

Litchfield Elementary School District Plan for Reopening 2022-2023



OUR MISSION

Connect, Educate, Empower our LESD Family and Community

What We Believe:

Academic Excellence ♦ Student Well Being ♦ Teacher Quality

♦ People First ♦ Preparedness for Life ♦ Communication

Mitigation Plan per Governor Ducey's Executive Order 2020-51 begins on page 9



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MESSAGE FROM SUPERINTENDENT GUNNING



It is my honor to welcome you to the award-winning Litchfield Elementary School District's 2022-2023 school year. LESD is one of the highest performing elementary districts in Arizona, rooted in more than one hundred years of educational excellence.

The health and safety of our staff and students is our top priority and is the consistent theme that shapes every conversation about returning to school. I invite you to review this updated Plan for Reopening that includes our current COVID-19 mitigation strategies.

Conditions related to COVID-19 may continue to be fluid throughout the coming school year. This plan is designed to be flexible enough to respond to rapidly changing health conditions and meet the diverse needs of our students and families. This is a living document that will be updated based on current information.

We will continue to address stakeholders about health protocols, academic options, and methods of decision making moving forward. This plan outlines steps to inform the community and resources to move safely forward with direction from the Arizona Governor's Office, Centers for Disease Control, Arizona Department of Health Services, legal counsel, the LESD Governing Board, and the input of staff, families, and stakeholders. Our goal is to maintain a thoughtful Plan for Reopening that strikes a balance between legal mandates, the health concerns posed by COVID-19, and the needs of students, staff, and our community.

Students, staff and community members are not required to be vaccinated in order to be on campus. Face coverings are optional for students, staff, and visitors.

We look forward to welcoming students back to a safe and healthy school environment on August 8, 2022. We are excited for the growth and success of all our students and district family as we continue the journey of educational excellence. Thank you for choosing Litchfield Elementary School District!

Your partner in education,

Jodi Gunning, M.Ed.
Superintendent

REOPENING AND CLOSURE DECISIONS

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening and closure decisions be driven by the current prevalence of COVID-19 in the community. Litchfield Elementary School District (LESD) will operate In-Person Learning when it is safe to do so or will transition solely to Distance Learning, when the need arises due to COVID-19, at the classroom, school, or district levels. Decisions will be made in collaboration with the Governing Board, Superintendent, and in coordination with the Arizona Department of Health Services and Maricopa County Health and Human Services.

COMMITMENTS AND GUIDANCE

The Plan for Reopening 2022-2023 is based on the following commitments:

- Provide continuity of learning that is engaging to students
- Prepare safe learning environments for students and staff, which mitigates their risk of exposure to COVID-19 in our schools and worksites
- Communicate with students, families, and staff
- Address challenges to social-emotional health of students and staff caused by isolation and disruption due to COVID-19
- Offer students and families flexibility and choice
- Support staff with resources, training, and guidance

LESD values the input of its team members and obtains information regarding employee working conditions in a variety of ways including: meetings and discussions, committees, surveys, and directly from individual staff. COVID-19 presents challenges and requires procedural changes to ways schools have operated in the past. Continued collaboration and problem solving among the caring and committed Team LESD will be critical as this situation remains fluid throughout the 2022-2023 school year.

Since the beginning of school closures, LESD has held regular team meetings composed of leaders from across the District to prioritize and coordinate next steps and review guidance from the following sources:

- Centers for Disease Control and Prevention (CDC)
- State and Local Health agencies
- Arizona Department of Education
- Arizona School Risk Retention Trust, Inc. (the Trust)
- Gust, Rosenfeld Attorneys, PLC

INSTRUCTIONAL MODELS AT A GLANCE

LESD is prepared to welcome students back, in-person, to all its elementary and middle schools in the 2022-2023 school year. Every site will follow preventive measures to prioritize student and staff safety.

In-Person Learning Model

This instructional and operational model is most similar to past operations of schools with additional safety and operational accommodations. Local or state conditions may require intermittent closures of schools throughout the 2022-2023 school year, which will require students and staff to transition to Distance Learning if the need arises.

