

HealthyVerify Procedures

Desert View Schools

Classroom Protocol

August 3, 2020

These policies and procedures (“Procedures”) are intended to help the Desert View Schools (“Desert View”) reduce the likelihood that infectious diseases, including COVID-19, will be transmitted on its premises. While no precautions can fully eliminate the risk of disease transmission, these Procedures are intended to create a healthier environment and provide key guidance. These Procedures are subject to change as our understanding of COVID-19 continues to improve. As recommendations change, these Procedures will be updated during your period of certification. Further, as the extent of the community spread varies, and new treatments become available, new information will be reflected in amended Procedures.

It should be noted these Procedures follow the White House’s Proposed Phase Approach (“WHPP Approach”), and were also developed in recognition of the Arizona Roadmap for Reopening Schools, and the Center for Disease Control and Prevention’s (“CDC”) Guiding Principles to “Keep in Mind When Planning to Reopen Schools.” The guidance included in each of these documents is described below.

The WHPP Approach establishes a three-tiered reopening of businesses to the public. The current recommendations are based on CDC guidelines. The WHPP Approach recommends that all employers develop and implement a plan that considers the following criteria:

- Social distancing and protective equipment;
- Health and temperature checks;
- Testing, isolating, and contact tracing;
- Sanitation;
- Use and disinfection of common and high traffic areas;
- Use and disinfection of common and shared equipment; and
- Issues relating to travel and day trips.

The first phase recommends the following for employers if possible:

- Encourage teleworking;
- Return employees in phases;
- Close common areas where employees may congregate. If not possible, make sure to adhere to strict social distance recommendations;
- Require the use of cloth face coverings;

- Minimize non-essential travel; and
- Strongly recommend special accommodations for vulnerable populations by following FLSA and FMLA guidelines.

Arizona Roadmap for Reopening Schools cites the CDC's decision tree for reopening schools. The Roadmap advises to not reopen if the answer is "No" to any of the following questions:

- Will reopening be consistent with state and local orders?
- Is the school ready to protect higher risks students and employees at higher risk for severe illness?
- Are you able to screen for employees and students upon arrival for symptoms and history of exposure?
- Are you able to promote healthy hygiene practices such as handwashing and wearing a cloth face covering, as feasible?
- Have you intensified cleaning, disinfection, and ventilation at the campus?
- Are you encouraging physical distancing through increased spacing, small groups, and limited mixing of groups, if feasible?
- Have you trained all employees on health and safety protocols?
- Is ongoing monitoring in place?

Finally, the CDC's "Guiding Principles to Keep in Mind¹" when planning to reopen schools describes risk levels that correspond to different school operations and approaches to classroom instruction. In general, the more people a student or staff member interacts with, and the longer that interaction, the greater the risk of COVID-19 being spread.

Ultimately, HVC does not advise or determine whether or not a school should open, or when the school should reopen. The school is responsible for determining when to reopen in coordination with local and state health authorities.

¹ The CDC's Considerations for Schools is available at https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037.

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PROCEDURES FOR DESERT VIEW SCHOOLS

I. Employees

This Section sets out the provisions that apply specifically to Desert View's employees. It incorporates portions of OSHA's recommendations and elements of the CDC's guidelines in place as of May 19, 2020 along with the Department of Economic Securities Division of Developmental Disabilities COVID-19 Guidelines. In some cases, these Procedures go beyond OSHA recommendations. Some examples of additional requirements include, but are not limited to, 1) minimizing personal interactions within 6 ft. of other people, 2) depending on circumstances, include protective clothing, and 3) attempting to prevent ill employees from entering the workplace at all.

The CDC advises the risk of COVID-19 increases based upon interaction with students. Specifically, the CDC denotes three risk levels:

- Lowest Risk: Students and teachers participating in virtual only classes and activities;
- Medium Risk: Small in-person classes, where the classes stay together and remain throughout across school days/groups do not mix. Students remain socially distanced.
- Highest Risk: Full sized classes, where students mix throughout the day and share classroom supplies.

Dependent on the structure of the class, employees interacting with students should be aware of the level of risk and act accordingly, including being cognizant of social distancing measures, wearing protective equipment, washing their hands, and proper cleaning and disinfection procedure.

A. Management Training

Desert View's management shall be trained on the procedures and requirements included in this document. Desert View employees designated as Health Safety Managers, as described under Section V, will be responsible for ensuring that these procedures and requirements are implemented on school campuses.

B. Employee Health Checks

This Section addresses how Desert View can limit the extent to which its employees bring SARS-CoV-2 (the virus that causes COVID-19) into its facilities. More specifically, it will describe how Desert View should screen its employees and explain what must happen if an employee contracts COVID-19, develops symptoms associated with COVID-19, or comes into close contact with someone who has a confirmed case of COVID-19.

All Desert View employees will complete a training and attestation that they are responsible for monitoring their health daily. As such, they will be instructed that if they were to affirm any of the questions below, they should not go to work. If they were to become symptomatic during their workday, they should notify their supervisor, leave the school or facility, and adhere to return to work timeframes described in Section (I)(B)(3) and (4) until symptoms resolve.

