



Litchfield Elementary School District

School Reopening Plan

Health and Safety Measures

July 12, 2020

Bus Safety

Staff

- Student Transporters and Monitors will be required to wear face coverings (masks/face shield) when passengers are on the bus. This will include loading and unloading while at a school campus and bus stops.
- Student Transporters and Monitors will disinfect the vehicle after morning, mid-day, and afternoon routes (*See Vehicle Information below*). When feasible, and time permitting, vehicles will be disinfected between runs using a 75% alcohol cleaning wipe.
- Will ensure students are seated in assigned seats, with siblings from the same household seated together.
- Staff will wear disposable gloves when needed to attend to students/passengers while on the school bus. (Monitors will change gloves between attending to students to mitigate cross-contamination.)

Students/Passengers

- In order to provide transportation without social distancing, masks/face coverings will be required for all students/passengers riding a school bus.
- Student Transporters and Monitors will not refuse a ride to any student that does not have a mask/face covering. Staff will have a limited number of disposable face covering for students that board the bus without mask/face cover.
- Students will not be punished or removed from the bus for not wearing a mask/face cover. Transportation Office staff will communicate with parents on District standards for riding the school bus, and work with parents if they cannot provide a mask/face cover for everyday use.
- Students/passengers with special needs are strongly encouraged to wear face coverings/face shields with limited exceptions:
 - Students with sensory challenges.
 - Students with medical concerns that make wearing face covering unsafe.

- Siblings from the same household will sit together (Students in older grades will sit with siblings in younger grades to continue the age appropriate seating set by LESD Transportation).
- Students that do not have a parent at the bus stop or at home, that display signs/symptoms will be given a face covering, and sat away from other students. Staff will notify the Dispatch office at Transportation to contact the school nurse.

Vehicle Information

- The front 2 seats on each vehicle will be left open for students that are showing signs and symptoms at the bus stop. Student Transporters will give the student a face covering and seat the student away from other students. They will also communicate with Transportation Dispatch to notify the school nurse of a student arriving with signs/symptoms.
- Cleaning/Disinfecting of Vehicles
 - o Each morning upon arrival, Student Transporters will enter the vehicle and disinfect the school bus using the district product titled *700 Disinfectant Cleaner* (provided through the *Waxie® Sanitary Supply*) before conducting a thorough Pre-Trip Inspection on the vehicle.
 - o Student Transporters will then execute the morning routes for each bus (generally consisting of 2-3 schools per route), which takes an average of 2.4 hours each morning.
 - o Upon return to the Transportation Department, Student Transporters will:
 - § Conduct a thorough Post-Trip of the school bus as directed by the Arizona Minimum Standards for School Buses.
 - § Place every other window down on each side of the bus for fresh air to circulate throughout the vehicle.
 - § Clean the vehicle.
 - § Disinfect using the *700 Disinfectant Cleaner* product to high touch areas (seats, handrails, dash, driver's compartment, and doors) before clocking out for the morning shift.
 - o The process listed above will be repeated for all Mid-Day routes.
 - o Upon returning to clock in for the afternoon shift, Student Transporters will:
 - § perform an afternoon Pre-Trip on the vehicle, as directed by LESD standards,
 - § Disinfect the vehicle before leaving the yard to travel to respective schools for afternoon routes.
 - o Upon return to the Transportation Department, Student Transporters will:
 - § Conduct a Post-Trip Inspection on the vehicle, as defined by the Arizona Minimum Standards for School Buses.

§ Use the *700 Disinfectant Cleaner* product to disinfect the buses (including seats, handrails, dash, driver's compartment, and doors) before clocking out for the evening.

§ Windows will remain up and closed after PM routes to secure the bus for the evening.

o Student Transporters will use Cleaning Wipes (75% alcohol formula) between each run after dropping off at school in the AM, or before arriving at schools in the PM on high touch surfaces (handrails, door, top of seats, etc).

- Windows may be open to 1/2 for increased air circulation during seasonal times of year.
 - o Roof hatches will be vented at all times for fresh air to circulate inside the vehicle while using the air conditioning system during warm months.
 - o Windows will be open at ½ for safety reasons.

