

**UPDATED:**  
**BENJAMIN FRANKLIN CHARTER SCHOOL-QUEEN CREEK**  
**COVID-19 MITIGATION PLAN FOR**  
**2021/2022 SCHOOL YEAR**

BFCS will ensure the recommended health and safety actions are in place. BFCS will be prepared for a safe and healthy school environment for our learners and staff through preparation, training, and continuous monitoring. Standard procedures for students who qualify for homebound or chronic ill services will be followed. Similarly, routine procedures for employee requests for reasonable accommodations due to a disability will be followed.

This mitigation plan will be in effect until the Executive Director, in consultation with the School Governing Board and in compliance with guidance from state and federal education and public health experts, determines that the plan should be modified.

The following protocols will be implemented across all School sites.

**PROCESSES**

**A. Staffing**

1. At the School level, the Director of Education will coordinate all messages to the public regarding possible closure and other COVID-19 related information. The Director of Education will ensure that each site(s) has sufficient numbers of posters with messaging on handwashing and covering coughs/sneezes placed throughout school sites. Signs at site entrances will remind individuals not to enter if sick.
2. At each school, the Principal or designee will coordinate social distancing protocols to the greatest extent possible, including ensuring that student and staff schedules and facilities allow for the implementation of the protocols.
3. At each school or site, the lead custodian will coordinate the implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to the janitorial staff and, as appropriate, students and staff.
4. At each school, a site Principal, the school nurse, or another designee will coordinate and implement the protocols for screening students and staff. That individual will be responsible for:
  - Communicating any reported case of COVID-19 among the school population to the Director of Education.

- Informing the Director of Education if absences of students and staff on any given day is above 10% or if there appears to be a cluster of respiratory-related illnesses.
- At non-school facilities, an individual will be designated to conduct visual/verbal screenings of employees upon arrival.

5. The Director of Exceptional Student Services and 504 Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementing these safety protocols.

## **B. Training**

- All staff will be trained to implement mitigation plan protocols.
- Parents will be sent a copy (or directed to review on the school site website) of the portions of these protocols that relate to students and visitors. The Principal at each school site will be the point of contact. The Principal will be responsible for answering parent questions regarding the implementation of the protocols. All questions should go through this single point of contact at each site.

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

When the Administration becomes aware that a student or staff member has a lab confirmed (i.e., a PCR or Antigen) positive test for COVID-19, the following steps will be taken:

Any areas that a COVID-19 positive employee or student was in for a prolonged period will be closed off. We will disinfect the areas thoroughly and follow the Arizona Health Department guidelines.

Students and employees who have a lab confirmed (i.e., a PCR or Antigen) positive test for COVID-19 must be isolated at home for five days since symptoms appeared or from the date of the positive COVID-19 test if asymptomatic, followed by 5 days of wearing a mask when around others.

## **CLOSE CONTACT**

It will be determined whether employees or students may have been exposed to a lab confirmed (i.e., a PCR or Antigen) positive COVID-19 case (within 6 feet and for 15 minutes or longer (cumulatively) within a 24-hour period). 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.

The school administration will make a list of individuals who had direct contact with a positive person. When determining who has been a close contact, the school administration will look at the two days prior to the onset of symptoms of the positive person, as they are considered infective

two days prior to symptoms. Or, if the positive person did not have symptoms, the school administration will determine close contact persons during the two days prior to the positive person's testing. Once the school administration determines the close contacts, the school will comply with any order issued by the local health agency in accordance with A.A.C. R9-6-303. If no order is issued, then the voluntary quarantine period for those close contacts starts as day zero on the date of their last exposure to the positive person.

Day zero - last date of contact/ exposure

Days 1-5 – voluntary quarantine

Day 6 - release from quarantine as long as the exposed person remains symptom-free

If symptoms develop during the 5-day quarantine, then the exposed person should get tested and self-isolate for at least 5 more days or until symptoms resolve.

Masks may be worn for 5 days after the 5-day quarantine or self-isolation period.

The school administration will 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, has been fully vaccinated, and whether the individual is experiencing any symptoms. The notification will recommend that exposed individuals should monitor their health closely, contact their health care provider if possible, and self-isolate if any symptoms develop.

The school administration will contact all parents of students identified as having been in direct contact and advise him/her that their child has a possible exposure at school due to someone who tested positive.

**Students who have experienced a potential close contact with a lab confirmed (i.e., a PCR or Antigen) positive case will be allowed to attend school during the 5-day quarantine UNLESS the school receives an order from a local health agency pursuant to A.A.C. R9-6-303 requiring otherwise.** Parents will be notified of the possible exposure and given the option to voluntary quarantine at home—again, unless the school receives an order pursuant to A.A.C. R9-6-303. Teachers will also receive a notification.

It is essential for families to be in full, honest communication with the school and to respect the well-being of the school community. Students will not be penalized for absences due to quarantine or self-isolation and will be allowed to make up work.

