

Wilson District Mitigation Plan 2023-2024



Wilson School District Governing Board

Anna Martinez, President

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Wilson School District

COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. The protocols that follow do not address whether a district should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made.

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

STAFFING ASSIGNMENTS

At the district level, the School Safety Assessment and Prevention Team will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The Point of Contact (POC) will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator or designee will encourage social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the Plant Foreman will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse/health associate, or other designee will coordinate and implement the protocols set forth in the **Protocols: Employees** section of this document for screening of staff. That individual will be responsible for:

- Communicating any reported case of COVID-19 among the school population to Human Resources who will inform the Superintendent.
- Informing the site supervisor if absences of students and staff on any given day are above average or if there appears to be a cluster of respiratory-related illnesses.

The Director of Special Education and Special Education Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

In conjunction with Campus Principal, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will review the Mitigation plan and protocols.

Communication

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting any symptoms.

Each school site has a person to be the designated to be the COVID-19 point of contact. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact are:

District Office: Alex Dumas

Wilson Primary: PAC: Maki Wojcicki

Wilson Elementary: Dr. Demetra Baxter-Oliver

Booker T. Washington Head Start: Josie Ayon

Cafeteria: Candice Whitbeck

Maintenance: Roy Sukanick

*If the supervisor is unavailable, contact Alex Dumas.

Procedures and communication regarding COVID-19 exposure is found in the final section of this document.

PROTOCOLS: STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state, or local orders. These practices are put in place as part of a general scale-up of operations.

Face Coverings

Governor Ducey signed HB2898. Included in this budget bill is a provision that prohibits counties, cities, towns, schools, and school districts from requiring students or staff to wear a face-covering during school hours and on school property, effective July 1, 2021. Therefore, WSD's face-covering requirement should no longer be enforced for students or employees. They should be considered optional.

Wilson School District, no longer requires, but strongly encourages, face masks, with the exception of individuals who have been identified as a close contact, or per MCDPH requirements regarding infected individuals when community level is high (MCDPH may modify these requirements). Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face shields, which provide protection for the wearer, will not be required, but will be permitted.

BEFORE SCHOOL ARRIVAL

The CDC provides a 'self-check' to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

At Home- Daily Health Screenings and Reporting

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

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

This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. A student with a runny nose or congestion due to allergies **should not be kept at home.*

The District will inform parents via registration documents, on the District and school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present or have a household member who has contracted COVID-19. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

For the health and safety of other students and of teachers and staff, parents/families are recommended to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 will not be allowed to come to school. Parents/Guardians are required to report if their child has been exposed to a COVID-19 positive individual.

If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal and nurse/health aide for further guidance.

On the bus

If a bus driver or aide observes a student exhibiting visible symptoms,¹ the following steps will be taken:

- The driver will notify school staff that a potentially symptomatic student is arriving and should see the school nurse/health assistant.
- The driver will ensure that the student is socially distanced.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff has been so informed, students with symptoms of runny nose or cough should be permitted to ride the bus.

Bus Seating

Wilson will transport those who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity.

- The bus driver will instruct students to load the bus from the back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will keep the seat immediately behind them unoccupied, if possible.
- Students will sit next to the window and aisle which will increase social distancing.
- Bus windows may be slightly open during routes.
- The front seat, passenger side, will be reserved for students who may display symptoms.

Transportation will follow the same face covering guidelines outlined for all students and staff.

Additional Bus Information

Bus drivers or custodial staff may disinfect the buses at a minimum before and after daily routes.

Students riding the bus will be dismissed up to 5 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. Updated schedules will be available on the district website and the Wilson app in mid-July.

SCHOOL ARRIVAL

A staff member will visually check each student prior to students entering the school or classroom. Any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be taken to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

Drop-Off/Pick-Up Procedures

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with expressed permission from a site administrator that is provided for good cause. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students. If the parent walks a student to school, the parent will not be allowed to enter the school or grounds and must drop off the student outside of the school campus. If parent's families ride a bike to school with student bike riders, parents will not be allowed to enter the school grounds and must drop off the student outside of the campus.

Each campus will have more specific drop-off/pick-up procedures since each campus is unique.

Enhanced Social Distancing

Basic social distancing practices

Staff members will educate and remind students regularly to maintain at least 3 feet of distance between individuals at all times possible.

Classroom Layout

Per CDC guidelines, all classrooms will physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, when possible. Students will be assigned a seat within the classroom. Teachers will provide a seating chart to the front office to aid in contact tracing in the event of a positive case.

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations.

Cafeterias and Other Areas during Lunch

Schools will use the cafeteria to eat breakfast and lunch. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food cannot be delivered to the school.

When eating in the cafeteria, students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

When eating in the cafeteria, increased safety measures will include the following:

- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, only one class per serving line will line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.
- Prohibit students from sharing lunch items with one another.

Bathrooms

Students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom. Posters reminding students of proper handwashing techniques will be displayed. Bathrooms will be cleaned several times a day if feasible.

Front offices

Plexiglas divider may be installed and adhesive tape will be placed on the floor 3 feet from the front desk. Signage directing visitors regarding social distancing will remain.

Hand Washing

All students and staff will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- Prior to and after removing and putting on a face mask.

