

SKYLINE EDUCATION COVID-19 MITIGATION PLAN AND PROTOCOLS FOR SCHOOL REOPENING

The following protocols will be implemented across all Skyline Education School sites.

STEP ONE PROTOCOLS FOR HAVING STUDENTS ON CAMPUS

DAILY SCREENING

Daily Screening at Home

- Parents/Guardians should screen students for the following symptoms each morning and must keep students at home if any symptoms are present.
 - Fever or chills
 - Shortness of breath or difficulty breathing
 - Muscle aches
 - Sore throat
 - Headache
 - Fatigue
 - Congestion or runny nose
 - Cough
 - Vomiting
 - Diarrhea
 - New loss of taste or smell
- Students will have the opportunity to make up work missed due to symptoms of COVID-19. Additionally, students will continue to have access to the School's online learning curriculum while at home.
- **Schools will not give out attendance awards for the duration of the COVID-19 health crisis.**

Daily Health-Check Transportation

- All buses will have clearly visible signage communicating that students should not enter the school bus with any of the above symptoms. Students will be required to wear a mask when riding on school buses, vans or any school transportation.

Daily Health Checks at School

- Upon arrival at school, each student will go directly to their classroom. A staff member will visually screen each student for symptoms and take temperatures with a non-contact thermometer 10-15 minutes after the student arrives (to allow for normalization of temperature after being outside in the heat). Thermometers will be disinfected between uses according to the manufacturer's instructions if required. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the front office. Parents may be contacted for pick up with the following EXCEPTIONS:

- If the student has health information on file that confirms a diagnosis of allergies, asthma or other respiratory condition and the registrar or site administrator observes that there are no other symptoms, the registrar will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.
- Students' temperatures may be checked randomly throughout the day.

All student health information will be maintained confidentially.

TRANSPORTATION

- To the greatest extent possible given bus capacity, students will be assigned seats on buses. School buses will maintain maximum ventilation at all times including open windows, when possible due to weather, and ventilation systems will be set on non-recirculating mode.
- Students are required to wear cloth face coverings when on school buses unless they cannot due to a health condition.
- All staff are required to wear cloth face coverings when on school buses unless they cannot due to a health condition.

HAND WASHING

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (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

ENHANCED SOCIAL DISTANCING

Cloth Face Coverings

Students will be required to wear cloth face coverings when on campus as required by Maricopa County and City proclamations. If a health condition prevents wearing a cloth face covering, the school will communicate with parent and student to find an appropriate alternative, such as a plastic shield or distance learning. Cloth face coverings are not surgical masks or other medical personal protective equipment.

Students will not be required to wear cloth face coverings during physical education courses and other physical activities as determined by school staff, though they may voluntarily wear face coverings at any time.

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

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

Social Distancing

Students will be educated and reminded regularly by staff members to maintain 6 feet distance between individuals at all times possible.

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle and high school students will be designed to allow the same groupings of students to move from subject to subject as much as possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school.

Prior to the start of the school year, parents will receive a survey regarding interest in distance learning curriculum. Classroom capacity will be determined after survey results are received.

Drop-off/Pick-Up Procedures

Parent drop-off/pick-up procedures recommend parents to drive-thru drop-off/pick-up with prohibition on parents getting out of the car while in the drive through drop-off/pick up lane. If a parent would like to get out of the car for drop-off and/or pick-up, they will be required to park in a designated parking area, follow social distancing guidelines and be required to wear a face covering while on school property. Parents will not be allowed into the building 30 minutes prior or 30 minutes following release.

Classroom Layout

Desks will be placed as far apart as possible given the physical layout of each classroom and desks will face the same direction rather than facing each other. Large tables for groups of students will not be used unless they are the only option.

Students and Teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

Communal Spaces (Playgrounds, Lunchrooms, Bathrooms, Front Office)

Playgrounds

No more than one grade level at a time may be on playground equipment. Classes will be assigned a specific time slot and time slots will be scheduled such that there is enough

time between classroom use that all of the playground equipment can be disinfected before the next group uses it. Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time

Lunchrooms

Lunches will be served by class and cohort to limit mixing of student groups.

Bathrooms

The number of students in the bathroom will be limited to allow students to keep an empty sink between them during handwashing. Bathrooms will be closed during recess and passing time unless a teacher is present as a chaperone and teachers will monitor restrooms during high-volume times

Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

Front Offices

If a glass/plexiglass divider is not already in place, sneeze guards or other partitions will be installed on/at the front desk.

Visitors to School

The School will be limiting nonessential visitors and volunteers to school. Parent volunteers will not be utilized in the classroom during the COVID-19 health crisis.