1. Employees will consider the following daily health questions before going to work:
 - a. **Have you been in close contact with a person known to have COVID-19 since the last time you came to work?**
 - i. For the purposes of this question, “close contact” shall be defined on the questionnaire pursuant to the CDC direct contact definitions in plain, easy to understand language.²
 - b. **Have you had a fever in the last 24 hours?**
 - i. Thermometers will be made available if the employee is not sure or can’t affirm without checking.
 - c. **Do you have any new cough or shortness of breath, chills, muscle aches, headache, sore throat, any new loss of sense of smell or taste, diarrhea?**

These questions will be completed once as part of the employee’s initial daily health check attestation, and accordingly, employees will have an ongoing daily duty to monitor their symptoms and update a designated manager if any of their answers change. Desert View shall place a poster at entry points of its schools and facilities that advise employees to monitor their symptoms and update Desert View if any of their answers change. Employees answering any of the above questions in the affirmative shall not be permitted to enter the school or facility and must adhere to the return to work timeframes described in Section (I)(B)(3) and (4).

² Close contact is defined as—

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case

– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

See FN 2, COVID-19 FAQ (updated April 17, 2020, Centers for Disease Control and Prevention, available at https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ffaq.html)

2. Employees registering a temperature of 100.4F or higher, based on the CDC's definition of fever, will not come into work or will leave the school or facility if they are already at work. These employees will be permitted to return to work based on the timeframe described under Subsection 3 below.
3. Employees exhibiting illness symptoms or fever will be permitted to return to work under the following conditions:
 - If a symptomatic employee tests positive for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
 - If a symptomatic employee tests negative for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
 - If a symptomatic employee has not been tested: Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
 - If an asymptomatic employee has close contact with a confirmed case of COVID-19: Stay home for 14 days and monitor symptoms, regardless of PCR or antigen test result.
 - If an asymptomatic employee tests positive for COVID-19 (PCR or antigen testing): Stay home until 10 days have passed since the day the test was done.

Special criteria for persons with severe/critical illness or who are severely immunocompromised. Studies have shown that severely immunocompromised individuals and people who have severe/critical cases of COVID-19 can remain contagious longer than others. Therefore, ADHS released the following guidelines for these special cases:

- If an employee is symptomatic: Return to work after 20 days have passed since symptoms first appeared, at least 24 hours have passed since last fever (without the use of fever-reducing medicines), and other symptoms have improved.
- If an asymptomatic employee tests positive for COVID-19 (PCR or antigen testing): Return to work once 20 days have passed since first positive COVID-19 PCR/antigen test was taken, unless symptoms develop, in which case the rule directly above applies.

Desert View shall encourage these employees to call their health provider for advice

on testing for COVID-19.³ Desert View will facilitate flexible sick leave policies and remote working or telecommuting options that enable employees to stay home when they are sick or when they have been exposed to a person with COVID-19.⁴

4. **Action Plan: Action Plan for Confirmed Case**
 - a. If an employee contracts a confirmed case of COVID-19, that employee shall remain in home isolation pursuant to Subsection 3. All employees who have come into close contact with that employee will be notified of potential exposure and advised to continue coming to work, but that wearing a mask at all times is required from them, as is maintaining social distancing. Employees who have come into contact with the infected employee should also monitor their symptoms closely and stay home if they develop any symptoms described in Subsection 1. If these employees develop symptoms, COVID-19 testing is strongly encouraged. These employees may return to work based on the timeframes described in Subsection 3.
 - b. Any employee who tests positive shall follow the protocol of self-quarantine and return to work outlined in Section (I)(C)(3). If, a close contact employee is sent home, they must remain in quarantine at home for 14 days while monitoring the potential development of symptoms, regardless of PCR or antigen test result. They can return to work after the 14-day quarantine period if no symptoms develop.
5. **Non-COVID-19 Related Illnesses:** Employees who exhibit symptoms or signs of infectious illness, other than COVID-19 (respiratory, gastrointestinal, skin, eye, or any other infection) should stay home until symptoms have resolved. These procedures are intended to prevent transmission of any infection with special focus on COVID-19. Employees exhibiting illness may return to work following the timeframes described in Subsection (I)(B)(3) above.

C. Protective Attire

Desert View will require its employees to wear the appropriate protective equipment for their job. This Section explains what protective equipment is required.

³ The Arizona Department of Health Services (“ADHS”) maintains a list of available testing sites here: <https://www.azdhs.gov/COVID19testing>

⁴ This provision is in accordance with CDC and ADHS recommendations.

Desert View will ensure that:

- Employees wear masks at all times. These masks – which are not to be confused with PPE masks used as part of the cleaning protocols described in below – will be made of cloth or can be disposable. The mask’s construction shall conform to the CDC’s guidance on homemade face coverings.⁵ Masks are even more important when social distancing cannot be managed.
- For teachers, with approval from Desert View may wear a face shield during a class lecture but **MUST** remain six feet from any student or other employee. Otherwise, at all other times the teacher must wear a mask (cloth or surgical).
- Employees engaged in cleaning shall wear protective attire appropriate for the material being cleaned which may include gowns, goggles, gloves, or additional attire.

D. Social Distancing

Research shows that maintaining distance from others represents one of the most effective ways to reduce the risk of transmitting COVID-19.⁶ This Section describes the social distancing practices applicable to Desert View’s employees.