- Kindergarten - Grade 8
- Enhanced cleaning and safety protocols
- Physical distancing when possible
- Modified breakfast and lunch as needed
- Mental Health support to promote student, staff, and family wellness
- May register for Extended Day options, fees will apply

- Accommodations and services provided (e.g., special education services as determined by the IEP team, gifted, English Language Learners)

OVERVIEW OF CONTINUITY OF SERVICES

Attendance for the 180-day calendar year will be documented and reported to ADE for both the in-person and the Governing Board approved Instructional Time Model. The LESD Instructional Time Model (ITM). The ITM may be implemented at the student, classroom, school, and/or district level during quarantines, isolations, health, safety, and welfare concerns. Remote Learning will not be allowed for everyday absences such as regular illnesses, doctor appointments, out of town, family situations, vacation, etc.

Guiding Principles

- Maintain high expectations for continuity of quality instruction
- Provide Mental Health support systems
- Ensure access and equity for all students
- Continuous communication with students, families, and staff
- Provide accurate evaluation of student learning

Curriculum

Curriculum standards are in alignment with the Arizona Department of Education state adopted standards.

Instruction

Best practices are supported through professional learning, professional learning communities, and teacher evaluations. LESD has supported effective learning models such as Gradual Release of Delivery model, formative assessment, constructive feedback, project-based learning, inquiry-based instruction, cooperative learning, multi-tiered systems of support, and data-driven decision making.

It is the expectation of all instructional leaders to provide quality and appropriate instruction to all learners including special populations: special needs, English Language Learners (ELL), culturally diverse learners, disadvantaged, and homeless learners.

Delivery of instruction will follow the adopted school calendar and will be the responsibility of each teacher for the content for which they are assigned.

Tools for Curriculum and Instruction

| Project/Vendor | Grade Level |
|---------------------------------|--------------------|
| Wonders/ELA | K-5 |
| Study Sync/ELA | 6-8 |
| Moby Max | K-8 |
| Mystery Science | K-5 |
| NoRedInk | 6-8 |
| Newsela | 5-8 |
| Edgenuity/My Path (limited use) | K-8 |

Consistent utilization of instructional tools is a high priority and a commitment to our LESD families. Distribution of technology in the case of a school closure will be coordinated with impacted families.

LESD team members will continue to utilize email, phone calls, home visits, or video conferencing to support families and their child's educational experience.

Assessment of Learning

Participation in daily assignments, projects/exhibitions, and class participation will all be part of students' evidence of learning and documented in Gradebook for ParentVue and StudentVue (middle school).

Assessment of students (K-8) to measure learning levels will be in place. These benchmark assessments for English/Language Arts and Mathematics will be administered within the first six weeks of students returning to school.

Intervention

LESD will continue to offer school day intervention and remediation for grades K-8. Through the multi-tiered system of support (MTSS), students identified through benchmark assessments will receive additional support at each school site.

SPECIAL EDUCATION

LESD Special Education Department has developed strategies and plans to best meet our students' needs.

Self-Contained/Developmental Preschool

In-Person Learning Model

- Will include all minutes as typically delivered during the school day.
- Continue with peer tutoring (reverse mainstreaming).
- Developmental Preschool students who are placed in typical preschool per the IEP will continue this placement.
- Paraprofessionals will perform usual duties, but may need to shift to other classroom/duties depending upon ratios in classrooms.

Resource

In-Person Learning Model

- Will include all minutes as typically delivered during the school day.
- Paraprofessionals will perform usual duties, but may need to shift to other classrooms/duties depending upon ratios in classrooms.

Special Education Related Services

In-Person Learning Model

- Will include all minutes as typically delivered during the school day.

Transportation

Continue to provide per the IEP and consider scheduling coordination and/or staggering per district guidelines.

