



# EAST VALLEY HIGH SCHOOL

Academics Arts Technology

## East Valley High School / Return to School Safety Plan

### School Programing Options

- All student will have the option to choose online school or return to the traditional school environment, as allowed by the state.
- Students will have the option to switch their leaning selection each quarter.
- Online school Model:
  - 100% of learning will take place online
  - Core course content; Math, Reading, Science, Social Studies and all Elective classes will be taught through our PEAK Curriculum.
- Traditional School Model:
  - 100% of learning will take place in the brick and mortar school, so long as schools remain safe to operate.
  - Any periods of intermittent or extended closure will supplement the instruction using the PEAK leaning management system.
  - Safety guidelines will be enacted to protect staff and students and mitigate risk of exposure or transmission of COVID-19 within the school community.

### Healthy Practices

#### Personal Protective Equipment

- Face coverings are recommended for students and staff unless otherwise required by active municipal, county, and/or state proclamations and executive orders. EVHS will follow all guidelines set forth by local and state officials.
- Face coverings will be made available for students on an as needed basis.
  - If a staff member with a disability needs consideration of reasonable workplace accommodations, Human Resources should be contacted to engage in the interactive process.
  - If a student with a disability needs consideration of accommodations, parents should contact the school's principal.
- The use of other personal protective equipment, like gloves, is optional for both students and staff.
- Medical-grade face coverings and gloves are required when interacting with adults or children experiencing injury or illness.
- Medical-grade PPE will be provided to staff who, in the course of their daily assignment, may come into contact with bodily fluids. Decisions will be made on a case-by-case basis in consultation with the staff member's supervisor.
- Face coverings and gloves are required for food services employees.

#### Daily Health Screenings

- All staff and students will be expected to conduct a self-screening of body temperature and COVID-19-related symptoms prior to reporting to the school building.



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- In alignment with CDC guidance, East Valley has identified a body temperature of 100.4 or higher and/or any COVID-19/flu symptoms as criteria to substantiate staff and student absence from school.
- If fever or symptoms are present at the time of self-screening:
  - Staff: Report fever/symptoms to supervisor. In consultation with the supervisor, contact Human Resources to discuss the use of PTO and/or other leave of absence options. Staff should be prepared to present a doctor's note of clearance upon return.
  - Students: Report fever/symptoms to the Attendance Line.
- If staff or students do not have a thermometer at home, they may report to the office when arriving to the campus to have their temperature taken.
- Students and staff with a fever or other COVID-19/flu like symptoms must be fever or symptom-free for 72 hours prior to return. Students or staff with a family member with COVID-19 symptoms are also asked to stay home until the family is symptom-free for 72 hours.

## Hand Hygiene

- Staff and students are required to wash their hands every two hours with warm water for at least 20 seconds.
- Students leaving class for any outside services should use hand sanitizer before leaving the classroom and prior to entering the room.
- Hand sanitizer will be available in the office, hallways and classrooms and should be used throughout the day. Staff and students are encouraged to bring their own sanitizer as well.

## Student Health Operations

- A designee will report to the office daily to conduct temperature screenings for any staff and students who wish to have an onsite screening rather than conducting a self-screening at home.
- Teachers should use best judgment when determining the need to send a student to the Office.
- Only urgent needs that cannot be addressed within the classroom will be attended to in the Health Office to avoid overcrowding.
  - Medication
  - Students with chronic illness / Health Action Plans
  - Acute injuries
  - COVID-19/flu symptoms
- Any Equipment used with a student will be sanitized before seeing the next student.
- Each teacher will receive a first-aid kit containing basic supplies (gloves, gauze, bandaids, instant ice packs) to allow minor scrapes/injuries to be addressed within the classroom where possible.
- If a student borrows clothing, the clothing should be returned to the school freshly laundered. The school will rewash all clothes as a safety precaution.
- EVHS has an isolation area on campus for individuals exhibiting symptoms until they are picked up. Once used, the isolation area will not be occupied by any other individuals until it has been cleaned/sanitized. A back-up isolation area may be necessary based on the number



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of symptomatic students/staff present in the school and/or the frequency of symptomatic cases.

- If there is a confirmed positive case of COVID-19, the school will issue a [notification](#) to the parents of students who have affiliation to the individual who tested positive in alignment with county and state health regulations.

## Safely Returning to School

### Physical Distancing and Mitigating Measures

- Physical distancing expectations must be adhered to by all staff and students to the extent practicable and feasible.
- Care will be taken to remain 6' apart when possible.