1. Desert View will adopt the following practices with respect to social distancing:
 - Desert View employees will adhere to social distancing guidelines, which include keeping a 6-foot minimum distance from other employees, visitors, and the public. At this stage of reopening, restrict visitors and guests as much as possible.
 - Signage throughout the facility will be used to remind employees of social distancing measures.
 - In-person meetings including more than 10 people are discouraged. If this is not possible, the safest parameter is to allow for 6 foot between each participant, and to stress importance of social distancing and masks (which **MUST** be worn at all times during meeting). More persons may be included, if absolutely necessary, if the room size is increased (i.e. three rooms opened up would allow 30 people.) At this time, the Arizona Governor’s office has restricted gatherings up to fifty (50) people.
 - Employees will be reminded to refrain from touching their faces, mouths, and eyes at all times. Signage will be posted throughout the office to remind employees of the same.

⁵ The CDC’s instructions for the construction and use of cloth face coverings are available at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

⁶ See generally Derek K Chu, MD, et al., *Physical Distancing, Face Masks, and Eye Protection to Prevent Person-to-Person Transmission of SARS-CoV-2 and COVID-19: A Systematic Review and Meta-Analysis*, 395 *The Lancet* 1973 (June 1, 2020), available at [https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)31142-9/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)31142-9/fulltext).

- Employees will be reminded to practice respiratory etiquette, such as covering their sneezes and coughs with a tissue and throwing away the tissue. Signs will be posted throughout the office to remind employees of the same.
 - Employees will be reminded of wearing masks at all times, especially when indoors and not able to keep social distance (at least 6 feet).
2. Desert View shall identify “chokepoints” where employees or students may congregate such as certain hallways, tight spaces, and in front of restrooms. Desert View Health Safety Managers shall make a conscious effort to keep these areas
 3. Instead of moving students between classrooms, Desert View will rotate teachers between classrooms instead. If situations arise where students must move between classrooms, Desert View will limit the number of students in hallways by moving students by cohort and at staggered times.

E. Hand Washing and Cleanliness Requirements

Despite the Procedures outlined herein, employees may come into contact with viral particles at a Desert View campus. To prevent themselves from becoming infected, and to stop viral particles from spreading to other surfaces, Desert View employees must regularly disinfect their hands. Signs should be placed near sinks that instruct employees how to properly wash their hands. This Section describes when hand washing must occur.

1. **Low Risk Employees:** These employees shall wash their hands a minimum of twice per day and at the following times:
 - After blowing one’s nose, coughing, or sneezing;
 - After using the restroom;
 - Before eating or preparing food;
 - Before handling or preparing utensils, plates, serving or glassware;
 - After clearing tables, disposing leftovers, disposing trash; and,
 - After contact with animals or pets.

Low-risk employees are also encouraged to wash their hands before and after touching their face, or to at least use hand sanitizer containing at least 60% alcohol on these occasions. Additionally, low-risk employees are reminded to avoid handshakes and to disinfect their hands as soon as practicable if they shake someone’s hand.

2. **Medium Risk Employees:** In addition to the normal hand washing requirements as described above, medium risk employees are required to do the following:
 - When required to wear gloves for an extended period, employees must change gloves every 30 minutes of wear.
 - If for any reason an employee must remove gloves, that employees shall promptly wash hands after removing the gloves and before putting on new

gloves using soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, hand sanitizer containing at least 60% alcohol, may be used. However, if hands are visibly dirty, soap and water washing must be used.

3. **Hygiene and Respiratory Etiquette:**

- a. Employees will be reminded to refrain from touching their faces, mouths, and eyes at all times.
- b. Employees will be reminded to practice respiratory etiquette, such as covering their sneezes and coughs with a tissue and throwing away the tissue.

F. Internal Meeting Protocol

This Section describes the procedures applicable to group gatherings and meetings of employees. While the COVID-19 crisis continues, Desert View must avoid in-person meetings as much as possible and seek every opportunity to use virtual platforms. Where group gatherings are unavoidable, Desert View shall implement the following procedures:

- As stated above, in-person meetings will be avoided whenever possible and virtual platforms used as an alternative.
- If in-person meetings are unavoidable, Desert View shall ensure that social distancing measures are taken to the extent possible, meaning that employees shall maintain a 6 ft. distance from one another, and meeting group size shall be limited to 10 or less people unless necessary. All participants shall wear face masks and the meetings shall be held in the largest space practical under the circumstances. Conference rooms should be avoided.
- Common or shared sources of food such as buffets, potlucks, water dispensers, etc. are prohibited.

Any and all equipment utilized shall be wiped down with either alcohol wipes or spray containing at least 70% alcohol.

II. Campus and Classroom Procedures

This Section describes the procedures that apply to all operations at Desert View locations. To protect its employees and members, Desert View should consider a phased-in reopening that restricts the number of individuals present on a Desert View location at any time. It may also consider limiting how long its students can stay on campus during a given day.

A. Student Health Monitoring

This Section describes procedures that are intended to prevent any infected students from entering a Desert View campus and putting other students and employees at risk.

Desert View will require that parents monitor their child's health on a daily basis and keep their child at home if the child is experiencing illness symptoms or comes into close contact with a person known to be infected with COVID-19.

