



KINGMAN

Unified School District #20

2021-2022

Keeping Schools Open Guide



KUSD Keeping Schools Open Task Force

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July, 2021

Message from Kingman Unified School # 20 District Superintendent

Dear KUSD Community,

KUSD welcomes all students on a learning pathway to informed and engaged citizenship, live and in-person for the 2021-2022 school year. While our greatest hope was to open schools with little need to plan for the effects of COVID-19, it is clear that pandemic related challenges continue to play a part in our decisions and procedures.

The effects of COVID-19 have been widespread and created ever changing impacts across this community. I continue to commend KUSD staff members, families, and our community for modeling continued resilience. KUSD remains committed to meaningful two-way communication with all stakeholders and rising to the challenge of providing equitable access to a high quality education in a safe environment.

Similar to last year, It is also important to note that while attention has been paid to both health and safety guidelines, the KUSD task force recognizes and has remained mindful of the unique needs of this community. My call to action for all families is to make school a priority, attend consistently, talk about lessons daily and commit to positive and safe interactions with one another. In order to regain lost ground, school must remain a top priority.



The KUSD Keep Schools Open Guide was developed in collaboration with KUSD stakeholders based on the latest available information and resources. Guidelines provided by the [Arizona Department of Education](#) and the [Center for Disease Control](#) were also used as resources to ensure the KUSD guide includes all details associated with a successful reopening of schools. Further, the team recognizes a need to monitor pandemic challenges that may evolve as more information is available. Therefore, the KUSD guidelines may be revised based on the most current information. We are committed to students and families in our community and will dedicate the time and resources necessary to successfully welcome all staff and students safely back to KUSD school campuses.

Sincerely,

Dr. Gretchen Dorner

Gretchen Dorner, Ed.D

KUSD#20 Superintendent



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Introduction

This document outlines the KUSD #20 keeping schools open plan for the 2021-2022 school year. The plan was devised to ensure the education of our students continues in a safe, effective and inclusive manner. Community input is an important part of the process and was included in the development of this plan. The KUSD #20 Governing Board worked in collaboration with district leaders to finalize and approve the original plan and is regularly informed of changes or modifications to this updated plan going forward. Our district will continue to coordinate with the school board, state and local authorities, health departments and health-care providers to monitor the conditions surrounding the COVID-19 pandemic. The plan may be changed, amended or augmented based on the most recent information.

It is important to recognize that the documents provided by entities such as the ADE and CDC are intended to guide districts but are not considered legal requirements. In instances where it is not feasible to explicitly follow a recommended strategy, the task force researched alternate possibilities. The district's reopening process has built-in accountability measures to monitor all strategies for effectiveness and will be modified when necessary.

Communication

KUSD Governing Board

The KUSD #20 Governing Board, in collaboration with the Superintendent Gretchen Dorner, will oversee all pandemic related decisions and activities and will be available to all stakeholders at any time. You can reach the governing board by emailing the board secretary at slitzinger@kusd.org.

District Public Information Officer

At the district level, the superintendent will act as the Public Information Officer (PIO) by coordinating all messages to students, parents, staff, and the community regarding reopening, possible closures, and other COVID-19 related information. The PIO will lead collaborative strategies across all stakeholder groups to ensure consistent, transparent, timely communication occurs at all levels. You can reach the district PIO at gdorner@kusd.org.

Communications Manager

The KUSD Communications Manager will assist the superintendent in coordinating all messages to students, parents, staff, and the community regarding reopening, possible closures, and other COVID-19 related information. The Communications Manager will lead collaborative strategies across all stakeholder groups to ensure consistent, transparent, timely communication occurs at all levels. Additionally, the CM will monitor social media posts and messages to ensure a timely response with answers to questions and concerns. You can reach the district CM at rhenderson@kusd.org.



Parent Liaison

The KUSD #20 Parent Liaison is available as a resource for our families and will work closely with the district, schools and parents to build communication between school and home. The liaison will promote academic and social success through open lines of communication and trust. The liaison will also maintain a list of available school and community resources that can be shared with families as needed. The liaison can be reached at smayo@kUSD.org.

School Site Information Officer

At each school site, the administrator or designee will coordinate social distancing protocols, including ensuring that staff and student schedules, as well as facility set-up, clean-up and use allow for implementation of protocols. Stakeholders who have school specific questions will contact the site information officer whose name will appear on the school website and school office signage. The school information officer will also designate custodial and health office leads to coordinate procedures and monitor accountability for procedure implementation.

School Contact Information

Site	Address	Principal	School Number
Black Mountain School	3404 Santa Maria	kpattillo@kUSD.org	928-565-9111
Cerbat Elementary	2689 Jagerson Ave	jrunkel@kUSD.org	928-757-5100
Desert Willow Elem	3700 Prospector St	tbatt@kUSD.org	928-753-2472
Hualapai Elementary	350 Eastern Ave	jarave@kUSD.org	928-753-1919
Kingman High School	4182 Bank St	iward@kUSD.org	928-692-6480
Kingman Middle School	1969 Detroit Ave	jjones@kUSD.org	928-753-3588
La Senita PreSchool	3175 Gordon Dr	jbeyer@kUSD.org	928-753-6413
Lee Williams High	400 Grandview	staylor@kUSD.org	928-718-6000
Sandy McCoy Positive Alternative	609 W Spring	jpotter@kUSD.org	928-753-8400
Mount Tipton	16500 Pierce Ferry Rd	kweaver@kUSD.org	928-767-3350
Manzanita Elem	2601 Detroit Ave	lwolsey@kUSD.org	928-753-6197
White Cliffs Middle	3550 Prospector Ave	tcobanovich@kUSD.org	928-753-6216

Section 1: Safety

Introduction

This section outlines the strategies KUSD #20 will utilize to maintain safe learning and transportation environments while providing instruction and support for staff and students.