Health and Safety (All Students-non-medical)

- Clean and disinfect areas between groups (across all settings).
- Consider additional PPE for staff working with students that may have spitting, drooling or bodily fluids
- Consider limiting the number of campuses in a day for related services, coaches, directors, etc. (Directors/Leads will work with coaches and related service providers with schedules for this).
- Consider additional PPE for those traveling to more than one campus and/or classroom in a day (psychologists, related service, coaches, coach paraprofessionals).

Health and Safety (Medically Fragile)

- Identify students previously identified as medically fragile and contact them to determine return to school. plan, consider medical release or update to care plan, and consider placement and/or additional accommodations/modifications if needed.
- Consider increased or different PPE that may be needed (gloves).
- Consider limiting exposure to other staff or students outside of the classroom environment.
- Consider providing therapies via teletherapy with a therapist in the front office so that staff can still access them to ask questions or provide an in-person model if needed. Para/nurse/teacher interacts with student(s) while student and staff are guided by a therapist through the computer.
- IEP goals including self-help skills will continue to be addressed wearing appropriate PPE as necessary.

Resources

- Face shields are optional for related service, school psychologists, and classroom staff in classes where higher risk for staff may exist.
- Additional gloves, thermometer for Medically Fragile classroom.
- Specific workspace(s) that can be used for related services and coaches on campuses and provide virtual therapy sessions.
- Consider additional PPE.

HEALTH AND SAFETY (Mitigation Plan)

In-Person Preventive Safety Measures

The following measures will be put in place as part of the schools' general operations when community monitoring reveals low levels of spread of COVID-19, which allows for In-Person Learning.

Signs and Messages

- Handwashing signs in all school bathrooms, to promote proper handwashing by students.
- Posters for every school, department, and District Office, to promote health and safety protocols.

Hand Washing

Procedures implemented upon arrival and throughout the day. Require all students and staff to wash their hands with soap and water for at least 20 seconds or use hand sanitizer when soap and water is not available at the times listed below.

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- After being outside for physical activity
- After using the restroom
- Before and after lunch
- Prior to leaving school for home
- After sneezing, coughing, or blowing nose

Daily Health Screenings and Temperature Checks

- 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 immediately, where parents may be contacted for pick up, with the following exceptions:
 - If the student has a runny nose and no other 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 may 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 may return to class.
- School Health Centers will be set up to maintain physical distancing as much as possible.
- The school nurse will encourage staff to only send students who appear ill to the Health Office. To encourage this practice each teacher will receive a basic First Aid bag to keep in their room for minor cuts, scrapes, etc.
- If a student is determined by the school nurse to be possibly contagious, parents/guardians are expected to pick up their student in a timely manner once contacted by the school nurse.
- Students who are determined to have certain symptoms listed below may be isolated to contain exposure.
- If a student is isolated, the school nurse or a trained employee will stay with the student until they are picked up by the parent/guardian.
- Parents/guardians are expected to follow guidelines given to them by the school nurse once the student is picked up.
- If a student tests positive for COVID-19 after being at school, and the school nurse receives a confirmed diagnosis from a doctor or health agency, the school nurse will send out a non-identifying letter to all those who were in close contact with the student.
- All staff and students who are diagnosed with COVID-19, have symptoms or think they have been exposed, will be cataloged to contain and keep track of trends. Only the school nurse and school principal will have access to this information.

At Home

This is the first point on the screening continuum. Students and staff must not come to school if exhibiting ANY of the following symptoms:

- fever of 100.4 degrees or higher
- chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue or lethargy
- congestion or runny nose
- Red, itchy eyes with drainage
- cough
- vomiting

- diarrhea
- new loss of taste, smell or appetite

Families are encouraged to follow the student screening expectations for the above symptoms each morning, to self-report symptoms to the school, and keep students at home if any symptoms are present. Families are to be informed with registration documents, online registration pages, individual school and district websites, school-wide phone calls, and email reminders of the expectation to screen students at home. Students will have the opportunity to make-up work missed due to symptoms of COVID-19.

On the Bus

Staff

- 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.
- 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

- CDC has indicated that they will no longer require masks to be worn on school buses.
- Students that do not have a parent at the bus stop or at home that display signs/symptoms will be provided a seat away from other students. Staff will notify the Transportation Dispatch office to contact the school nurse.