1. Parents and guardians will be made aware of this requirement through the addition of the language under (a) below to the 2020-2021 Parent/Student Handbook, in addition to consistent, ongoing reminders included in subsequent Desert View communications:
 - a. Desert View Schools now requires that you, as a parent or guardian of a Desert View student, closely monitor your child for illness symptoms or fever every day before sending your child to school. For the health and safety of our children, faculty, and community, please review the questions below. Consider the following questions every day before you send your child to school. If any of the following apply to your child, *keep your child at home*.
 - Has your child had a fever, which is defined as a temperature of 100.4F or above, in the last 24 hours?
 - Has your child experienced any new cough or shortness of breath, sore throat, headache, chills, muscle aches, abdominal pain, vomiting, diarrhea, or any loss of sense of smell or taste⁷?
 - Has your child been in close contact – at home or otherwise – with a person known to have COVID-19 since the last time he or she came to school? (Close contact is defined as being within 6 feet of an infected person for a period of 15 minutes or longer.)⁸
2. Any child who has a fever as defined above or any of the symptoms listed above shall stay home. The student will be allowed to resume on-campus classes according to criteria described in Subsection B below.
3. Desert View will facilitate remote learning access for those students who must remain at home because of their symptoms, household contact with persons

⁷ Coronavirus Disease 2019 Case Surveillance – United States, January 22-May30, 2020. Morbidity and Mortality Weekly Report, Centers for Disease Control and Prevention. June 19, 2020. Vol. 69(24);759-765.
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⁸ Close contact is defined as—

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case
– or –

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

See FN 2, COVID-19 FAQ (updated April 17, 2020, Centers for Disease Control and Prevention, available at https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ffaq.html)

diagnosed with COVID-19, or testing positive for COVID-19 regardless of symptoms.

4. Desert View will encourage students who are sick to stay home without fear of reprisal by discouraging perfect attendance awards, consistently educating parents on symptoms and criteria to stay home, and reassuring parents that there will be no negative impact in school performance and evaluation if their child needs to stay home when sick.⁹
5. Any child with a household contact who has developed COVID-19 shall stay home for 14 days to monitor symptoms. If child develops symptoms, encourage testing for COVID-19 and follow isolation plans as per Subsection B below

B. Return to Campus Criteria

This Section describes what steps Desert View should take if it learns that a Desert View student has been infected with COVID-19.

Students who have a fever or symptoms as listed in above Subsection A, or who have close contact with a person diagnosed with COVID-19 (at home or otherwise) will be permitted to return¹⁰ to class on-campus under the following circumstances:

- If the student is tested for COVID-19 (PCR or antigen testing) and the test is positive: Return to campus after they have not had a fever for 24 hours (without the use of fever reducing medicines) and other symptoms have improved, 10 days have passed since symptoms first appeared.
- If the student is not tested for COVID-19 and has symptoms compatible with COVID-19: Return to campus after they have not had a fever for 24 hours (without the use of fever reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If the student has symptoms and is tested for COVID-19 (PCR or antigen testing) and the test is negative: Return to campus after they have not had a fever for 24 hours (without the use of fever reducing medicines) and other symptoms have improved.
- If the student has had close contact with a person who tested positive for COVID-19 (at home or otherwise) and does not develop symptoms, stay home for 14 days and monitor symptoms.
- If the student has no symptoms and tested positive for COVID-19 (PCR or antigen test), he or she should stay home until 10 days have passed since the day the test was done.

⁹ This provision was included based on the Arizona Department of Education's guidance on reopening schools and CDC guidance, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

¹⁰ The ADHS 'Release from Isolation' guidelines referenced in Footnote 3 also apply to students and are the basis of these criteria.

Desert View teachers shall encourage parents of students to call their health provider for advice on testing for COVID-19.¹¹ Desert View teachers will facilitate remote (virtual) learning that enables students to stay home when they are sick or they have been exposed to a person with COVID-19, without negative impact on their learning or school performance.¹²

C. Student Cohorts

To limit the risk of an uncontrolled outbreak, Desert View shall divide its students into cohorts, *i.e.*, groups of students and employees who stay together and do not interact with anyone who is not part of their cohort (“Cohort”). This Section sets forth the procedures applicable to those cohorts.

1. Cohort Size

Each cohort shall be as small as feasible. (Special Note: Schools should ensure smaller class sizes do not segregate students with disabilities from their other peers or change a student’s special education placement.)

2. Intermingling

Cohorts shall remain separate and not intermingle to the greatest extent possible. No Cohort-student (students and employees included) shall come within 6 feet of a student or employee who is not part of their Cohort unless it is absolutely necessary.

3. Clean and Disinfect Room After Use

After a Cohort finishes using a room, Desert View employees shall clean and disinfect the room, including any objects or surfaces that may have been contacted.

D. Student Arrivals and Campus Measures

This Section describes how Desert View should alter its campuses to reduce the risk of COVID-19 transmission.

Desert View will take the following steps throughout the school day:

1. Desert View will actively encourage students to stay at home if they feel ill or have had close contact with someone who has COVID-19. The district will create a strong line of communication with parents and guardians regarding pre-screening, social distancing measures, and the need for cloth masks or face coverings.

¹¹ COVID-19 Testing Sites in Arizona can be found at <https://www.azdhs.gov/index.php>.

¹² This requirement is critical to enhance compliance with self-reporting symptoms and contacts and is included in the Arizona Department of Education’s reopening guidelines.