Safety Vision: In order to maintain a safe learning and teaching environment, the district will utilize clearly defined and consistently followed procedures and policies that include: the provision of personal protective equipment, social-distancing guidelines, cleanliness protocols, and plans for possible future closures.

Safety Vocabulary

Personal Protective Equipment (PPE)	Personal Protective Equipment includes items to help keep all staff and students safe. PPE includes gloves, face masks, sneeze guards, etc.
Screening	The process used to screen students and staff for COVID-19 symptoms.
Disinfectant	District approved, CDC-recommended disinfectant used to kill COVID-19 virus.
COVID Custodian	Additional custodians hired temporarily to ensure that disinfecting of common areas occurs frequently and regularly throughout the school day.

Cleaning Procedures

A standard cleaning schedule was developed in collaboration between the safety committee and building principals. The plan will be used to complete tasks and to log the date, time and location of each cleaning session. Employees will be trained in the CDC [recommended steps](#) for safe and effective disinfectant use.

During School Cleaning Procedures

Classroom Space: During the school day, the SSC Day Porter will use a hospital grade disinfectant on all school surfaces throughout the day. Evening porters will disinfect surfaces as well. SSC School Porters will sanitize sinks, door handles, vacuum floors, and dry mop daily as



part of their standard routines. All tile floors will be mopped a minimum of one time per week. On Friday's, the porters will deep clean the building following SSC sanitation guidelines.

Classroom disinfectant procedure when someone is sent home ill: If a staff member or student goes home with symptoms of COVID the classroom will be evacuated for the period of time necessary for thorough disinfection. Disinfecting will include all common surfaces, sink, counter, water fountains, technology and floors. All items will be disinfected with approved solutions.

Classroom Resources: Elementary students often share resources in the classroom. Classroom manipulatives will be sanitized between uses by classroom teachers and/or assistants. Students are encouraged to only bring school supplies to school and to leave personal belongings at home. Further, the district recommends that each student bring an individual water bottle. Staff will supervise students filling water bottles to ensure student safety.

Classroom Ventilation: All KUSD schools ventilation systems have an ionization system. Bipolar Ionization is the process of introducing ions into the atmosphere that will then attach to particles in the air. The ions that are created latch to particulates in the air to help neutralize bacteria and viruses, odors, and VOCs.

School Drinking fountains: KUSD water fill stations are available on all campuses.

School Restrooms: Day Porters will wipe down restroom faucets and spray disinfectant repeatedly on the fixtures throughout the day. On Fridays, custodians will deep clean restrooms, which includes mopping and manually scrubbing surfaces.

School Surfaces: Day Porters will disinfect commonly touched surfaces in regular intervals throughout the day. Common surfaces include door handles, desks, counter tops, restroom surfaces, and playground equipment.

Evening School Cleaning Procedures

	Monday - Thursday		Friday
	Custodians	Certified Staff	Custodian
Restrooms	Disinfect nightly, clean toilets, urinals, sinks and mirrors, mop all floors. Disinfect soap dispenser, toilet paper dispenser and paper towel dispenser. Check and change hand soap, toilet paper and paper towels if needed.		Disinfect and wipe all stall doors, and toilet bases.

Classrooms	Clean boards (if teacher desires), disinfect the sink and counters nightly. Clean door handles. Vacuum or dry mop area. Disinfect soap dispenser, and paper towel dispenser. Check and change hand soap and paper towels if needed.	Ensure the classroom floor is free from class manipulatives, pencils, papers, etc. Place trash cans in same area each night Disinfect desks Place chairs on desks	Wet mop floors, disinfect chairs in the classroom.
Health Office	Disinfect the countertops, sinks, wet mop floors. Clean and disinfect the nurses restroom. Disinfect soap dispenser and paper towel dispenser. Check and change hand soap and paper towels if needed.	Nurses will pick up trash in the office and clear off counters nightly. Trash cans will be placed in the same area.	Disinfect trash cans, wipe down chairs and beds.
Multipurpose Room	Dry mop and ensure the area is cleaned daily.		Disinfect all cafeteria tables.
Staff Dining Areas - Lounges	Cleaned and disinfected daily.	Staff members will ensure they clean up their area when finished.	Wet mop floors if tile.
Trash Liners	Changed Nightly.		
Entry Areas	Dry mop and vacuum nightly.		Wet mop common areas daily.
Hallways	Dry mop and vacuum nightly.	Keep the hallway floor area free from classroom materials.	Wet Mop.
Windows	Clean and Disinfect classroom door windows and main entry windows nightly.		
Laundry	Wash microfiber cloths daily. Microfiber cloths	Place microfiber rag in designated laundry each	Ensure all microfiber rags are washed,



	must be washed on their own, with no fabric softener.	Thursday evening.	dried and sorted by color.
Drinking Fountains	Disinfect and clean all drinking fountains nightly.		

Classroom Cleaning: Classroom teachers will pick up their rooms prior to leaving at the end of the day. Evening Porters will disinfect sinks, door handles, and commonly touched areas and will clean floors either by vacuuming or dry mopping.

Entry Areas and Hallways: These areas will be dry mopped or vacuumed nightly. High-traffic areas of the floor will be wet mopped if needed.