Student Belongings

For younger grades, student belongings will be kept in individual bins or cubbies labeled with each student's name.

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

CLEANING AND DISINFECTING

All frequently touched surfaces, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. If any of the following are being used, playground, sports equipment, and any other shared items must be cleaned between uses by groups of students.

Bus seats and windows must be disinfected after each use (e.g., after the morning routes and after the afternoon routes).

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES

Field trips will be canceled. Teachers should use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies will not be held with students in the same physical location. If it is possible to hold school-wide assemblies virtually with student groups remaining in their classrooms, those types of assemblies are encouraged to increase the sense of community among students and staff.

Extracurricular activities should be limited unless the activity can be conducted in compliance with these protocols.

STEP TWO PROTOCOLS FOR EMPLOYEES

EXPOSURE ASSESSMENT

Prior to allowing employees to report to work, School administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether personal protective equipment ("PPE") is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

DAILY SCREENING

Employees may not report for work if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Each employee's temperature will be taken by a designated staff member when the employee reports to work. Designated staff member will have access to a non-contact thermometer which shall be used if an employee's temperature is above 100.4, the employee will be sent home for the day. Employees are directed to stay home if they have any of the symptoms identified above and must self-report any symptoms that develop during the day.

Each employee will also take his/her temperature at home prior to arriving at work. When the employee arrives at work, the employee will check in with the designated on-site staff person and, remaining at least 6 feet from the designated staff person, will verbally confirm that their temperature was less than 100.4 degrees when they left home and that they do not have any of the symptoms listed above.

HANDWASHING

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

ENHANCED SOCIAL DISTANCING

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

CLOTH FACE COVERINGS

At all times, all employees will wear cloth face coverings or PPE, if PPE is determined necessary for the position. If an employee cannot wear a face covering due to a disability, the employee should contact his/her immediate supervisor to discuss accommodations.

If a staff member is alone in his/her work area or school transport vehicle, the cloth face covering may be removed but must be on before students or other staff arrive and the work area disinfected.

Wearing cloth face coverings does not replace the need to maintain social distancing of at least six feet whenever possible.

CLEANING AND DISINFECTING

All frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools must be cleaned and disinfected daily. Staff are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.

STEP THREE NOTIFICATION PROCESS

IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS WHILE ONSITE

- The individual will be asked which symptoms they are displaying and how long they have experienced each symptom.
- The situation will immediately be reported to the Principal (or site administrator if Principal is not present) ONLY. Confidentiality will be maintained to the greatest extent possible.
- If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors and arrangements will be made to send the employee home in a safe manner. If the employee can self-transport, the employee will leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.
- If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. Staff are always required to wear cloth face covering and will always maintain 6 feet distance from the student unless there is an emergency. A parent/emergency contact will be notified immediately to pick the student up. If the student appears to be in medical distress, 911 will be called.
- Any areas that the symptomatic employee or student were in for a prolonged period will be immediately closed off, cleaned and disinfected.
- We will determine whether other employees or students may have had “direct contact” with the symptomatic individual. If so, we will notify those individuals (or, in the case of students, their parents) that an employee/student was sent home because they exhibited COVID-19 related symptoms and request that they monitor their health for symptoms. Direct contact is defined as being 6 feet or closer to the positive person for 15 minutes or more.
- Employees or students who have developed COVID-19 symptoms may not return to the site until one of the following options has occurred:

Option one

- Present a physician note indicating symptoms are related to something other than COVID-19 (i.e., allergies) and individual is clear to return to school/work.

Option two

- At least 10 days have passed since the first symptoms emerged.
- At least 1 days (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and other symptoms have improved (e.g., cough, shortness of breath).

OR

Option three

- Obtain a negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 no earlier than 3 days after onset of symptoms.
- At least 1 days (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and other symptoms have improved (e.g., cough, shortness of breath).

IF AN EMPLOYEE OR STUDENT REPORTS A POSITIVE COVID-19 TEST

- We will ask the individual (or parent) to provide a list of people on campus that the positive person had direct contact with during the 14 days before the onset of symptoms or a positive test result.
- Follow the notification protocols listed below.
- Cleaning and disinfecting will take place immediately on the same workday and staff will wear PPE while cleaning. During that time, if feasible, open windows or outside doors to increase air circulation in those areas.
- Employees or students who have a positive COVID-19 test may not return to the site until:
 - If you are symptomatic, at least 10 days have passed since the first symptoms emerged.
 - At least 1 days (24 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and symptoms have improved (e.g., cough, shortness of breath); **or**
 - If you are asymptomatic, at least 10 days have passed since the positive test result from an FDA Emergency Use Authorized COVID-19 molecular assay for detection of virus causing COVID-19.