- a. As part of this effort, communication to parents and guardians should encourage them to look for the known symptoms of COVID-19 and urge them to keep their child at home if they notice these symptoms.
- b. As part of this screening effort, and as discussed in transportation in Section Subsection III(B), signage should be created and placed on buses reminding students to stay at home if they have symptoms or feel ill.
2. Parents and guardians escorting their students (either by walking or drop-off) will be advised to stay off campus unless completely necessary.
3. Upon arrival (either by walking, parent/guardian drop-off, or bus), students will go directly to their classrooms or a meeting area with their designated cohort. Staff will remind students throughout the campus during arrival to remain in their designated cohort play space or go to their classroom or meeting area immediately, and parents and guardians will be reminded of this policy.
4. Playground equipment will be closed during the initial phase of reopening.
5. Hand sanitizing stations with hand sanitizer containing at least 60% alcohol will be placed at the entrance of the campus with signage asking students and visitors to use them frequently.
6. If possible, Desert View shall phase the return of students to reduce the number of people on campus or consider decreasing class sizes when possible to allow for more physical space between students.
 - a. Desert View shall phase timing of work performed by non-teaching employees or contractors according to the urgency for the work performed and the number of students present at campus to ensure that only necessary staff is present on campus.
7. Students and employees will be directed to obtain water from water stations that enable touchless drinking and water bottle filling only. Desert View will provide plastic cups if the student does not have their own water bottles. There shall be no direct drinking from water fountains.
8. Desert View shall ensure each school's ventilation system is operating properly.

E. Campus Visitors

Visitors on Desert View campuses will be strongly discouraged except for emergency situations. Visitors are considered those individuals who are not essential for Desert View operations, such as parents or vendors. Parents picking up students should report to the school's front office and meet their child there. In the event a campus visitor is necessary and unavoidable – for example, a technician performing an unscheduled building repair – that visitor will be required to wear a mask, have their temperature checked, and will be subject to the symptom screens described under Subsection II(A). There shall be a requirement for visitors to sign in. This is for the purpose of contact tracing.

F. Classrooms

1. Where possible, desks will be placed 6 ft. apart. If Desert View is unable to place the desk 6 ft. apart, Desert View will require students to wear masks (or appropriate face coverings) while at their desks.
2. Students will have assigned seating. (This will also allow for contact tracing of COVID-19 if a student or employee contracts the virus.)
3. Student's belongings should be kept separate and isolated from one another, such as designated cubbies or partitioned storage. Cubbies or other in-classroom storage should be assigned to individual students and be consistently used by that student.
4. Whenever possible, the sharing of objects between students should be discouraged. This includes personal belongings like backpacks or cell phones.
 - For essential supplies like pencils, pens, etc., if possible, provide the student with their own "pack" of supplies to use that is labeled with the student's name and used exclusively by that student.
 - For any other shared classroom equipment, wipe down the shared equipment/supplies with either alcohol wipes or if unavailable, sprays that contain at least 70% of alcohol after each student's use.
5. Each room will have hand sanitizer containing at least 60% alcohol for the room for both student and employee use, and if running water is available in the room, students will be encouraged to wash hands frequently.

G. Restrooms

1. Depending on each restroom's capacity, only a limited number of students should be permitted to use it at a time.
2. If possible, students should be encouraged to use (whether through prior instruction or signage) every other urinal and bathroom sink in restrooms to facilitate social distancing. If this isn't possible, Desert View may consider installing physical barriers such as plastic flexible screens between sinks. Restroom stalls are exempt due to their inherent physical barrier design.
3. Students shall be reminded (whether through prior instruction or signage) of the importance of proper hand washing technique.
4. High touch surfaces in restrooms shall be cleaned and disinfected pursuant to Section IV, every two to three hours during the school day.

H. Protective Attire

1. All students and staff, except for those with special health needs, will be required to wear masks (or appropriate face coverings), particularly when moving around the campus. Desert View should communicate proper methods on how to wear, sanitize, and properly maintain cloth face coverings to parents and guardians.

- Note: that this provision is contingent on feasibility. Cloth face coverings should not be worn by anyone who has trouble breathing, students younger than 2 years old, or students with disabilities or other health conditions. For anyone who experiences difficulty breathing, the person should go home and seek medical attention.
- For younger students, Desert View will do its best to require masks (or appropriate facial coverings) for these students. Desert View will prioritize the use of the masks for these children when they are moving around campus, in the cafeteria, or when first arriving upon campus.
- 2. Students will be encouraged not to touch their face, nose, mouth, and eyes.
- 3. Employees that work directly with students are reminded to exercise caution, follow social distancing protocol whenever possible, and follow appropriate etiquette with masks and/or facial coverings. Staff shall wear gloves when helping a student cleanup (toilet, blow nose, etc.) or when handling food.

I. Social Distancing and Cohorting

1. Students shall be encouraged to maintain a 6 ft. social distance. Although this may not be feasible at all times, it will be encouraged by Desert View Schools employees. Signs and announcements may be used for this purpose.
2. Students will be reminded to practice respiratory etiquette such as covering coughs and sneezes.
3. If possible, designated Desert View Schools employees will monitor students to promote social distancing.
4. If feasible, markings will be placed at 6 ft. intervals to promote social distancing, such as in hallways, and in places where students may “line-up,” using tape or other methods deemed appropriate by Desert View. They may also consider having teachers rotate and keep students in the classrooms instead.
5. Desert View will closely monitor class size and keep the number of students in each class as small as feasible. Desert View will also facilitate distance learning and online instruction, which may result in reduced class sizes. Regardless of class size, mask (or appropriate face coverings) wearing will be mandatory in all Desert View classrooms.
6. Desert View will limit intermingling between student groups if possible. Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). This applies during class and during recess.
7. Students will remain in the same classroom throughout the day to the extent possible. To facilitate this, teachers will rotate between classrooms instead of students. In situations where moving students to other classrooms is

unavoidable, students will move through hallways with their cohort on staggered schedules, which will prevent crowding in hallways.