Vehicle Information

- The front seat on each vehicle will be left open for students that are showing signs and symptoms at the bus stop. They will also communicate with Transportation Dispatch to notify the school nurse of a student arriving with signs/symptoms.
- Cleaning/Disinfecting of Vehicles
 - 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 *Waxie® Sanitary Supply*) before conducting a thorough Pre-Trip Inspection on the vehicle.
 - 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.
 - 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.
 - The process listed above will be repeated for all mid-day routes.
 - 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.
 - 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.
 - close windows after PM routes to secure the bus for the evening.

- 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 the year. Windows will be open at 1/2 for safety reasons.
- 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.
- All buses will have clearly visible signage (provided from the CDC) above the driver communicating to parents that students should not enter the school bus with any of the identified symptoms (visible symptoms include runny nose, cough, shortness of breath, or vomiting).

Face Coverings

Face coverings are optional for students and adults.

CDC Guidelines

- CDC no longer recommends that all students be required to wear a mask in school as long as the community level is low or medium. People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

LESD Plan

- Students are not required to wear a mask in school. ~~as long as the community level is low or medium.~~

Food Service Operations

CDC Guidelines

- Maximize physical distance as much as possible when moving through the food service line and while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as the gymnasium or outdoor seating can help facilitate distancing. Note: students, teachers, and staff who are fully vaccinated do not need to distance while eating.
- Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals

LESD Plan

- Students may continue to receive healthy nutritious meals that meet the USDA's National School Lunch and School Breakfast Programs through LESD Food Service or choose to bring their own.
- Meals will consist of individually plated variety of nutritious, healthy items both freshly made and pre-packaged while allowing students the ability to have a choice of their meals. Self-serve items may be limited to pre-packaged items.
- We will be encouraging students to follow the CDC's "No Sharing" guidelines with all food, drinks, devices, personal belongings, etc.
- If the need arises again to close schools and switch to Distance Learning due to COVID-19, meal service will be distributed according to USDA National School Lunch Program guidelines

Cleaning Protocols

CDC Guidelines

- In general, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces. Disinfecting removes any remaining germs on surfaces, which further reduces any risk of spreading infection.
- If a facility has had a sick person or someone who tested positive for COVID-19 within the last 24 hours, clean AND disinfect the space.

LESD Plan

- 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 daily.

- Each classroom will be provided with approved disinfecting cleaner and staff training of its proper use, while keeping the products away from children.

Air Quality

CDC Guidelines

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
- Do not open windows and doors if they pose a safety or health risk to children using the facility (e.g. allowing pollen in or exacerbating asthma symptoms).

LESD Plan

- Change air filters on a regular schedule.
- Exploring where improved filtration can be used without damaging HVAC equipment.
- Cleaning interval HVAC system components to reduce trapped dust which may harbor germs.
- Increasing outdoor air circulation using HVAC equipment for filtration in all spaces where and when practical.

Visitors/Volunteers

- Schools can limit nonessential visitors, volunteers, and activities involving external groups or organizations particularly in areas where there is moderate-to-high COVID-19 community transmission.

Shared Belongings/Student Materials

CDC Guidelines

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

LESD Plan

- 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.
-

School Events/Field Trips

LESD Plan

- Field trips are reduced for the 2022-23 school year. We will continue to monitor community spread.
- Teachers can use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.
- School-wide assemblies should be held outdoors with students separated by cohorts when possible.

MENTAL HEALTH SUPPORT

LESD will continue to provide mental health support for staff and students. Support will focus on safety, connection, and problem solving. The adult's role in the classroom is to assure the physical and emotional safety of our students. The structures to ensure safety include a safe keeper ritual, family agreement, visual schedule and routines, teaching composure through breathing, and the Safe Place steps to deescalate. Next, is creating a connection with adults and students through the school family that will systematically create the positive school climate necessary for academic success. The school family includes greetings, brain smart start, jobs, and wish wells. Lastly, we will use teachable moments to teach executive skills for students to manage themselves, resolve conflict, and develop prosocial behaviors. Strategies used to support these skills will include teaching of the brain states, the time machine, and class meetings. Focusing on safety, connection, and problem-solving will best support our students and staff to navigate through these challenging times.