IF AN EMPLOYEE OR STUDENT REPORTS DIRECT EXPOSURE TO COVID-19

- You should quarantine if you have had direct exposure with someone who has COVID-19.
- Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
- What counts as direct exposure?
 - You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
 - You provided care at home to someone who is sick with COVID-19.
 - You had direct physical contact with the person (hugged or kissed them).
 - You shared eating or drinking utensils.
 - They sneezed, coughed, or somehow got respiratory droplets on you.
- Employees or students who have had direct exposure may not return to the site until one of the following options has occurred:
 - At least 10 days have passed since direct exposure; **and**
 - You do not present any COVID like symptoms, which are defined as a fever without the use of fever-reducing medications and other symptoms (e.g., cough, shortness of breath).

OR

- Obtain a negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 no earlier than 3 days after exposure.

NOTIFICATION TO STUDENTS/EMPLOYEES OF POSSIBLE COVID-19 EXPOSURE

When Administration becomes aware that a student or staff member has tested positive for COVID-19, or has not been tested but is demonstrating of COVID-19 symptoms of difficulty breathing, loss of sense or smell, fever, or coughing, the following steps will be taken:

- Make a list of individuals who had direct contact with the positive person during the previous 14 days.
 - Contact the adult individuals identified as having been in direct contact and advise him/her that s/he has a possible exposure at work due to someone

who tested positive and ask questions regarding whether the individual has consistently worn masks while at work and whether the individual is experiencing any symptoms.

- Provide written notification of possible exposure to those individuals who had direct contact with the positive person during the previous 14 days. **If there is reason to believe that there was direct contact**, Employees or students who have had direct exposure may not return to the site until one of the following options has occurred:
 - At least 10 days have passed since direct exposure; **and**
 - You do not present any COVID like symptoms, which are defined as a fever without the use of fever-reducing medications and other symptoms (e.g., cough, shortness of breath).

OR

- Obtain a negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 no earlier than 3 days after exposure.
 - For employees:
 - If the individual is able to telework, assign telework tasks during the period of self-isolation.
 - If the individual is not able to telework, provide information about leave options
 - If the individual is a student, provide distance learning for the period of self-isolation.
- Provide written notification of a positive COVID-19 case on site to members of the community.

Personally identifiable information about the individual who tested positive will not be released in written or verbal notifications.

Home **Isolation** Guidance for People Who Test Positive or Have Symptoms Consistent with COVID-19[†] (rev. 06 Nov 2020)

Isolation is for people who have tested **positive** or have **symptoms** consistent with COVID-19[†] and are waiting to be tested or diagnosed. It prevents the spread of COVID-19 by asking people who have COVID-19 (or those with symptoms) to stay away from others until they have fully recovered and can no longer transmit the virus.

If you have tested **POSITIVE** or have symptoms of COVID-19[†], you need to stay **isolated** at home for a specified period of time — usually around 10 days.

“Stay isolated” means you need to:

- **Stay at home**, except to get essential medical care. This includes:
 - **Not going to work** (even if you work in an essential service*), **school**, or **public areas**
 - **Not using public transportation, rideshares, or taxis**
- **Separate** yourself from others in your home, as much as possible. Stay in a separate room and use a separate bathroom, if possible. **If you cannot separate from others at home, you need to wear a mask.**
- **Cover** your coughs and sneezes with a tissue or your elbow.
- **Wash your hands** often with soap and warm water for at least 20 seconds.
- **Avoid touching** your eyes, nose, and mouth.
- **Do not share household items** like dishes, cups, eating utensils, and bedding.
- **Clean** high-touch surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, etc.) daily.
- **Cancel** all non-essential medical appointments and call ahead to your provider before you attend essential medical appointments.
- **Monitor your symptoms** and seek medical care if your illness is worsening. **Before** going to your medical appointment, call the healthcare provider and tell them that you have, or are being evaluated for, COVID-19

The **number of days** you need to stay **isolated** at home **depends on**:

- Your COVID-19 test result;
- Your symptoms;
- If you were a close contact of someone with COVID-19;
- How sick you were; and
- If you are severely immunocompromised.



Follow the **Home Isolation Flow Chart** on the back of this page to determine **how long you need to isolate at home.**

*Essential Services are defined by Governor Ducey's Executive Order 2020-12, see: https://azgovernor.gov/sites/default/files/eo_2021.pdf

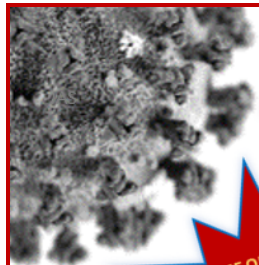
[†]Symptoms of COVID-19 can range from mild to severe illness and may include:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Headache
- Fatigue (not as a sole symptom in the school setting)
- Nausea or vomiting, diarrhea
- Sore throat, congestion or runny nose
- New loss of taste or smell.