J. Cafeteria

Desert View shall stagger lunch times for when groups of students who are allowed to go to the cafeteria.¹³

- Students unable to bring their own meals will be encouraged to social distance in the line (whether that be through designated marks on the floor etc.) while waiting to be served.
- Dining halls shall remain limited during the initial phase of reopening. Desert View will alternate cohort students, some returning to their classrooms to eat their meals and others to eat in the lunchroom. While in the lunchroom, students will be seated at tables to allow for sufficient social distancing. As described under Subsection I, groups (cohorts) of students should not be permitted to intermingle.
- Assign students to use different entrances or create directional paths.
- Individually wrapped “Grab and Go” meals will be provided. Non-prewrapped meals are permitted if the employee serving the meal places the meal on a secondary surface, such as a sanitized tray, and the student removes the meal from that surface.
- Disposable plates and silverware will be used wherever possible.
- A Desert View employee should be designated at lunch and breakfast to promote social distancing.
- Desert View will follow the cleaning and disinfection procedures outlined in Section IV, to clean the cafeteria and classrooms after each mealtime.
- Desert View will ensure that options for students with food allergies remain available.

K. Food Safety

This Section sets forth the procedures that govern the handling of food by Desert View employees. When handling food, Desert View employees should:

1. Follow all applicable state and local food regulations for safe food handling.
2. Follow the FDA’s 4 key steps to food safety.¹⁴
3. Wash, rinse, and sanitize food contact surfaces such as food equipment after each use using an EPA-registered disinfectant.
4. Wrap food containers to prevent cross-contamination.

¹³ This provision is based on the CDC’s From CDC guidelines for schools (updated May 19) available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

¹⁴ The FDA’s Safe Food Handling guide is available at <https://www.fda.gov/media/91319/download>.

5. Discontinue use of any kind of shared serving methods, such as salad bars, self-service buffets, or beverage service stations, napkin dispensers, utensil dispensers, or condiment stations.
6. Desert View shall offer retraining of food handler training to its employees handling food. Employees handling and serving food shall wear masks or face coverings and gloves.
7. Update any third-party delivery companies that makes deliveries to facilities or campuses of social distancing and mask wearing policies.
8. Ensure that any machines used to wash plates, bowls, dishes, and/or silverware are properly operating if not using disposable plates/bowls/silverware.

L. Playgrounds and Gymnasiums

1. Understanding the need for free time and social exercise, physical activities should be planned in accordance with the following recommendations:
 - Desert View will close playground equipment and establish cohort play spaces during the initial phase of reopening. Desert View will schedule outdoors or indoors recess or exercise periods with each group and avoid mixing between groups of students and staff. Desert View will encourage students to keep social distance.
 - If playground equipment must be used, Desert View will limit its use to one group of students at the time. After each group, the equipment is to be wiped down with alcohol wipes or spray containing 70% or more alcohol before and after each use and recess periods.
 - Playground and playground equipment shall be cleaned and disinfected pursuant to Section V.
2. For the gymnasium/physical education courses, stagger usage of the gymnasium in groups that are in same classrooms and minimize mixing between groups.¹⁵
 - Equipment is to be wiped down with alcohol wipes or spray containing 70% or more alcohol before and each usage, as well as “PE” periods.
 - Gymnasiums will be cleaned and disinfected pursuant to Section IV.

M. Field Trips, School Gatherings, and Extracurricular Activities

During the initial phase of reopening, field trips, school gatherings like assemblies, and extracurricular activities involving groups of students should be avoided. Activities like choir, band, theater, or any activity that is difficult to undertake while social distancing and/or wearing a mask should be avoided. During this phase, school sponsored sporting events are also discouraged, but if unavoidable, the steps described under Subsection N below should be taken.

¹⁵ Arizona Interscholastic Association guidelines: [Shttp://aiaonline.org/files/17051/aia-recommended-guidelines-for-return-to-activity.pdf](http://aiaonline.org/files/17051/aia-recommended-guidelines-for-return-to-activity.pdf)

N. Protocol for Employees and Students Who Are Ill at School

1. Desert View shall separate employees and students exhibiting COVID-19 symptoms immediately. These employees and students should be sent home.
 - a. If a Desert View employee identifies a student who is demonstrating COVID-19 symptoms, they will direct that student to the health office and, if that employee is not the student's teacher, notify that student's teacher that the student is going to the health office.
 - b. The staff member will then escort the student to a designated room health screening room, where the nurse will determine whether the student should remain on campus or be sent home.
 - c. Remind ill student that mask wearing is especially important.
 - d. If the student is sent home, they will be sent with materials regarding COVID-19 and the policy regarding returning to the campus. The Health Safety Manager (or another designated Desert View employee) will personally contact the parent or guardian of the student.
2. Desert View will designate an area for anyone who is demonstrating COVID-19 symptoms and will be isolated from other students.
3. Desert View nurse trained specifically on isolation protocols.¹⁶ School nurses will wear masks or face coverings, goggles, and gloves when caring for a sick student.

O. Students with Disabilities or the Medically Vulnerable

1. Special consideration (along with compliance to applicable state, federal, and local laws) shall be given to students with disabilities/medically vulnerable. If possible:
 - a. Have these students arrive at their own staggered time.
 - b. Promote virtual classroom learning.
 - c. Have staggered schedules for these students.
2. At all times feasible, have these students wear face coverings and follow normal social distancing measures. Desert View should be cognizant that it may disrupt or negatively affect students with disabilities or the medically vulnerable by following normal social distancing measures and for students to wear face coverings. To adhere to both distancing guidelines and criteria outlined in each student's individualized education program (IEP), Desert View Health Safety Managers or other designated employees shall work with the IEP team as well as parents on a case-by-case basis to find creative solutions to stay in compliance.
3. Special emphasis should be placed on wearing face coverings for anyone, whether Desert View employees or other students, who interacts with these students.