## **STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS**

### **A. DAILY HOME SCREENING**

It is important for families to be in full, honest communication with the school and to respect the well-being of the school community. Students will not be penalized for absences due to quarantine or self-isolation and will be allowed to make up work.

Students and parents will be educated on self-screening expectations. Students must not come to school if they have **any** of the following symptoms **OR IF PENDING THE RESULTS OF A TEST:**

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- **New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- **New** onset of severe headache, especially with a fever
- **New** shortness of breath or difficulty breathing
- **New** muscle or body aches or Fatigue
- **New** loss of taste or smell

#### **1. Daily Screening At Home**

- Parents will be informed in registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home and away from others per CDC/MCDPH self-isolation guidelines 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.
- Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

#### **2. Daily Screening Transportation**

- All buses will have visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

#### **3. Daily Screening At School**

- Upon arrival at school, staff will visually screen each student. Any student with visible symptoms will be taken to the health office.

## **B. TRANSPORTATION**

- 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.
- Schools will educate families and students on the benefits of social distancing and face-covering at bus stops.

## **C. HAND WASHING**

Reinforcement through announcements, teacher reminders, and posters reminding students and staff that hands should be washed or sanitizer used when arriving at school, after touching things that others have touched, after using the restroom, after eating, and before going home.

All students and staff 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
- before leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

## **D. ENHANCED SOCIAL DISTANCING**

Students will be educated and reminded regularly by staff members to maintain six 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 should be designed to allow the same groupings of students to move from subject to subject as much as possible.

### **1. Drop-off/Pick-Up Procedures**

Schools may implement prolonged drop-off times so that all students do not arrive on campus at the same time. Pick-up times may be similarly staggered. School administrators will determine the prolonged start and pick-up times in a way that best meets the individual school's needs and accomplishes the goal of reducing the number of students in the common areas at the same time. As an example, grades K, 2, and 4 could be scheduled to arrive between 7:30 and 7:55 a.m., and grades 1, 3, and 5 scheduled to arrive between 8:00

and 8:25 a.m. OR students with last names A-L will arrive at 7:30, etc. (this will be more helpful for families with multiple children at the same site).

High school pick-up will take place at multiple pick up locations around the facility.

**2. Classroom Layout**

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

- All desks may be six feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it. If six feet apart is not possible, desks will be positioned as far from one another as possible.
- Teacher work areas and lecture areas may be marked with adhesive tape to indicate where students are prohibited.

**3. Hallways**

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

**4. Communal Spaces (Playgrounds, Lunch Rooms, Bathrooms, Front Office)**

**a. Playgrounds (Elementary Campuses)**

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

Individual classes may be assigned specific time slots to take students outside for physical movement with social distancing maintained at all times during outside time.

Sanitized playground structures and classroom bins with sanitized equipment will be allowed.

Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time. Classes sanitize hands out to recess back in.

**b. Lunch Rooms**

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

Lunch periods may be staggered to reduce the number of students in one area.

Outdoor eating areas ensuring six feet distance at all times will be offered.

Students should use the hand sanitizer or wash their hands before returning to the building.

c. Bathrooms

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

Students will go into bathrooms in a group no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing. Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

**E. Face Coverings**

Executive Order 2021-10 provides face covering as an option to students and staff. Face coverings are an option at BFCS.

Students and staff should bring their own face coverings if they choose to be worn. School sites will have a supply available to provide students and staff who do not have their own coverings.

**G. STUDENT BELONGINGS/MATERIALS**

Where a school supply or piece of equipment is shared by students (for instance, a pencil sharpener or blocks/toys), the item should be wiped down with disinfectant by a staff member on a regular basis.

**H. 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. Playground equipment, sports equipment, music equipment, and any other shared items will be cleaned regularly.

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

Staff is expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

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

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

Nightly janitorial staff will:

- Wipe desks and chairs in the classrooms
- Sanitize all high-contact areas and surfaces such as doorknobs, light switches, handrails, elevator buttons, drinking fountains, etc.
- Disinfect each classroom and restrooms and other common areas with Clorox 360 Electrostatic sprayer

School instruments will be wiped down after being used by a student. Personal instruments may only be used by the student owner.

#### **I. FIELD TRIPS**

Scheduled field trips are voluntary and alternative instruction will be provided to students opting out of a field trip.

#### **J. SCHOOL NURSE/HEALTH ASSISTANT**

All student health information will be maintained confidentially. The school nurse/health aide shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to the Principal and necessary staff.

When there is an individual with symptoms onsite, the school will send the individual to the health office immediately. The school nurse/health assistant will isolate the individual, and contact the parent for pickup/send staff home. Call 911 if there is breathing distress or other condition that warrants it.

#### **K. ACKNOWLEDGMENT OF SCHOOL PROTOCOLS**

Parents will sign an Acknowledgement of School Protocols prior to their child's return to in-person instruction.