Check the [CDC web site](https://www.cdc.gov/covid19/symptoms) for the latest list of COVID-19 symptoms.

COVID-19 Home Isolation Guidance - Flow Chart for Non-Contacts[†]

Patient version - Revised - 06 November 2020



START HERE

TRY ME ONLINE AT:
Maricopa.Gov/
COVIDIsolationTool

SYMPTOMS

Have you experienced any symptoms consistent with COVID-19?

YES,
I have/had symptoms.

NO,
I have **not** had symptoms.

Symptoms of COVID-19 may include:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches, headache
- Fatigue (not as a sole symptom in the school setting)
- Nausea or vomiting, diarrhea
- Sore throat, congestion or runny nose
- New loss of taste or smell.

Symptoms can range from mild to severe illness and appear 2 to 14 days after exposure.

[†]**Non-Contacts** are people who have **not** had known exposure to a person with COVID-19 while that person was infectious. If you have had contact with someone with COVID-19, consult the **QUARANTINE** guideline instead at: Maricopa.Gov/COVIDQuarantine

PCR or Antigen Test for COVID-19
Did you get a nose-swab or saliva test for COVID-19 and is your result available?

PCR or Antigen Test for COVID-19
Did you get a nose-swab or saliva test for COVID-19 and is your result available?

NO, including:
I'm waiting for my result, or I got a **blood** test for COVID, or I haven't been tested.

YES,
I've been tested and I have my test result.

YES,
I've been tested and I have my test result.

NO, including:
I'm waiting for my result, or I got a **blood** test for COVID, or I haven't been tested.

If you are waiting for your test result, **begin** by following the **POSITIVE** guideline, then re-evaluate when you know your result. --- If you haven't had a nose-swab or saliva test, follow the **POSITIVE** guideline unless one of the **special exceptions** connected below applies to you.

NEGATIVE
Isolate until it has been at least: 24 hours since your last fever **without** the use of fever-reducing medication, **AND** your other symptoms have improved.

POSITIVE
Isolate until it has been at least: 10 days since your symptoms appeared, **AND** 24 hours since your last fever **without** the use of fever-reducing medication, **AND** your other symptoms have improved.

NEGATIVE
No isolation needed. Reduce your risk of future exposure to COVID-19 by following everyday precautions. See recommendations at: Maricopa.Gov/COVID19

POSITIVE
Isolate for 10 days from when you were tested. If you develop any symptoms during your isolation, follow the guidance for people with symptoms instead (left side of this chart).

If you are waiting for your test result, **begin** by following the **NEGATIVE** guideline, then re-evaluate when you know your result. --- If you don't have symptoms, testing isn't recommended but it is available if desired. Follow **NEGATIVE** guideline, then re-evaluate if tested.

SPECIAL EXCEPTION:
Known Chronic Non-Infectious Condition Isolation is **not** necessary if your symptoms are caused by a known chronic **non-infectious** condition (e.g. allergies, asthma). A doctor should provide a note confirming this in the school setting **only**.

SPECIAL SCHOOL EXCEPTION:
Alternate Infectious Illness If your doctor will provide a note attesting that you have a different, **lab-confirmed**, infectious illness (e.g. Strep throat, influenza) causing your symptoms, you may follow the **NEGATIVE** guideline.

SPECIAL EXCEPTIONS:
Serious Illness** or *Severe Immunocompromise**
If you were admitted to an ICU* due to your COVID illness or you are severely immunocompromised,** isolate until it's been at least: **20 days** since your symptoms appeared, **AND 24 hours** since your last fever **without** the use of fever-reducing medication, **AND** your other symptoms have improved.

SPECIAL EXCEPTION:
****Severe Immunocompromise**
Isolate for **20 days** from when you were tested. If you develop symptoms during isolation, follow the guidance for people with symptoms instead (left side of this chart).

PREVIOUS COVID?
If you had COVID-19 and completed isolation, then later retested **POSITIVE** **within 3 months** of the onset of your symptoms (or date of your first positive test if you didn't have symptoms), additional isolation is **not** usually recommended.

* **Serious illness** – e.g. hospitalized in an Intensive Care Unit (ICU). For more details, see: www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html

****Severe immunocompromise** may include being on chemotherapy for cancer, untreated HIV infection with CD4 T lymphocyte count < 200, combined primary immunodeficiency disorder, use of prednisone >20mg/day for more than 14 days, or hematopoietic stem cell or solid organ transplant in past year.