Common Area Cleaning Procedures

Cafeteria: Students will eat their lunch in the cafeteria. Cafeteria cleaning procedures will include sanitation of all areas after students are finished eating. Workers sanitizing the cafeteria will wear gloves. Trash liners will be emptied and replaced daily. Additionally, all meals will be prepackaged and made available using a minimal-contact system. Students eating areas will be sanitized after each set of students. Schools will arrange cafeteria tables to limit contact to the best of their ability. Students will also be required to sanitize/wash hands when entering the cafeteria and leaving the cafeteria.

Elective Courses: Elective courses such as music, band and art will continue on district campuses. Teachers in these programs will utilize district procedures to ensure proper room sanitation. The teacher will clean between classes with district disinfectant. Additional procedures may be implemented by teachers depending on the grade level and subject being taught. All **shared** instruments will be disinfected between classes using district-approved cleaner after each session. It is recommended students bring their own art supplies when possible. Additionally, band students will use their own instruments when possible. After students leave the room, teachers will sanitize their rooms following district guidelines.

Playground: Because physical activity is extremely important for all students, playgrounds and fields will be opened for student use. Students will sanitize/wash hands before going to recess and when returning to the classroom.

Clubs, Activities and Sports

After School Clubs and Activities: After school activities and clubs are vital to a student's education. School sponsored clubs and school sponsored after school activities will continue following the district's disinfecting guidelines. After school activities and club size may be limited to ensure safety of all.



Library: Students being able to use the library is an important part of school. Libraries will be used during specials and will follow the district's disinfecting guidelines. Students will sanitize/wash their hands before entering the library and when leaving the library. During library specials, students will follow social-distancing guidelines when possible. Librarians will assign seats for students to encourage social distancing. Librarians will disinfect libraries using district-approved disinfectants between classes. At campuses where libraries are used as study halls, the number of students in these programs will be limited to ensure appropriate distancing.

Extracurricular Events: Extracurricular sporting events are an important part of the school experience. Spectators will be allowed to view the different sporting events, but the number of spectators may be limited based upon the size of the facility. During sporting events, extra custodial staff will be available to frequently clean areas that have high contact.

Sports Procedures: KUSD #20 students will participate in athletic activities following recommendations by the [Arizona Scholastic Association](#) and KUSD #20 Athletic Directors. Local procedures and guidelines are available upon request.

Transportation

Student safety on KUSD #20 buses is a high priority. In an effort to ensure the safety of all students and prevent the spread of any viruses, bus drivers will sanitize buses using district-approved disinfectant after each route and at the end of each day. Additionally, students will have an assigned seat when possible. Students with COVID-related symptoms will not be permitted to ride any KUSD bus.

Schoolwide Procedures

Hallway Procedures

In elementary schools, classrooms will limit the number of whole-class transitions to reduce the number of students in the hallway. Building administrators will stagger common times to reduce traffic flow in hallways also. Adjacent classrooms will not line up in the classroom at the same time. At the elementary level, students will walk on the right side of the hall in a single file line. Classes will not be able to pass another class and will remain six feet behind the class in front of them at all times. Signage will be posted to remind students about social distancing and the direction in which to walk in the hallway.

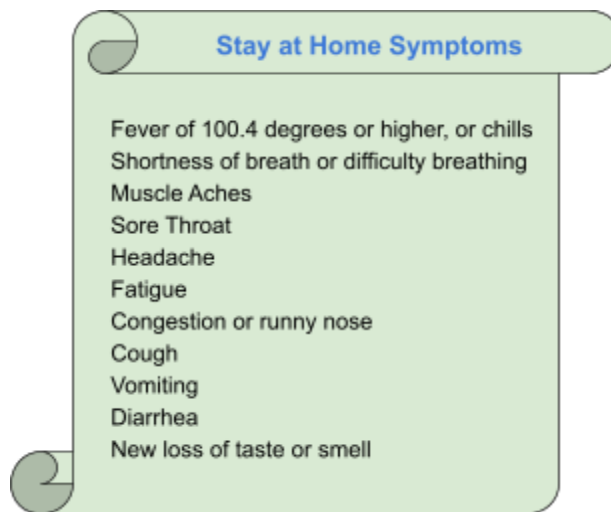
In the middle and high schools, directional hallways will be established when possible. Students will be reminded about the importance of social distancing prior to a transition by their teachers. Directional signage will be posted to remind students about social distancing and which way to walk in the hallways. Staggered student release or block schedules **may** be used to reduce the number of students in the hallway.

Restroom Procedures

In an effort to keep everyone safe, whole-classroom restroom breaks will be discouraged. Instead, teachers will send only one student from their classrooms at a time. Teachers will have students wash hands/sanitize when entering the classroom to ensure that hands are washed and/or sanitized at all times. Based upon the size of the restroom, schools will limit the number of students allowed in the bathroom at one time. Signage will be placed outside the bathrooms to inform staff and students the number of students allowed in the restroom. Security will monitor restroom areas to encourage no loitering.

Ventilation Procedures

In an effort to increase ventilation and limit contact, common doors and classroom doors will remain open when possible during times before school, in between classes, and during transitions. At the start of each school day and through common periods, doors will remain open for additional ventilation and to limit exposure by reducing the number of staff and students touching the doors.



Health Screening Procedures

At-Home Screening

Students should self-assess and **not** come to school if they exhibit common symptoms associated with COVID-19 or other communicable diseases. Per KUSD policy [JLCC](#), any student with or recovering from a communicable disease will not be permitted until the period of contagion is passed or until a physician recommends return.