LESD partners with Touchstone Behavioral Health to provide comprehensive behavioral services for youth and their families. The idea is to provide youth help to address behavioral and mental health concerns and bring together the family and the school in how best to address and support the youth.

Touchstone provides services in a way the youth and family feel most comfortable. There are in person services delivered with safety procedures. Additionally, Touchstone's School Based Services can be provided completely virtually through secure telehealth conferencing. Youth are assigned an SBS Therapist and Interventionist. The Interventionist will provide active care coordination, case management, facilitate Child and Family Team meetings to help determine the most effective course of treatment, family support/resources, and may provide living skills to youth in order to help develop their social, emotional and other vital skills. Therapists may provide either individual therapy, family therapy and/or group therapy to help process the mental health concerns, and facilitate the youth, family and schools in supporting interventions to help the youth thrive.

Touchstone's School Based Services program can address a variety of needs including but not limited to: anxiety, depression, parenting support/skills, attention deficit hyperactivity disorder, anger management, emotional regulation, trauma, self-harm, suicidal ideation, substance abuse, and other concerns. In addition, Touchstone's SBS program offers specially designed School Based Groups that utilize a curriculum that has been shown to provide youth, families, and schools the ability to achieve positive improvements in academics, decrease in suspensions and expulsions, decrease in problem behaviors in the classroom and increased peer and social skills.

TECHNOLOGY

LESD is committed to providing technology for In-Person learning by having 1:1 device allocation for all students over the course of the 2022-23 school year for on campus/classroom use only. The timeline for laptop roll out is: grades 6-8- August; grades 3-5 August -October; K-2- January 2023. When a student needs to isolate due to COVID procedures, they will check out a laptop with their teacher or at the front office if needed.

PROFESSIONAL LEARNING AND STAFF SUPPORTS

LESD will provide continuous learning opportunities addressing professional learning for educators and the role of all stakeholders in supporting schools as they develop and implement continuous learning approaches. This work is to increase educator effectiveness and results for all students within learning communities and is committed to continuous improvement, collective responsibility, and goal alignment.

Ongoing professional learning opportunities will be available to staff to address social emotional needs of students, technology resources, and other needs that arise throughout the year.

Substitutes, Paraprofessionals, and Classified Staff Professional Learning

To meet the needs of classified professionals and substitutes, LESD will provide training for substitutes and paraprofessionals.

Staff Guidance

LESD has put in place the following practices and measures to protect staff members from the spread of COVID-19:

- Increase standards of facility cleaning and disinfection to limit exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting protocols to prevent workers from entering the premises if they display respiratory symptoms.
- Providing information regarding leave, ADA accommodation and/or telework options available for staff.
- Provide employee self-care support and resources.

Workplace Accommodations

Reasonable accommodations are adjustments or modifications that enable people with disabilities to perform the essential functions of a job efficiently and productively. If employees consider themselves to be [high-risk](#) for COVID-19 based on the CDC Guidelines or have a health condition that leads the employee to believe that, given the COVID-19 situation, it is unreasonably risky for the employee to return to work on-site or the employee is in need of additional or enhanced protective measures, the employee may request an accommodation through their supervisor or Human Resources. Supervisors, in consultation with HR, will work with employees to engage in the interactive process to determine whether, with or without reasonable accommodations, the employee can return to work. Employees will be asked to provide medical documentation to verify the health condition. Options for reassignment to a vacant position, temporary modified work schedules, moving to a different work space to provide social distancing to the greatest extent possible, or telework (if feasible) can be requested by employees. Accommodations are subject to periodic review. Employee information will be kept confidential.

If no resolution can be reached, the employee may apply for a yearlong unpaid leave of absence or resign.