¹⁶ Desert View school nursing staff should review the following CDC guidance, including the CDC's Considerations for Schools, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>, and Public Health Guidance for Community-Related Exposure, available at <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>.

4. Desert View shall adhere to policies that protect the privacy of persons at higher risk for severe illness regarding underlying medical conditions.

P. Students with Family or Household Members with Disabilities or the Medically Vulnerable

Desert View will ensure that virtual or distancing learning options are readily available for all students living in households with adults or other children with disabilities or who are medically vulnerable should these families opt for distance learning.

III. Buses and Transportation

Desert View provides transportation services for its students to arrive to and from campus. The sections below detail how Desert View will mitigate the risk of infection in its transportation operations, and include procedures for vehicle disinfection, vehicle assignment, route planning, and procedures to be taken during routes.

A. Vehicle Disinfection

To reduce the risk of any surface becoming contaminated within a Desert View vehicle, drivers will be responsible for ensuring all high touch surfaces in these vehicles are disinfected twice daily or prior to picking up the first passenger on each route. Surfaces to be disinfected include interior and exterior door handles, the steering wheel, dashboard, center console, shift lever, seat belt buckles, switches and heat/cooling controls, keys, grab handles, seat adjustment handles and if applicable, garage door opener remote controls. These surfaces will be wiped down with alcohol-based wipes or spray containing at least 70% alcohol, and this must occur prior to the commencement of each route. For example, for a vehicle performing a single route, before picking up students in the morning the assigned driver will perform this wipe down, and it will be repeated before picking up students for the return trip home. For vehicles performing multiple routes, vehicles should be disinfected before the first route in the morning and in between routes, prior to the next group of students who are picked up.

Each vehicle will have a “COVID-19 kit.” This kit will contain hand sanitizers containing 60% or more alcohol, disinfecting wipes or spray containing 70% or more alcohol, paper towels, as well as gloves/goggles in case the driver is exposed to bodily fluid. It is the obligation of the driver to notify Desert View if they need more supplies in the COVID-19 kit.

Vehicles will be thoroughly cleaned and disinfected on a weekly basis pursuant to the methods described under Section V.

B. Vehicle Assignment

This Section will describe how Desert View should assign drivers and passengers to vehicles, in addition to a practice for ensuring compliance with these Procedures.

Wherever possible, vehicles will be used consistently by the same driver and students (if feasible). Drivers shall be assigned to the same vehicle and routes each day, and accordingly, the same group of students will ride in the same vehicle. Desert View will also maintain records of each driver and student who uses a vehicle each day in the event contact tracing is needed. It is the duty of the vehicle driver to notify Desert View of any students who they believe are ill and maybe demonstrating symptoms of COVID-19. Signs will be placed on buses, pursuant to the ADE Roadmap for Reopening, encouraging students and parents not to go to school if exhibiting symptoms.

At this phase of reopening, any district vehicles other than buses are not recommended for use.

C. Route Planning

Wherever possible, routes will be shortened to reduce the number of students in a vehicle at any one time and help to facilitate the distancing measures described under D below.

D. Procedures During Routes

All drivers shall wear masks or face coverings during routes, and whenever feasible, students shall wear masks or face coverings as well. Drivers will use the vehicle's non-recirculating air conditioning function to improve ventilation within the vehicle and whenever possible/safe, and as weather allows, open the windows for air to recirculate. The number of riders in a vehicle at any one time will be minimized and the space between them shall be maximized. If feasible, students on the bus will have assigned seating by cohort. Desert View shall implement a policy prohibiting eating on the bus unless medically necessary.

IV. Infected Persons Protocol on Campus or in Vehicles

This Section describes what steps Desert View should take if it learns that a Desert View employee, student, visitor, or anyone else on a Desert View campus has been infected with COVID-19.

- Advise staff and families of sick students about home isolation criteria and return to campus time frames.
- Isolate (in assigned room on campus) and secure transport of those who are sick, immediately separate staff and students with COVID-19 symptoms and ensure safe transportation to home or healthcare facility depending on severity of symptoms.
- Area Cleaning

If Desert View determines that a person infected with COVID-19 has entered one of its facilities or campuses, Desert View will ensure that all areas or vehicles where the infected person is known to have entered, where feasible, will be cleaned pursuant to the methods described under Section V immediately.

- Track reasons for student and staff absences.
- Desert View will report positive cases of COVID-19 (one or more) to the local health department for additional closing guidance and contact tracing.
- Desert View shall develop a communication system and a plan of action with parents when their children have been exposed to a case of COVID19 on campus.

V. Cleaning and Disinfection of Facilities, Schools, and Vehicles

This Section sets forth the cleaning and disinfection procedures that apply whenever these Procedures call for cleaning and disinfecting a campus, room, or surface. Desert View employees and cleaning staff shall follow the CDC's Disinfecting Facilities Guide instructions that apply to the item being cleaned. These instructions are detailed below.