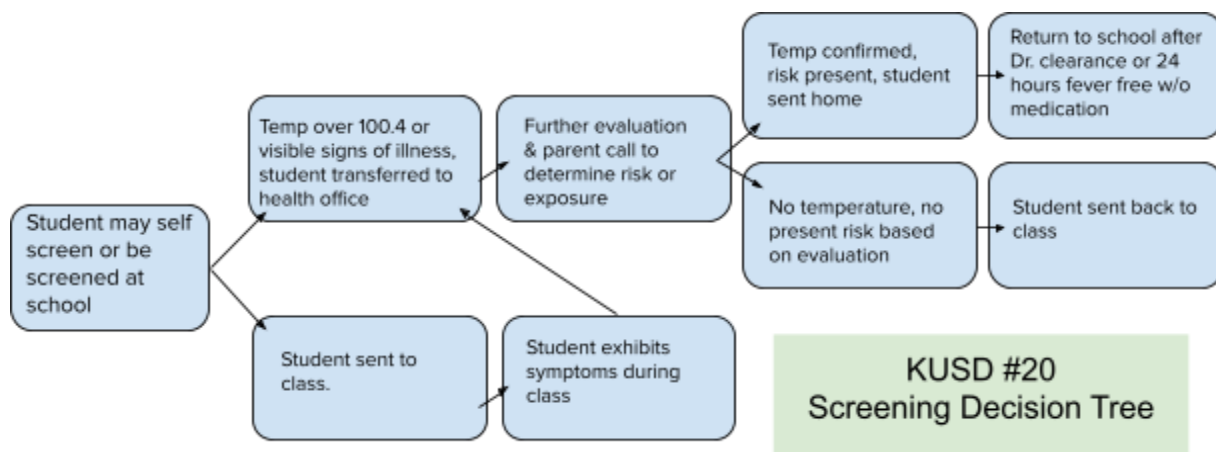
Students who exhibit COVID-19 symptoms or test positive will have the opportunity to make up missed work either when they return, if gone short-term (1-4 school days), or through Google or Schoology if absent long term (6+ documented illness-related school days).

Entering the School Screening

All students have the opportunity to participate and be screened when arriving on campus. Stations set up at each site in the hall. Schools will set up screening stations, including where students who walk enter, at the front doors, and at bus drop-off zones. Students will have their temperatures taken with touchless forehead thermometers or using the face scan system. Students with temperatures of 100.4 or greater will be given a mask to put on and escorted to the health attendant's office for a full screening. In the health attendant's office, students' temperatures will be taken again as their health is assessed. Students whose temperatures register 100.4 in the health attendant's office will have their parents contacted for immediate pick up. If students have other COVID symptoms (cough, headache, general exhaustion) and are not feeling well, they will be sent home.

When students arrive after classes have started for the day, they will report to the health attendant's office for screening prior to going to class. All students will participate in a temperature screening when entering schools.

Parents and visitors will report to each site's office when entering district buildings to be screened prior to being allowed campus access. Visitor temperatures will also be checked and any person with a temperature of more than 100.4 will not be allowed on campus.





Positive Staff Procedure

Staff testing positive for COVID-19

1. Positive staff notifies the supervisor he or she tested positive.
2. Principal or designee calls or emails district designee
3. District representative speaks with the positive staff member to create a list of possible close contacts.
4. Close contacts are notified and will follow HR guidance.

Students absent because of other symptoms of illness, not compatible with COVID-19, should remain home until they have been free from fever for at least 24 hours (without the use of medicine that reduces fevers) AND other symptoms have improved.

Parents may choose to voluntarily quarantine their student if the student has been in close contact with someone who has COVID-19 **outside** of school. Parents are encouraged to contact the school's health aide/attendant with any questions.

Personal Protective Equipment (PPE)

Mask Procedures: KUSD does not currently mandate masks.

However, masks are strongly *encouraged* for unvaccinated staff or students following CDC guidelines and recommendations. As of July 28, Dr. Christ, Director of AZDHS said “Everyone in a K-12 setting, the teachers, staff and students, should wear a mask.” This statement was made based on the most recent CDC recommendation that people in areas of high transmission resume wearing masks indoors. The current debate surrounding mandated mask use is ongoing and continues to be a local board decision until otherwise notified.

Ongoing monitoring: As students are sent home with fevers, health attendants will work with attendance clerks on each campus to monitor student absences in order to monitor the number of students who are out of school with COVID-19 symptoms.

First Aid Kits: In an effort to ensure the safety of students while minimizing trips to each school's health attendant's office, staff members and duty personnel will have access to individual first aid kits. This will mitigate traffic at health offices throughout the district. All staff will be trained with a flowchart on how to assess whether or not individual students need to visit district health offices. Health attendants will be available to provide additional help and guidance to teachers.

Staff Health and Safety

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to district policies and procedures that have been implemented. The well-being of employees, and addressing employee concerns, is a top priority.

What the District is Doing to Protect Employees: As seen in prior pages, the district is implementing extensive cleaning procedures and safety protocols to provide for a safe environment for all. Here is a summary of some of those actions as well as other actions being taken:

- Screening procedures have been put in place for employees and visitors entering district buildings.
- Common areas and frequently touched surfaces are being cleaned regularly as identified by the aforementioned schedule.
- Hand sanitizer is provided throughout district campuses and buildings.
- Personal protective equipment is being provided as appropriate.
- Plexi-glass shields will be utilized in offices with high-customer contact.
- Posters are displayed throughout all buildings with reminders on how to prevent the spread of germs and other helpful resources to aid employees in navigating the challenges associated with the pandemic.
- Workplace layouts and seating arrangements are revised to allow for social distancing whenever possible.
- Measures to increase ventilation in all buildings have been and will continue to be taken.
- Bipolar ionization was added to all site ventilation systems.
- COVID custodians were included in the number of employees transferring to SSC and will be utilized as additional personnel in newly standardized cleaning and disinfection routines.