Responsibility of LESD Staff

- Follow basic infection prevention measures and know procedures set out in the safety plan defined by the District. This includes procedures for COVID-19 symptoms, close contact or positive test procedures.
- Frequent and thorough hand washing/hand sanitizing for at least 20 seconds with soap and water.
- Participate in daily check-in procedures for all staff and [self-screen](#) before coming into work.
- Staff entering their workplace shall acknowledge their temperature is at or below 100.4 degrees Fahrenheit. Touchless thermometers are available at every site. Staff with temperatures exceeding 100.4 degrees Fahrenheit shall return home.
- Refrain from using other worker's phones, desks, offices, or other work tools when possible. Appropriate self-cleaning of equipment will be required if cross-use is required or necessary.
- Only enter the building through the designated and administrator approved entrance.
- Employees are not required to share their medical information, a diagnosis, or COVID-19 testing results with their employer or supervisor. If an employee shares information, all information about employee illness must be maintained as a confidential medical record and may not be shared with other employees.

Staffing Needs and Reassignment of Duties

The District will use all available resources to support the operational needs. During COVID-19, it may be necessary to temporarily reassign staff from their current position to a vacant position or for staff to assume responsibilities outside of their normal responsibilities.

Usually the reassignment would be within the same department, division or school site, but in the event that school operations are impacted, staff may be reassigned to another location. Staff reassignments will ensure minimum qualifications, certification and training required for the position are maintained.

PROCEDURES FOR COVID-19 SYMPTOMS, CLOSE CONTACT EXPOSURE, OR A POSITIVE TEST

The following COVID-19 reporting procedures should be followed for employees and students.

Employee/student reports having COVID-19 symptoms or positive test results.

| <i>If employee is at home:</i> | <i>If student is at home:</i> |
|--|---|
| <ul style="list-style-type: none"> ● Employee stays home and notifies their principal/supervisor. <p><i>If employee is at work:</i></p> <ul style="list-style-type: none"> ● Employee should separate themselves from all other students and staff. ● Employee notifies (calls or emails) their principal/supervisor. ● Employee is sent home safely, immediately. ● Call 911 if the employee appears to be in medical distress. <ul style="list-style-type: none"> ➤ Principal notifies Human Resources or School Nurse, School Nurse notifies Human Resources <ul style="list-style-type: none"> ○ Supervisors notify Human Resources ➤ Human Resources sends appropriate notification to the employee to Isolate. The notification includes when an employee may return to work. | <ul style="list-style-type: none"> ● Student stays home and the parent notifies the school nurse. <p><i>If student is at school:</i></p> <ul style="list-style-type: none"> ● Staff escorts the student to the School Nurse’s office. ● Staff assisting the student must maintain a distance of at least 3 feet from the student at all times, unless there is an emergency. ● Staff will communicate COVID-19 symptoms right away to the nurse before leaving the student in the health office to ensure safety precautions can be initiated. ● The School Nurse or designee will immediately notify a parent or emergency contact to pick up the student. Parents are provided instructions for returning students safely to school. ● Call 911 if the student appears to be in medical distress. <p>Students who test positive for Covid-19 are required to follow the 5-day protocols.</p> <ul style="list-style-type: none"> ● The student must isolate for five days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). If symptoms have improved and the student is fever free for 24 hours after the 5th day of isolation, the student may return to school. <p>Note: Please recognize that Covid-19 protocols for athletics may be different and/or change throughout the year, based on guidance from AIA. For updates and information, please stay in contact with your child’s coach or athletic director.</p> |
| | |

