



COVID-19

Mitigation Plan

e-Institute COVID-19 Mitigation Plan

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 following protocols will be implemented at e-Institute for the 2020-2021 school year.

STAFFING ASSIGNMENTS

At e-Institute campuses, the Administrative Assistant will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. , the Administrative Assistant will ensure that the school has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

e-Institute's Administration 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 e-Institute campuses, the facilities manager, will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

e-Institutes's administration will coordinate and implement the protocols set forth in the employees section of this document for screening of staff. They are responsible for:

- communicating any reported case of COVID-19 among the school population to the district office, and
- informing the district office if absences of students and staff on any given day are above 5%, or if there appears to be a cluster of respiratory-related illnesses.

The special education director and 504 coordinator will coordinate with case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Communication

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

STUDENTS ON CAMPUS

Protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Daily Health Screenings

At home

Students **must** not come to school if they exhibit any of the following symptoms:

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

Parents will be informed 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. Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.

At school

Upon arrival at school, each student will proceed directly to the assigned classroom or computer lab.

The teacher/paraprofessional will visually check each student for symptoms prior to students entering the classroom. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, will be taken to the front office. Parents may be contacted for pick-up with the following exceptions:

If the student has a runny nose and the administrative assistant and/or Principal observes that there are no other symptoms, the administrative assistant and/or Principal will discuss with the student and/or contact the parent to inquire as to whether the student has had any other symptoms ¹ 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 administrative assistant and/or Principal observes that there are no other symptoms, they will discuss with the student and/or 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.

¹ Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

Enhanced Social Distancing

Basic social distancing practices

e-Institute's staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible. In the event that a student refuses to comply with social distancing and/or masking guidelines, the student may be suspended until such time as the student chooses to remain in compliance with the guidelines.

Remote Online Learning Option: e-Institute will be offering an online option for the duration of the COVID-19 health crisis. It is recommended that the student follows a regular schedule as this will help ensure that they are able to complete the greatest amount of learning during the COVID-19 pandemic. Teachers will be available to assist the student with questions throughout normal school hours, some may also be available outside of normal school hours when possible. It is the student's responsibility to reach out to the teacher as soon as they realize a need. The teacher will respond within one school day (If the student is working in the evening or the weekend, please allow for up to one full school day to pass before expecting a response.) Some teachers may be busy with other school tasks and/or students so it could take the full day. School hours should be considered from 7:30 to 11:30 and 12:20 to 4:20 on regular school days. (A copy of the school calendar is attached to the end of this document.)

Once the COVID-19 health crisis is under control, our goal is to get all students back into the classroom as soon as is safely possible

Classroom layout.

In all classrooms and/or labs, seats that are available for student use will be identified.

In the event that the student is in a synchronous (same time every day) course, the students will not be physically grouped to work together. Instead, teachers will use technology to facilitate group work and group learning where appropriate.

Communal spaces. Guidelines for specific communal spaces are given below.

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.

Bathrooms. Students will enter the bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be directed to maintain social distancing. Posters will be displayed reminding students of proper hand-washing techniques.

Front offices. A Plexiglas shield has been installed in the front office desk area. In addition, tape is on the floor for social distancing. Parents and students are asked not to poke their head under the glass.

Hand Washing

All students will be reminded to wash their hands with soap and water for at least 20 seconds, and/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),
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

Cloth Face Coverings

The wearing of masks will be determined by the respective cities/Maricopa County guidelines and the e-Institute policy.

*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.

Student Belongings/Materials

Students will be responsible for all personal supplies. There will be no sharing of supplies. If a student forgets a writing implement or paper, it may be supplied by the teacher or campus if such supplies are then available.

Trips and Activities

There will be no trips or activities for the duration of the COVID-19 crisis

Water Fountains

All water fountains are turned off at this time. Students need to bring a water bottle labeled with their name each day.

EMPLOYEES

Protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Exposure Assessment and PPE

Prior to allowing employees to report to work, administration, in conjunction with the district, must assess the school site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, PPE will be provided to the staff at no cost and the school will train the staff on its correct use.

Visitors to School

No visitors and volunteers will be allowed in the school during COVID-19 health crisis.

Daily Screening

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.

Handwashing

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

- upon arrival at school;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

Enhanced Social Distancing

Employees will need to maintain a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, for a student's safety, less space is required. If a situation arises that requires physical contact, the staff member involved will resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Cloth Face Coverings

Employees must wear masks when on school campus as per e-Institute policy unless a health condition prevents this. If the staff member needs a reasonable accommodation due to disability, it will be on file in the HR office. Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible.

Cleaning and Disinfecting

The water system is always running. This will help to minimize the risk of waterborne pathogens that cause illnesses such as Legionnaires' disease. Cleaning and disinfecting all frequently touched surfaces in work areas, such as door handles, sink handles, desks, learning tools, and workspaces will be done daily as well as between classes if students move locations.

STEP 3 PROTOCOLS: STUDENTS ON CAMPUS

Introduction

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. The local health officials will be contacted for guidance. When e-Institute progresses to Step 3, the Step 2 protocols will remain in place with the following exceptions:

Social Distancing

Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Staff members will continue to educate and regularly remind students to maintain 6 feet of distance between individuals at all times possible. However, increased social interaction among classes is permissible.

Note: Nonessential visitors and volunteers at school will continue to be prohibited. As COVID 19 cases significantly decrease, this will be re-evaluated.

Communal spaces

Cloth Face Coverings

The wearing of masks will be determined by the respective city/Maricopa County guidelines and school policy.

*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.

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:

1. Immediately report the situation to their Principal ONLY. Confidentiality will be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, employee will be separated from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport will be arranged to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. The areas that were exposed to the symptomatic employee or student for a prolonged period will be closed off. e-Institute will wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per CDC guidelines.
5. The school will determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, those individuals (or, in the case of students, their parents) will be notified of the potential exposure. The name of the individual who has become sick WILL NOT be disclosed. Notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two scenarios has occurred:

Scenario one

- At least 3 days (72 hours) have passed since recovery, which is defined as:
 - resolution of fever without the use of fever-reducing medications; and
 - improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged.

OR

Scenario two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has received negative results of an FDA emergency-use authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected \geq 24 hours apart (total of two negative specimens).