What Employees can do to Protect Themselves at Work: In addition to enhanced cleaning procedures and other steps being taken by the district to provide for a safe work environment, employees should take an active role in protecting themselves. Here are things employees can do:

- Stay home or go home if sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning work areas.
- Practice regular hand-washing and use hand sanitizer.
- Cover coughs and sneezes.
- Wear a face covering.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Limit face-to-face meetings by communicating with others via telephone, videoconferencing, email, etc.
- Talk with Human Resources about possible accommodations.
- Follow all district policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness can go a long way.

At-home Screening: Per Governing Board policy GBGCB, it is the policy of the school district to take reasonable and lawful measures to protect students and staff members from the



transmission of communicable diseases. In keeping with this policy, the district asks all staff to self-assess for signs of illness prior to reporting for work. An employee who has a fever at or above 100.4 degrees Fahrenheit and/or other symptoms of illness should not report to work and should follow established procedures to report their absence. Please refer to the Employee Handbook or consult with your supervisor for additional information on leave procedures and absence reporting.

Employee Screening Procedures: Employees reporting to work will be screened and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Employees will be advised of the screening procedure by their site administrator.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who reports for work with a fever at or above 100.4 degrees Fahrenheit will be sent home; employees showing other signs of illness, such as coughing or shortness of breath, may be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms. A document will be available to the employee, as a helpful tool for their personal use, to aid in documenting symptoms and recovery. This document should not be provided to the district but kept for the employee's personal records instead.

Quarantine and Isolation: Fully vaccinated employees do not have to quarantine. Employees who had a positive test in the previous 90 days do not have to quarantine.

For unvaccinated employees, there may be times when employees quarantine or isolate. An employee should **QUARANTINE** if they have been in close contact with someone who has COVID-19. An employee should **ISOLATE** if they are sick or have tested positive for COVID-19. The district will follow guidance from the CDC and Arizona Department of Health Services with respect to employees who quarantine or isolate.

If an employee has had direct contact with a person who has COVID-19 but does not have any symptoms of the virus, they may self-quarantine. This includes:

- Staying home for the recommended number of days per the current CDC guidelines after contact with the infected individual.
- Staying away from people who are at higher-risk for getting very sick from COVID-19, if possible.

If an employee chooses not to self-quarantine, they may continue to work as long as they are asymptomatic and protective measures are taken. This includes screening for fever and other symptoms, wearing a mask if mandated by the Governing Board, and regularly disinfecting work areas.

If an employee is **symptomatic** and thinks or knows they have COVID-19, self-isolation is appropriate.



- If an employee is symptomatic and awaiting COVID-19 test results, they should stay home away from others until the results are available and then follow the recommendations below based on the results.
- If an employee is symptomatic and tested POSITIVE for COVID-19, they should stay home away from others until the recommended quarantine period ends as per the current CDC guidelines.
- If an employee is symptomatic and tested NEGATIVE for COVID-19, they should stay home away from others until:
 - They have been free from fever as per the current CDC guidelines
- If an employee is symptomatic and has not been tested for COVID-19, they should stay home away from others until:
 - They have been free from fever as per the current CDC guidelines

If an employee is **asymptomatic** (no symptoms) but is concerned they may have COVID-19.

- **Waiting for COVID-19 test results:** No isolation is required while waiting for test results. Once results are available, follow recommendations as per the current CDC guidelines.
- **Tested positive for COVID-19:** Stay home away from others as per the current CDC guidelines. If symptoms develop, follow guidance for symptomatic and tested positive for COVID-19.
- **Tested negative for COVID-19:** No isolation required.

If an employee has other symptoms of illness, not compatible with COVID-19, and the employee has not been tested for COVID-19, they should stay home away from others until they have been free from fever for at least 24 hours (without the use of medicine that reduces fevers) AND other symptoms have improved.

An employee may return to work earlier than the aforementioned recommendations if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing. In the absence of a release from a healthcare provider, the employee will need to complete a self-certification form upon their return to work.

Staff Notifications of a Confirmed COVID-19 Case: If there is a confirmed case of COVID-19, the district will make any and all appropriate notifications to persons known to have come in contact with the infected individual. However, personal health information will be protected and the identity of the employee who is ill will not be shared. Proper containment and cleaning protocols will be instituted.

Employees Considered High-risk or Vulnerable to COVID-19: According to the Centers for Disease Control (CDC), older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Per the CDC, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Requests for Accommodations: Employees with disabilities and employees who are at high-risk for severe illness from COVID-19, are encouraged to contact Human Resources to request accommodations that they believe they may need to perform the essential functions of the job. The district will engage with employees to identify and implement reasonable accommodations.

Please note that employees are not entitled to accommodations under the Americans with Disabilities Act to avoid exposing a family member who is at higher risk of severe illness from COVID-19 due to an underlying medical condition.

Discrimination and Retaliation: Discrimination or retaliation against individuals who are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited. Discrimination or retaliation against individuals who have been away from work, as provided by law and under district policies, is also strictly prohibited.