A. High Touch Surfaces

This Section discusses the proper method for cleaning high-touch surfaces. High-touch surfaces include, tables, chairs, shared classroom equipment, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets, floors, and sinks. High touch surfaces in vehicles are described under Subsection V(A). These surfaces must first be cleaned with soap and water, rinsed and then disinfected with an EPA-registered disinfectant. High touch surfaces that are electronics, and therefore are not suitable for cleaning with soap and water, are addressed in Subsection C below. The disinfectant used must be one of the following:

- An EPA-registered disinfectant.¹⁷
- A diluted household bleach solution mix with:
 - (1) 5 Tablespoons (1/3 cup) bleach per gallon of water OR
 - (2) 4 Teaspoons bleach per quart of water.
- An alcohol solution with at least 70% alcohol.
- In cafeterias, ensure ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
- Beverage or vending machines should be cleaned and sanitized pursuant to manufacturer's instructions.

¹⁷ Products that are EPA List N disinfectants shall be used. Current List N disinfectants may be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Disinfectants that are not included on List N must carry a label that features an EPA registration number and lists human coronavirus as a target pathogen. If the product does not, a bleach solution or alcohol solution as described under II(A)(1)(c)ii or II(A)(1)(c)iii shall be used instead.

High touch surfaces shall be cleaned and disinfected every 2 to 3 hours. When using either of the bleach or alcohol-based solutions described above, the solution will be left on surface for at least 1 minute prior to wiping clean. The employee cleaning the surface shall wear gloves and ensure good ventilation while disinfecting.

B. Soft Surfaces

This Section describes how soft surfaces should be disinfected. Soft surfaces include any carpeted floor, furniture, rugs, and drapes. Soft surfaces must be cleaned as often as OSHA guidelines normally require. Soft surfaces shall be treated, as appropriate, according to one of the following procedures:

- Cleaned using soap and water or with cleaners appropriate for these surfaces.
- Laundered according to the manufacturer's instructions. The warmest appropriate water setting shall be used, and items will be dried completely.
- Disinfected with an EPA-registered disinfectant.

C. Electronics

This Section describes how Desert View should clean its electronics. Electronics include touch screens, keyboards, tablets, remote controls, and payment processing equipment. Electronics shall be cleaned based on number of users. Devices used by one employee shall be cleaned once daily, and devices used by multiple users shall be cleaned after each user is finished using the device. If possible, wipeable covers will be placed on electronics. Electronics will be cleaned as follows:

- By following the manufacturer's instructions for cleaning, OR
- If unavailable, with alcohol-based wipes or sprays containing at least 70% alcohol. Surface will then be dried thoroughly.

VI. Compliance

This Section describes two categories of employees who will be tasked with ensuring that these Procedures are consistently implemented.

This Section describes the role of Health Safety Managers ("HSM"), the primary employees who bear the responsibility of overseeing the implementation of these Procedures.

Designation

Desert View shall designate one employee as its Health Safety Manager(s) at each location.

Responsibilities

Each Health Safety Manager shall be responsible for ensuring the practices included in this document are implemented. Health Safety Managers will follow a

daily checklist to ensure that the tasks outlined in this document are completed. The checklist will include:

- Monitoring cleaning frequency of high touch surfaces;
- Ensuring protective attire (masks, gloves) is worn by employees;
- Ensuring daily screening is performed before each employee begins work;
- Ensuring social distance is being promoted among the members;
- Monitoring members and employees for visible signs of COVID-19; and,
- Monitoring of PPE and cleaning supplies availability.

Health Safety Specialists

This Section addresses the role of Health Safety Specialists (“HSS”).

Appointment

Health Safety Managers may appoint employees as Health Safety Specialists to carry out specific disinfection and cleaning needs.

Responsibilities

Health Safety Specialist responsibilities may include all or part of the employee’s job during their shift. These responsibilities shall be determined at the discretion of Health Safety Managers and may be as limited or extensive as Desert View deems appropriate.

VII. Parent, Family, and Community Engagement and Communication

This Section describes how Desert View should communicate with student’s families to ensure that they are fully informed as to these Procedures.

In accordance with the Arizona Department of Education guidelines¹⁸, Desert View shall determine parent, family, and community expectations regarding its strategies and communications related to COVID-19. Desert View will provide each of these stakeholder groups with regular two-way communication and provide training and guidance on the measures it is taking with respect to COVID-19 and use both distance learning and in-person tools and protocols. Desert View shall provide training and resources for best practices for resuming classroom teaching and learning for special populations; and engage in conversation about sensitivities and needs in respect to individualized student plans and needs.

Desert View should communicate to parents the risk of exposure to COVID-19 is not zero. It is expected that there will be cases among teachers/employees and children at some point during the school year, but the risk-mitigation measures are implemented to minimize the risk for teachers and students. Desert View will also remind parents that the risk they take in their communities,

¹⁸ This provision is taken from the ADE’s Considerations for Teachers in Reopening Schools, June 2020, available at <https://files.constantcontact.com/cbebfe4e101/4c929282-94f5-4920-b8e7-21b3e6d77fb7.pdf>.

will potentially affect the school operations, hence, in order for a safe school year to happen, everyone must do their part to minimize exposure to COVID-19 in their community as well.

Further, communications will emphasize the importance of adults self-monitoring their health and watching for symptoms in children. Communications will reference the symptoms described under Subsection I(BC).

***Note: Implementation of these HealthyVerify Procedures will not eliminate the risk of disease transmission. Employees and customers may still become ill or transmit diseases to one another despite these Procedures being followed.**