### Capacity Limits on Campus

- Capacity limits will be set for all rooms on campus, and the limits will be enforced at all times.
- Front Office: 3 students/staff may visit at a time, not including the receptionist. Others must wait in a campus designated area, 6' apart.
- Standard Classrooms: No more than 3 adults should congregate in one classroom space, and must remain 6' apart from one another. Only students enrolled in each class should be in the room. Students may not visit classrooms they are not assigned to throughout the day.
- Gymnasium: Students should stand/sit 6' apart when possible.
- Cafeteria: Tables will be set up as single sided and students sit with maximum of 3 students per table.
- Staff work/break room: 3 total staff, spread out 6' apart.

### Employee workspaces

- Teachers will work in their assigned classrooms during independent work time with the door closed.
- Staff will work within their assigned work area unless otherwise directed by administration.

### Front Office

- The reception desk in the front office should have tape on the floor to indicate 6' distance.
- When parents are completing an early pick-up or late drop-off, they will drop their ID in a bin and step back so that the secretary can examine it without handling it. Once checked in, the parent can retrieve the ID.

### In the Classroom

- Desks will remain in rows in a grid-like pattern where applicable. Desks should never be grouped or pushed together.
- Classroom doors should remain closed throughout the day.



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- All hallways will be marked with arrows so students can only walk one direction on one side and another direction on the other side. Passing periods may need to be extended to allow for additional time which may be needed so students can follow a path only walking in hallways in one direction, not crossing over one another.
- Students should refrain from touching other students.
- Students should remain in their seats while in class.
- Students will not share supplies.
- Students using a shared textbook or lab computer will be asked to sanitize or wipe down prior to the new class coming in.

## Around Campus

- Students should proceed directly to their classroom upon being dropped off at school.
- Teachers should be in their classrooms 30 minutes prior to school starting.
- Teachers should permit one student to leave class to use the restroom at a time, however, professional decision-making must be used in this area if a child does not feel well or if there is another urgent need.
- Teachers should eliminate the use of shared/reusable restroom or hallway passes. Students should receive a post-it or other disposable note to throw away upon return to class.
- Library books can still be checked out but must be sanitized upon return. Library books should not be checked out to a new student upon return for at least 24 hours.
- Water fountains should not be used to drink directly from, but can be used to fill a water bottle. This will help to mitigate the transmission of germs. Water bottles should be required to have the student's first and last name clearly visible to avoid students accidentally grabbing the wrong water bottle.

## Large Group Gatherings

- To the extent practicable, gatherings will be kept as small as possible.
- For students, large group gatherings are defined as more than one class of students and the accompanying staff necessary to supervise.
- For staff (when students are not present on campus), large group gatherings are defined as the sustained congregation of more than 10 individuals.

## Student Gatherings

- NO campus events will be scheduled until further notice.
- Emergency evacuation drills will be practiced in small groups so that students are prepared in the event there is a need to engage in an actual procedure. However, the drills will not be held on a campus-wide scale to avoid unnecessary large group gatherings. See the Emergency Drills section for more information.

## Staff Gatherings

- If an in-person meeting of more than 10 people needs to be held, it must be held in an open area with chairs 6' apart.



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## Food Service

- Markings will be placed on the floor to maintain 6' physical distancing while in line.
- Students will not touch a device to pay for lunch, only staff will.

## Lunch

- All students will keep the same lunch time.
- East Valley has the option of assigning half of the high school students to eat outside in the courtyard, on the picnic tables. This would alternate days.
- Students will not eat in classrooms.

## Extra-Curricular Activities

### Tutoring

- Teachers will only tutor students in their own class
- Students may not attend tutoring sessions of other teachers in other rooms
- Students arriving to tutoring must go directly to the class

### After School Sports

- Only athletes and coaches will be allowed to practice
- Sports equipment should be cleaned/sanitized after each practice/game
- Athletes should use hand sanitizer before and after games and practice, students should bring their own sanitizer
- Water and personal athletic equipment will not be shared
- Coaches should remind players not to "spit" when participating in outdoor activities
- Only immediate family (parents and siblings) may attend games as spectators
- Additional COVID-19 waiver to be signed by all athletes
- Face coverings will be required for athletes and coaches in alignment with active municipal, county, and state proclamations and executive orders

### Field Trips

- Postponed until further notice
- Teachers may consider virtual field trips to enhance learning

### Musical/Drama Performances

- Postponed until further notice

### Emergency Drills

- Fire Drills will not be schoolwide to avoid a large group gathering. Administration will create a monthly schedule to ensure all students practice monthly.
  - The audible alarm will not be used due to the frequency of drills.
  - Evacuation via exit routes will be practiced by all students each month.