Section II: Teaching and Learning

Introduction

Providing time and support for our teachers and students is an important part of the Return to Learn process. KUSD #20 will continue surveying staff, seeking input and collaborating in a transparent manner. This guide includes suggestions from our staff and will be revised based on what our teachers tell us is working and what areas need to be improved once schools reopen. Time will also be set aside to train staff in addressing the social and emotional needs of our learners.

Teaching and Learning Vocabulary

ACT

Nationally standardized test measures English, Reading, Math, Science and Writing proficiency (grade 11).



ACT- AIMS Science	Arizona state assessment that measures Science proficiency (grades 4, 8, 10).
AIMS A Science	Alternate state assessment that measures Science proficiency (grades 4, 8, 10).
AZELLA	Measures students' English Language proficiency (grades K-12).
AzM2	Arizona State Test that measures ELA & Math proficiency (grades 3-8, 10.)
Benchmark	Summative assessment administered several times a year.
DIBELS	An indicator used to determine a student's literacy skills (grades K-3).
EL	Students who have been identified as an English Language learner.
ELA	English Language Arts that covers reading, writing, speaking and listening.
ELD	English Language Development. Identified language proficiencies for English Language learners. The four levels of development are pre-emergent, basic, intermediate and proficient.
ELP	English Learner Program. Students who have been identified as an English Learner will be placed in an ELP designed to give students targeted English instruction.
IEP	Individualized Education Plan. An individualized plan written for students with disabilities.
MOWR (Reading)	<i>Move on When Reading</i> . State legislation that determines the reading requirement needed in order to promote to 4th grade.
MOWR (Cambridge)	<i>Move on When Ready</i> . A program that allows Arizona students to earn a recognized high school diploma that is designed to deliver skills and knowledge needed to succeed in college and career.
MSAA	Alternate state assessment that measures ELA & Math proficiency (grades 3-8 & 11).
MTSS	Multi-Tiered Systems of Support. Interventions and enrichment opportunities based on student academic readiness.
Online Learning Center	A designated space for students taking online classes to report for check ins and take required assessments.
RAL	Reading Achievement Leader. A designated staff member that assists staff and students with the 3rd grade MOWR requirements.



SAL	Student achievement Leader. A designated staff member who partners with staff and students to analyze student growth data, identify goals, monitor progress, and problem solve to promote student success.
SEL	Social and Emotional Learning.
TOR	Teacher of Record is a highly qualified educator in a certain field or subject who is responsible for a specified portion of a student's learning activities.

Social and Emotional Learning

The impact of school closures on our students has been significant. There is a growing body of research showing that social and emotional learning (SEL) is fundamental to the academic and overall success of our students. While educators will practice social distancing, this does mean students will also lose social and school connections. District staff will utilize best practices to establish a safe, positive and supportive environment. SEL strategies will be included in every classroom, both on-site and online, to ensure our students are reintegrated into the classroom setting and have the opportunity to receive support related to traumatic experiences. We will provide SEL training to all staff prior to schools reopening.

CURRENT MODEL: On-Site Learning

Attendance: Students who attend school for live instruction are expected to be in class on a daily basis. In order to maintain academic consistency to the extent possible. Attendance officers and other school personnel will work with chronically absent families to ensure needs are met and barriers to attending school are removed.

Weekly Schedule: Students in live classes will receive instruction in the CORE subject areas during regular school hours Monday through Thursday. Special classes will be offered, but may be modified to ensure the safety of students and staff members. Interventions may be available before, during and after regular school hours and possibly on Fridays.

On-Site Digital Assignments: As part of the KUSD continuity of operation plan for possible future closures, all live, on-site teachers will use Google Classroom (K-5) and Schoology (6-12) a minimum of once weekly to build staff and student online capacity. Assignments should be standards based, interactive and represent new learning.

On-Site Assessments

All KUSD #20 traditional, on-site teachers will follow the District Achievement Plan to assess student progress and use the results to plan instruction. Formative assessments will occur during all lessons, benchmark assessments will occur quarterly, and state summative assessments will take place annually in the spring.



I-Ready is administered in person on a one-to-one basis three times a year (fall, winter and spring). Proctors consist of all elementary RALS and SALS. Data is used as an indicator to determine the appropriate amount of additional support and interventions a student may need in Basic Early Literacy Skills (grades K-2). Germ Shields/Sneeze Guards will be placed between the student and the proctor. These shields are designed to block the virus-containing droplets released by coughing, sneezing and speaking. Proctors will use a district-approved disinfectant a minimum of twice daily.

The **I-Ready** math and reading assessments are administered on laptops and chromebooks. The benchmark tests are proctored by RALS, SALS or classroom teachers several times a year. Data is used to determine student proficiency levels/growth in ELA & Math (grades 3-8). Benchmark devices will be sanitized by the teacher in between student usage. Sanitation will take place using district-approved sanitation products. At the end of the day, teachers will sanitize the laptops using the ultraviolet light in the laptop carts. If students are in a classroom with one-to-one technology, students should have the same computer each day.

State tests are administered on laptops and chromebooks (grades 3-12). The state tests are proctored by RALS, SALS or classroom teachers in the Spring of each year. Data is used to determine student proficiency/growth levels in ELA, Math, Science and Language proficiency. Testing devices will be sanitized by the RAL, SAL or classroom teacher in between student usage. Sanitation will take place using district approved sanitation products. At the end of the day, teachers will sanitize the laptops using the ultraviolet light in the laptop carts. If students are in a classroom with one-to-one technology, students should have the same computer each day.