Student Belongings/Materials

Sharing of technology devices, school supplies and belonging among students will be very limited and only if it is absolutely necessary. Students at the Primary campus will be permitted to carry a backpack. Students at the 4-8 campus will be permitted to carry a backpack. Students are encouraged to use the Wilson backpack that were provided to them as it contains a padded area for the laptop.

Trips and Activities

Field trips will be permitted. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may occur. Physical distancing will be required during the assembly.

Large-scale school events such as "Open House" or fall carnivals will be scheduled. Community transmission will be monitored closely to determine if adjustments need to be made. Small-scale activities like parent-teacher conferences may take place in person, over the phone or other electronic means.

Specialized Classes

Some classes, such as choir, dance, art, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

Visitors and Volunteers

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible.

STUDENT REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting.

If a student becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
 - a. If a student: School Principal or Nurse
Confidentiality must be maintained to the greatest extent possible.
2. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
3. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. School administration will notify maintenance to ensure the classroom is deep cleaned when staff or students are quarantined.
4. ADHS and Maricopa County Department of Public Health (MCDPH) follow CDC guidelines and define a contact of a COVID-19 case as being "within 6 feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period or had physical contact with a person with COVID-19. Students, staff, and educators who are determined to have been in close contact with someone who has COVID-19 and who are not fully vaccinated (or have not tested positive for and recovered from COVID-19 in the prior 3 months) should receive diagnostic testing and are required to quarantine away from others. They also cannot attend extracurricular activities during this time. The duration of quarantine is either for 10 full days or for 7 full days, as long as a COVID-19 test performed on day 6 or 7 is negative and the contact has no symptoms. Importantly, anyone who has been fully vaccinated (starting 2 weeks after the final COVID-19 vaccine dose) does not need to quarantine, even if identified as a close contact of a COVID-19 case per CDC, ADHS, and MCDPH. Regardless of vaccination status or prior infection, any close contacts who test positive for SARS-CoV-2 or who have symptoms should begin isolation.

* An outbreak is defined as, two or more students or staff who have tested positive for COVID-19 within a 14-day period-

- Could have had some close contact such as in a classroom or on a school sports team;
 - Do not live in the same household; and
 - Were not identified as close contacts of each other in another setting during a Public Health case investigation (e.g. friends who play together in each other's homes).
5. Students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the school site until they have met the CDC or State/County Health department's guidelines at that moment. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

<https://www.maricopa.gov/5512/Sick-or-Exposed-to-COVID-19>

PROTOCOLS: EMPLOYEES

Face Coverings

Former Governor Ducey signed HB2898. Included in this budget bill is a provision that prohibits counties, cities, towns, schools, and school districts from requiring students or staff to wear a face-covering during school hours and on school property, effective July 1, 2021. Therefore, WSD's face-covering requirement should no longer be enforced for students or employees. They should be considered optional.

Wilson School District, along with federal, state, and local health officials, continue to recommend face coverings be worn by anyone who is not vaccinated.

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face shields, which provide protection for the wearer, will not be required, but will be permitted.

Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19.

Daily Screening

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

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

Hand Washing

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

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- Prior to and after removing and putting on a face mask.

Enhanced Social Distancing

Employees are required to maintain a distance of at least 3 feet between individuals at all times, unless this is not physically possible or, for a student’s or other person’s safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

School and District Visitors

The District will limit nonessential visitors at each site except for the safety and well-being of students and staff. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols. District office employees will need to follow all protocols when visiting schools.

PROTOCOLS: CLEANING AND DISINFECTING

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas.

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting.

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation **ONLY** to:
 - a. If a student: School Principal or Nurse
 - b. If an employee: Supervisor and Human Resources

Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is

an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.

4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines.
5. ADHS and Maricopa County Department of Public Health (MCDPH) follow CDC guidelines and define a contact of a COVID-19 case as being “within 6 feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period or had physical contact with a person with COVID19. Students, staff, and educators who are determined to have been in close contact with someone who has COVID-19 and who are not fully vaccinated (or have not tested positive for and recovered from COVID-19 in the prior 3 months) should receive diagnostic testing and are required to quarantine away from others. They also cannot attend extracurricular activities during this time. The duration of quarantine is either for 10 full days or for 7 full days, as long as a COVID-19 test performed on day 6 or 7 is negative and the contact has no symptoms. Importantly, anyone who has been fully vaccinated (starting 2 weeks after the final COVID-19 vaccine dose) does not need to quarantine, even if identified as a close contact of a COVID-19 case per CDC, ADHS, and MCDPH. Regardless of vaccination status or prior infection, any close contacts who test positive for SARS-CoV-2 or who have symptoms should begin isolation.

* An school outbreak is defined as, two or more students or staff who have tested positive for COVID-19 within a 14-day period-

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- Do not live in the same household; and
- Were not identified as close contacts of each other in another setting during a Public Health case investigation (e.g. friends who play together in each other’s homes).

6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the CDC or State/County Health department’s guidelines at that moment. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

<https://www.maricopa.gov/5512/Sick-or-Exposed-to-COVID-19>

Potential School Closures

At this time, MCDPH will determine if school closure is necessary.