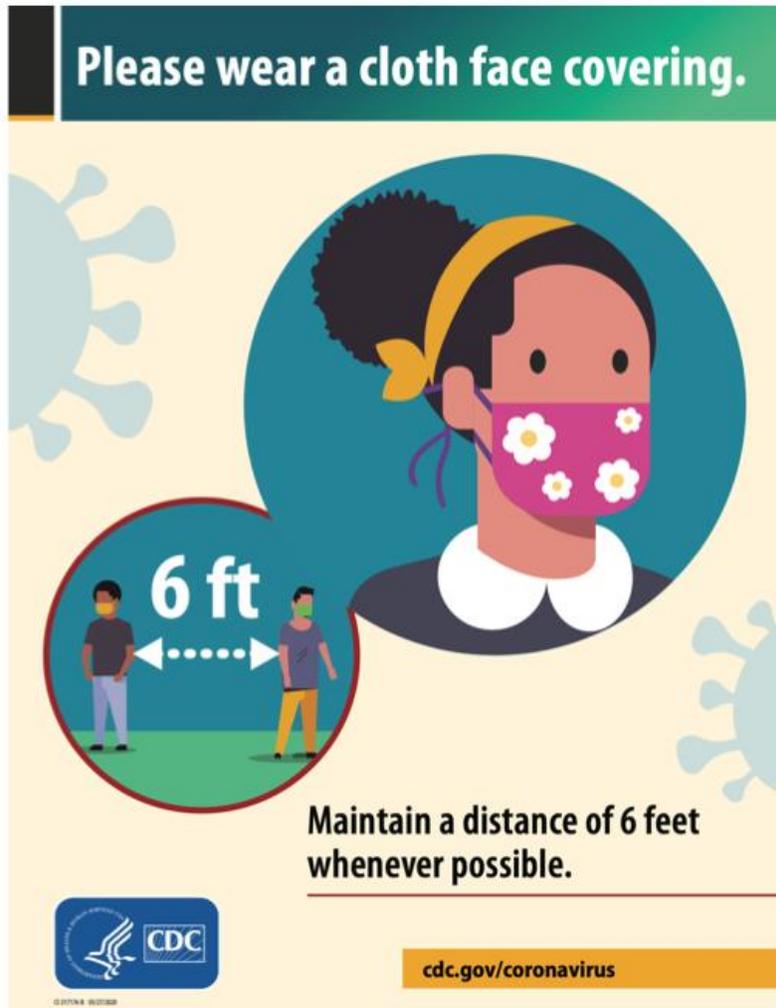
## 6 CAPAS DE PROTECCIÓN



## VISITOR PROTOCOLS

Pre-arranged volunteers with specific roles will be allowed. Volunteers must sign an Acknowledgement form and agree to the district's staff daily screening expectations.

The District will limit nonessential visitors and volunteers during the school day for the safety and well-being of students. Visitors will report to the front office and must follow all current safety protocols.



## EMPLOYEE PROTOCOLS

### Daily Health Screenings

All employees must take their temperature at home prior to arriving at work. 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,
- congestion or runny nose,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

### Enhanced Social Distancing

Employees are required to maintain a safe distance between individuals at all times, unless this is not physically possible or, for a student's safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), have the staff member resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.



## PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

### **Employee:**

1. If an employee develops COVID-19 symptoms, report the situation to Supervisor/Principal. Confidentiality must be maintained to the greatest extent possible.
2. If an employee tests positive for COVID-19, immediately report the situation to Supervisor/Principal and HR Benefits Specialist. Confidentiality must be maintained to the greatest extent possible.
3. Employee who has developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until instructed to do so by designated district staff, who will be informed by guidance from Maricopa County Health Department.

### **Student:**

1. Immediately report the situation to School Nurse. Confidentiality must be maintained to the greatest extent possible.
2. If a student develops COVID-19 symptoms at school, student will be sent to campus isolation room and arrangements will be made to send the student home in a safe manner.

Provide student with the [MCDPH Home Isolation Guidance for People with COVID-19](#).

3. Students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until instructed to do so by designated district staff, who will be informed by guidance from Maricopa County Health Department.

## APPENDIX

**Appendix A: 10 Things You Can Do To Prepare For Returning Back To School**

**Appendix B: Facemask Do's and Don'ts**

**Appendix C: Not All Masks Are Created Equal**

**Appendix D: Can my child go to school today?**

**Appendix E: Return to School Safety Protocol Videos**