State testing (AIMS A Science and MSAA) is administered in person on a one-to-one basis. These state tests are proctored by a familiar test administrator. Data is used to determine student proficiency/growth levels in Science, ELA, and Math. Germ Shields/Sneeze Guards will be placed between the student and the proctor. These shields are designed to block the virus containing droplets released by coughing, sneezing and speaking. Proctors will use a district-approved disinfectant a minimum of twice daily.

Special Services

Students who have been identified as an English Language learner or a student with a disability qualify for special services. These services are identified on a student's ELP or IEP.

English Language Learners

Kindergarten through 12th grade students, who have been identified as an EL student, will receive targeted and integrated instruction with a focus on the Arizona English Language Proficiency Standards. Kindergarten through 5th grade students receive 600 minutes, while middle school and high school students will receive 500 each week. To meet this requirement, the district will be implementing the ELD Pull-Out Instructional Model. In this model, students receive 300/250 minutes of Targeted Instruction and 300/250 minutes of Integrated Instruction each week.



During Targeted Instruction, students receive explicit English language instruction using ELP Standards with their EL peers. This is accomplished through pulling small groups of EL students within the mainstream classroom, pulling them out to a different location on campus, or by pushing in with an EL Specialist to work specifically with EL students. Integrated Instruction is provided in the general education classroom setting, integrated within content instruction. This instruction includes conscientious scaffolding and differentiation based on the student EL Proficiency levels of individual students.

Special Education Services

Kindergarten through 12th grade students who are eligible for special education services will receive specially designed instruction to meet their specific needs as identified by the student's individualized education plan (IEP). Student services will be provided in the student's Least Restrictive Environment (LRE).

Little Explorers Preschool

The Little Explorers preschool will continue providing preschool and day care services to all qualifying students. LE remained open for day care services.

CURRENT OPTION Model 2: Online Learning

The KUSD #20 **Kingman Online Learning Academy** is now available as an alternative to live instruction and is open to all students grades K-12. All KOLA students have access to clubs, sports and activities on the live campus in their address zone. Families can enroll in KOLA by visiting the district website www.kusd.org. If a family does not have a working computer or Internet access, students may qualify to receive internet and technology access for school use at home.

Online Curriculum

K-5 students will participate in the Edmentum learning program. Students will participate with a live class via video access. The classroom teacher will work with the students on navigating the platform, interacting with live peers, completing assignments, etc. This teacher will also monitor student progress and will provide students with feedback for assignments. Instruction will be provided through online videos, assignments, discussions, live streaming sessions, virtual field trips and labs. Teachers will hold parent meetings through virtual conferencing, such as Google Meet or Zoom. Teachers will also have virtual office hours to give students a set time to ask and answer questions. Attendance and grades will be recorded in Synergy. The online administrator can be reached by emailing kweaver@kusd.org.

6-12 students will participate in self-paced online classes using the Edgenuity (6-8) or Edmentum (9-12) learning platforms. Online courses are based on the development of real-world skills, with a keen focus on identifying students' passions while also developing perseverance and grit. The



Courseware is rigorous, relevant, and aligned to state standards. Classes are built to be interactive, where students use tools—interactive historical timelines, mathematical function explorers, maps, and more—to explore concepts in concrete ways that are difficult to create in traditional classrooms. Providing lessons on well-defined skills within units, followed by mastery quizzes to check knowledge before moving up the progression. Assignments and activities impel students to apply what they know to the real world in both learning investigations and content presentation.

Students will have a teacher of record for each class who will work with the students on navigating the platform. This teacher will monitor student progress and will provide students with feedback for assignments when requested. Teachers will also have virtual office hours to give students a set time to ask and answer questions. Attendance and grades will be recorded in Synergy. KUSD provides all 6-12 online students an onsite place to work and tutoring upon request. The online administrator can be reached by emailing lalbin@kUSD.org.

Special Education students who enroll in the online platform must have an IEP meeting prior to the start date to determine if the online instruction delivery method is an appropriate placement for the student to receive a Free and Appropriate Public Education (FAPE). The team will determine if the student's accommodations can be provided through virtual learning. The team will identify how service will be provided through online meeting forums, phone meetings and electronic communication.

Online Assessments

All KUSD #20 will participate in the District Achievement Plan to assess progress. Benchmark assessments will occur quarterly, and state summative assessments will take place annually in the spring. The times and locations during which students are required to take state summative assessments will be posted on the student and parent portal. The online administrator or designee will contact all online students to schedule the proctored benchmark assessments.

***I-Ready** is administered on a one-to-one basis three times a year (Fall, Winter and Spring). Data is used as an indicator to determine the appropriate amount of additional support and interventions a student may need in Basic Early Literacy Skills (grades K-2). KUSD will work with families to schedule assessments for online students.

***The I-Ready math and reading assessments** are administered online in a proctored setting. Data is used to determine student proficiency levels/growth in ELA & Math (grades 3-8). Students will be scheduled for the assessments on designated testing days. 4 days will be designated for ELA and 4 days for Math. The tests will be scheduled from 8 AM to 5 PM on those days. Testing will be monitored daily. If a student starts a test, the student must complete the test the same day. If a student does not or forgets to submit the test, the test will be submitted for that student. The online administrator or designee will contact the students with the testing schedule, procedures, and directions.