| EMPLOYEES AND STUDENTS | STUDENTS |
|---|---|
| <p>HAVE SYMPTOMS, TESTED POSITIVE, BEING TESTED FOR COVID-19</p> | <p>CLOSE CONTACT/EXPOSURE TO SOMEONE WITH COVID-19</p> |
| <p>If you:</p> <ul style="list-style-type: none"> • Have symptoms: cough, fever, or shortness of breath, OR other symptoms of COVID-19, OR • Have tested positive for COVID-19, OR • Are waiting for test results, OR • Have symptoms, but choose not to be tested, <p>You should:</p> <p>Regardless of vaccination status,</p> <ul style="list-style-type: none"> • Isolate at home for 5 days until it is safe to be around others. • Follow Isolation Guidelines for the number of isolation days depending on positive or negative test results. • If you have symptoms and do not take a test, you should follow steps for having symptoms and testing positive. <p>When can I return to work/school?</p> <ul style="list-style-type: none"> • Employees - Follow Isolation Guidelines provided by Human Resources. • Students - Follow Isolation Guidance given to you by the school nurse. • You may return to work/school after isolating for at least 5 full days from the start of your symptoms (or date you were tested, if you are symptom-free) if you do not have a fever and your other symptoms are improving. | <p>Effective 2/9/22 we discontinued the quarantine requirement for students who are in close contact with someone who tested positive for Covid and are symptom free.</p> <ul style="list-style-type: none"> • Notice will be provided to parents when a student has been in close contact or had indirect contact with a person who has tested positive for Covid. • After receiving the notice, parents can choose to quarantine their child or send the child to school if the student does not have symptoms. • We are asking parents who choose to quarantine their child, after notification of close contact, to please inform the school of your decision to keep your child home. • If your child is currently in quarantine, please contact your school for guidance. <p>EMPLOYEES</p> <p>Essential Workers and Close Contacts</p> <p>School employees are considered essential workers which means:</p> <ul style="list-style-type: none"> • If an Employee has close contact with a person who tested positive for COVID-19, at home or otherwise, and does not have any symptoms, the Employee is not required to quarantine and may continue to come to work as usual while continuing to follow all applicable procedures. Health authorities recommend Employees get tested 3-5 days from the last date of exposure. • If an Employee chooses to quarantine at home voluntarily, the Employee may do so and utilize their earned personal/sick leave. If Employee has no paid leave, time off will be unpaid. • If an Employee develops symptoms or tests positive, the Employee should Isolate for 5 days and follow Isolation Guidelines. |

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| | This change in your procedures is based on the CDC's vaccination guidance that is available here: COVID-19 Vaccines |
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If staff member or student gets sick at work/school:

- Close off any areas that were exposed to the confirmed COVID infected employee or student for a prolonged period.
 1. Wait 24 hours, if possible, before cleaning and disinfecting those areas.
 2. During that time, if feasible, open windows or outside doors to increase air circulation. Contact Facilities to increase air flow and schedule the cleaning/disinfecting process.
 3. The area will be thoroughly cleaned and disinfected per CDC guidelines.

Notice of Communicable Disease:

COVID-19 Close or Indirect Contact Notification

If an Employee or Student tests positive for COVID-19:

- A *Notice of Communicable Disease* will be sent to employees/students who may have had exposure to the positive person. For example but not limited to, students in the same class or employees in the same department.
- The Notice advises others who may have had exposure to watch for symptoms.
- The Notice is confidential and does not identify the positive person by name or whether the person is an employee or student.

The District is bound by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) and will honor the privacy of impacted individuals. Communications and notifications pertaining to a positive case will follow the direction of the Maricopa County Health Department.

All procedures are subject to change based on CDC or Maricopa County Health Department guidelines.

*Indirect contact is defined as being more than 6-feet away from the person who has COVID-19.

COMMUNICATIONS

Litchfield Elementary School District continues to deliver information to stakeholders in a multi-platform effort to ensure maximum communication reach via mass communications systems and targeted outreach.

The LESD website (www.lesd79.org) remains the most reliable source of current information available to stakeholders. The District may also share important information about COVID-19 via email, LESD's application for mobile devices, Peachjar, school newsletters, and automated text and telephone calls.

Audience

- Staff
- Families
- Community

RESOURCES

[Healthy Verify Certification Procedures](#) (10/23/2020)

[Arizona Department of Health Services Emergency Measure 2020-04](#) (11/19/20)

[COVID-19 Vaccine Locations](#) - [Localidades de la Vacuna Contra COVID-19](#)