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- Lockdown Drills will also be scheduled by subject to practice procedures.
  - These drills will be scheduled by subject
  - One drill will take place in the Fall and one will take place in the Spring

## Parent/Guardian/Visitor/Guest

### Parents of Enrolled Students

- Schools remain closed to all parents, guardians, visitors and guests, with the exception of parents picking up a student from school early or dropping off a student late.
  - Before entering the school, parents must read all signage and be prepared to comply with active municipal/county/state mandates related to face coverings. **If a mandate is in place and a parent does not have a face covering, entry will be denied and an alternate accommodation will be offered to complete drop off or pick-up.**
  - Parents should read all signs for instructions

### Staff Visitors

- Teachers may not have any personal visitors on campus, regardless of whether school is in session.
- No staff other than the facilities crew or IT should be on site before 6 a.m. or after 6 p.m.

### Perspective Parent Tours

- Pre-schedules tours will continue to be done.
- Face coverings will be required in alignment with active municipal, county, and state proclamations and executive orders
- Tour Guidelines
- The visitor's temperature must be taken at the door and be lower than 100.4 to enter. If any tour participants' temperature is at or above 100.4 the entire tour group will need to be rescheduled. East Valley will provide thermometer.
- Only the tour guide should touch doors when opening
- Use hand sanitizer before and after each tour.
- Visitors and the tour guide must wear face coverings.
- No hand shaking
- Remain 6' apart and respect physical distancing.
- Tours limited to one family at a time.

### Remote Engagement

- Teacher will be available live via videoconferencing to "meet" their students.
- Date and time will be arranged and communicated to parents.
- Teacher will record a video message for any students who were unable to attend the live, remote event.



## Cleaning & Sanitizing

### General Guidelines

- The facilities team will clean and sanitize the campus daily, sanitizing high touch surfaces and deep cleaning after any large group gathering.
  - They will wear gloves while cleaning/sanitizing and will wash their hands afterwards, using the handwashing and hand sanitizing procedures.
- If there is a confirmed positive case of COVID-19 within the building, a deep cleaning will be initiated after consulting with administration.
  - If a classroom is implicated, efforts will be made to move students to another room.

### Cleaning/Sanitizing Responsibilities

- Sanitize high-touch surfaces'
  - Use a dual-purpose cleaning solution for high-touch surfaces, which include tables, chairs, countertops and door handles.
  - Use hospital spray on items that cannot be wet.
  - Custodian will sanitize the entire facility (including all classrooms, floors, sinks, toilets, countertops, desks, chairs, and door handles) every Friday.

### Food services Staff Cleaning/Sanitizing Responsibilities

- Clean and disinfect frequently touched surfaces in the kitchen such as workstation, door handles, tables, and countertops on a routine basis.
- Disinfect shared use items in the kitchen such as computer keyboard, and calculators after each use
- Clean and sanitize prep tables after each use
- Face coverings will be required to be worn for all kitchen staff.
- Will practice proper hand hygiene by washing hands with hot water for 20 seconds. Key times to clean hands include:
  - Before and after work shifts and when leaving and returning to kitchen
  - Before, during, and after preparing food
  - After putting on, touching, or removing face coverings
  - Before putting on and taking off disposable gloves when performing food prep

### Staff Cleaning/Sanitizing Responsibilities

- All Staff: Sanitize assigned computer keyboards and screen daily
- All Staff: Wipe down rooms with disinfecting wipes or a towel with a cleaning solution after each use throughout the day
- Teachers: Sanitize computer labs between each use.

## Contingency Planning



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## Safe Operations Criteria

- Principals will continually monitor the metrics that make operating the school a safe and healthy decision
- If there is an outbreak of COVID-19 within the school or another situation that causes undue concern relative to the safety of students (inadequate staff coverage for supervision or cleaning, for example), the principal will consult with the COVID Task Force to determine if it is safe to continue operating the school, or portions of it. The Task Force will determine whether or not an interim closure should be implemented.

## Remote Learning School Option

- In the event that school operations are determined to be unsafe to continue for an interim period of time, notice will be provided to parents and all students will convert to a remote learning environment until it is safe to return to the school building.
- During interim remote learning, students will receive access to core academic instruction as well special education and related services, as appropriate. To the extent practicable, access to learning opportunities will be provided in special area classes.

## Confidentiality

### Training & Compliance

- Follow-up training regarding expectations and requirements surrounding protected health information and confidentiality will be provided during staff meetings on an ongoing basis.
- Staff will be expected to adhere to the protocols and relevant roles involved in reporting potential exposure to COVID-19 and positive cases of COVID-19.
- Staff will be expected to use the reporting system they were trained on to preserve confidentiality that will allow them to report potential exposure and positive cases directly to Human Resources.
- Administration will ensure that screenings that take place on campus do not result in a written record of employee or student data.