***The ATI Benchmarks** are administered online. Data is used to determine student proficiency levels/growth in ELA & Math (grades 9-11). Students will be scheduled for the assessments on



designated testing days. 4 days will be designated for ELA and 4 days for Math. The tests will be scheduled from 8 AM to 5 PM on those days. Testing will be monitored daily. If a student starts a test, the student must complete the test the same day. If a student does not or forgets to submit the test, the test will be submitted for that student. KUSD will contact their students with the testing schedule, procedures, and directions.

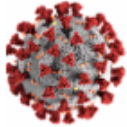
State testing The state tests for students in grades 3-11 will be proctored by the KOLA administrative team in the Spring of each year. Students will be scheduled to attend 1 of 4 testing sections on the designated testing days. Each testing section will be limited to 30 students and scheduled for a two hour period. Students and parents will be notified of the testing location which will be either in the District Office or the Assessment Center. Data is used to determine student proficiency/growth levels in ELA, Math Science and Language proficiency. Testing devices will be sanitized by the online teacher in between student usage. Sanitation will take place using district approved sanitation products. At the end of each testing section, the online teacher will sanitize the laptops using the ultraviolet light in the laptop cart.

State testing AZELLA is administered on laptops and chromebooks for any student who may qualify in grades K - 12. The state test will be proctored within the first few weeks of enrollment in the Fall and for all EL students in the Spring. Each testing section will be limited to 30 students and scheduled for a two hour period. Students and parents will be notified of the testing location which will be either in the District Office or the Assessment Center. Testing devices will be sanitized by the online teacher in between student usage. Sanitation will take place using district approved sanitation products. At the end of each testing section, the online teacher will sanitize the laptops using the ultraviolet light in the laptop cart.

Section III: Appendix

Appendix A: What You Should Know About COVID-19 to Protect Yourself and Others; Poster

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 1749027A 06/01/2020

cdc.gov/coronavirus

Appendix B: What You Can Do If You Are at Higher Risk of Severe Illness from COVID-19; Poster

What You Can do if You are at Higher Risk of Severe Illness from COVID-19

(Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>)

Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact (6 feet, which is about two arm lengths) with people who are sick.



Clean and disinfect frequently touched surfaces.



Avoid all cruise travel and non-essential air travel.

Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC's [How to Protect Yourself](#).

 cdc.gov/coronavirus

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Appendix C: Prevent the Spread of COVID-19 If You Are Sick; Posters

Prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



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cdc.gov/coronavirus

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.

- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:



- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

- at least 10 days have passed since your symptoms first appeared.

- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

- you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Appendix D: Clean Hands Posters; Posters



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



**CLEAN
HANDS KEEP
YOU HEALTHY.**

Wash your hands with soap
and water for at least
20 SECONDS.

**LIFE IS BETTER WITH
CLEAN
HANDS**

www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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Appendix E: Seven Steps to Correctly Wear a Respirator; Poster

Seven Steps to Correctly Wear a Respirator at Work

Following these simple steps will help you properly put on and take off your respirator, and keep you and everyone else safe.

1 Wash Your Hands



Wash your hands with soap and water or alcohol-based hand rubs containing at least 60% alcohol.

2 Inspect the Respirator



Inspect the respirator for damage. If it appears damaged or damp, do not use it.

3 Put on the Respirator



Cup the respirator in your hand with the nosepiece at your fingertips and the straps hanging below your hand.



Cover your mouth and nose with the respirator and make sure there are no gaps (e.g., facial hair, hair, and glasses) between your face and the respirator.



Place the strap over your head and rest at the top back of your head. If you have a second strap, place the bottom strap around your neck and below your ears. Do not crisscross straps.



If your respirator has a metal nose clip, use your fingertips from both hands to mold the nose area to the shape of your nose.

4 Adjust the Respirator



Place both hands over the respirator. Inhale quickly and then exhale. If you feel leakage from the nose, readjust the nosepiece; if leakage from the respirator edges, readjust the straps.



Repeat until you get a proper seal. If you can't get a proper seal, try another respirator.

5 Wear the Respirator



Avoid touching the respirator while using it. **If you do, wash your hands.**

Note: If you reuse your respirator, wear gloves when inspecting and putting on the respirator. Avoid touching your face (including your eyes, nose, and mouth) during the process.

6 Remove the Respirator



Wash your hands.



Remove the respirator from behind. Do not touch the front.

7 Dispose of the Respirator



If the respirator does not need to be reused because of supply shortages, discard it in a closed bin waste receptacle. Wash your hands.

For more information, see the quick video, "Putting On and Taking Off a Mask". ▶



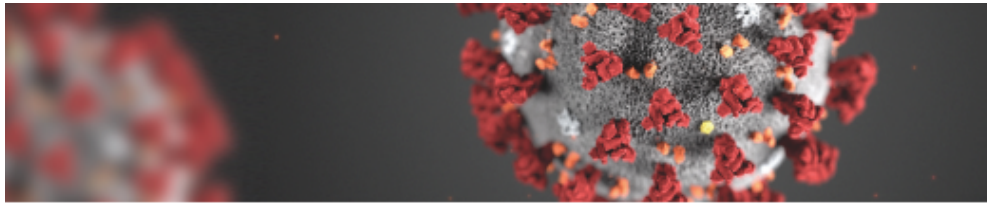



Occupational Safety and Health Administration
www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 407105 2020

Appendix F: Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus; Poster



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).



OSHA[®] Occupational
Safety and Health
Administration
www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA 3994-04 2020

Appendix G: 10 Things You Can Do to Manage Your COVID-19 Symptoms at Home; *Poster*

10 things you can do to manage your COVID-19 symptoms at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



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