Bus Stops

- Communication will be sent to families emphasizing expectations concerning 6 feet' social distancing while gathering at the bus stop through District Website, Department Website, School Websites, and District Email.
- If possible students should wait in the family vehicle until bus arrival at the bus stop.
- Students are asked to have masks available and ready to wear prior to getting on the bus.

Events/Field Trips

- Field trips, events and large gatherings canceled until further notice.
- Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.
- School-wide assemblies will not be held with students assembled in the same physical location. As an alternative, LESD schools will hold school-wide assemblies virtually, with student groups remaining in their classrooms.
- Large-scale school events such as "Meet the Teacher Night" may be held virtually or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with social distancing protocols.

Face Coverings

- Students will be required to wear face coverings, subject to the health condition exception stated below,* when physical space does not allow for maintenance of 6 feet of space between individuals.
- Students will not be required to wear face coverings during physical activities and when social distancing is maintainable, though they may voluntarily wear face coverings at any time.
- Employees will be required to wear face coverings during interactions with students or other employees when physical space does not allow for maintenance of 6 feet of space between individuals unless unable to do so for health reasons. Employees may voluntarily wear face coverings at any time.
- Plastic face shields that fully cover the face, including below the chin and around the sides of the face, are an acceptable alternative to face masks.

**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.*

Food Services

- Students will continue to receive meals through LESD Food Services or they may bring meals from home.
- Students will eat in their classrooms, cafeteria, gym, or outside, physically distanced, depending on the weather and the school.
- We will follow the CDC's "No Sharing" guidelines with all food, drinks, devices, personal belongings, etc. until different guidance is issued.
- If a classroom has a student with food allergies, a 504 team will discuss appropriate accommodations.

Hand Washing

- Require all students and staff to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:
 - upon arrival at school (use hand sanitizer if there is no sink in the classroom),
 - after being outside for physical activity,
 - before and after breakfast and lunch,
 - prior to leaving school for home, and
 - after sneezing, coughing, or blowing nose.

School Health Screenings

- A staff member will visually check each student upon arrival.
- Any student with visible symptoms of runny nose, cough, shortness of breath or vomiting will be taken to the health office, where parents may be contacted for pick up, with the following exceptions:
 - If the student has a runny nose and no other observable symptoms, the nurse/health aide will contact a parent to determine if other symptoms are present or if there is exposure to COVID-19 in the home. If not, the student will return to class.
 - If the student has health information that confirms a diagnosis of asthma or other respiratory condition, the nurse/health aide will contact a parent to confirm that the student has no other symptoms or exposure to COVID-19 at home. If not, the student will return to class.

Intensify Cleaning and Disinfection

- As part of the daily cleaning regimen, EPA approved disinfectant cleaner will be used on all touchpoint surfaces.
- Classroom touchpoint areas will be disinfected throughout the day.
- Bathroom touchpoint areas will be disinfected throughout the day.
- Each classroom will be provided with approved disinfecting cleaner and staff training of its proper use, while keeping the products away from children.

Shared Belongings

- For younger grades and where possible, student belongings to be kept in individual bins or cubbies labeled with each student's name.
- When feasible, sharing of school supplies among students will be restricted. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), staff should wipe down the item with disinfectant after each use.

Signs and Messages

- Handwashing signs in all bathrooms to promote proper handwashing by students.
- Signs will be posted at every school, department and District building to promote health and safety protocols.

Social/Physical Distancing

- Have students remain static with the same groupings and the same staff throughout the day and limit mixing between groups as much as possible (Cohorting).
- Organize classroom layout to allow for social distancing as much as possible.
- Social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.

Ventilation Systems

- Air filters will be changed on a regular schedule.
- HVAC system components will be cleaned periodically to reduce trapped dust which may harbor germs.
- Outdoor air circulation using HVAC equipment for filtration will be increased in all spaces where and when practical.

Volunteers/Visitors

- Visitors will not be permitted on school campuses. Volunteers on campus will be postponed until further notice.