

DJA CAMPUS OPERATIONS & PROTOCOLS

Absences

Students with documented COVID-19 cases will be granted additional excused absences on a case-by-case basis.

When a student needs to be absent, parents should call the office at (480) 390-0971 or e-mail admin@desertja.org by 9 a.m. each day the student is absent.

Campus Closure

There may be a need for intermittent distance learning throughout the school year based on emergency closures as defined by local and state health departments. If closure is required, the remote learning plan would be provided for all students.

Campus Visitors

- School gates will be locked at all times.
- No visitors (parents) will be allowed on campus without an appointment. If you have an appointment:
 - Upon your arrival, please contact us via telephone and we will come to the door and let you into the building. You will be required to wear a face covering.
 - Do not bring anyone else with you to your appointment. If it is too warm for them to wait outside, there is nowhere inside they will be allowed to wait.
 - If you are not feeling well or have a temperature, or if you believe you have been exposed to any individual with COVID-19, please stay home, contact us via telephone or email and reschedule your appointment.
- If you do not have an appointment, you will not be allowed to enter the building.
- School events will publish protocols for attendance by each event.

Campus Signage

Signs are posted throughout campus reminding community members of safety protocols and handwashing procedures. Stickers and small signs will be used on floors and furniture to maximize social distancing.

Classroom Setup

Desks will be spaced 6 feet apart and/or will be faced forward when possible. Door stops will be utilized to allow for outside air. Social distancing is not guaranteed.

COVID-19 Reporting Procedures

Should a DJA student or staff member test positive for COVID-19, they must contact the Office immediately.

In accordance with state and local laws and regulations, the executive director will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) to facilitate tracking and communication.

COVID-19 Exposure Procedure

- Using Maricopa County guidance and regulations, students and staff in close contact with the COVID-19 positive individual will be contacted as soon as possible and may be required to stay home and quarantine to self-monitor for symptoms.
- Ill and/or quarantined students may attend class via remote classroom learning until cleared to return to campus. Medical documentation may be required.
- In accordance with state and local laws and regulations, the executive director will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) to facilitate tracking and communication.
- If you believe your child has been exposed to another person with COVID-19 OFF CAMPUS, please contact the Office for guidance on if and when it is safe to return to campus.

Drop Off & Pick Up

- Face coverings are required prior to exiting vehicles and/or arriving on campus.
- No visitors will be allowed inside campus.
- No group gatherings anywhere on campus (including sidewalks or parking lots) will be permitted.
- Drive up to gates for your child to be walked to your car.
- Do not get out of your car.

Emergency Contact

Emergency Contacts for students must be willing and able to pick up a student who may be sick with COVID-19 symptoms. Emergency Contacts must also be able to pick up the student within 30 minutes of contact. If you need to change emergency contacts for your child, please contact the office.

Emergency Drills

Emergency drills, such as fire drills, will continue to be held as required by the Arizona Department of Education. Social distancing will be limited during these drills.

Face Coverings

Face coverings are required for all students and staff when inside school buildings, anywhere on school grounds, and at school-related activities, whether indoor or outdoor.

Students may not be required to wear face coverings when students can socially distance or are outside in playground settings with distancing. Students may be allowed breaks to remove their face covering in a safe environment. However, please note that social distancing is not guaranteed.

Face coverings are to fully cover a person's nose and mouth, ideally fitting snugly but comfortably against the sides of the face and under the chin. They are to remain affixed in place without the use of one's hands. Face coverings may not have holes. At this time, face shields may not be used as a substitute for a face covering, but may be used in addition to a face covering.

Face coverings will not be supplied by the school. Face coverings must follow dress code guidelines and should be laundered regularly or disposed of appropriately.

Hand Washing

Staff will teach and reinforce handwashing with soap and water for at least 20 seconds, and increase monitoring to ensure adherence among students.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Health Education

Training on COVID-19 signs and symptoms, infection control strategies, and hand washing will be provided to all students and staff.

Home Health Screenings

Staff and students are required to complete a Daily Home Health Screening. Staff and students must remain at home if they exhibit any of the symptoms listed below. Anyone coming to school with these symptoms will be immediately sent home.

- fever of 100.0 degrees or higher, or chills (**Do not** take Tylenol or Ibuprofen & send your child to school)
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- Headache
- Fatigue
- congestion or runny nose
- Cough
- Vomiting
- Diarrhea
- new loss of taste or smell

Additional symptoms to check for include:

- Symptoms consistent with a contagious rash or communicable disease, such as chickenpox, measles, fifth disease, ringworm, pertussis (whooping cough), conjunctivitis (pink eye), etc. These conditions require a medical release to return to school.
- Prolonged pain, discomfort, or other condition that inhibits the ability to concentrate and learn.
- Altered level of consciousness or syncope.
- Head lice. Please notify Health Services if lice has been identified. Children with lice and/or nits must remain at home until treated and cleared to return to school by Health Services. Students may not attend school until all nits and lice have been removed.

Illness

Students and staff exhibiting any of these symptoms will be sent home immediately:

- fever of 100.0 degrees or higher, or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough
- vomiting
- diarrhea
- new loss of taste or smell

Students presenting suspected COVID-19 symptoms will be isolated in the Office as best as possible and must be picked up within 30 minutes by a parent/guardian or emergency contact. Staff members presenting suspected symptoms will immediately be sent home. Areas used by the sick person will be cleaned and disinfected. Medical documentation may be required to return to campus.

If your child has a chronic condition (for example: allergies, asthma, chronic rash, IBS, migraines) that presents as COVID-19 symptoms, contact the Office to get the condition documented (this will require a health care provider notice.) Be proactive because if your child comes to school they will be sent home without documentation on file.

Large Gatherings

Large scheduled gatherings will be postponed, modified, or cancelled. Indoor communal spaces will only be used by small groups or will be closed.

Learning Choice Options

There are two options for student learning:

- In-Person Learning that begins on 10/19/2020 if all 3 state covid metrics are met
- Remote Learning that begins on 10/19/2020

A commitment to a learning option for each student enrolled must be made by **Oct.2, 2020**

Medications

Acetaminophen (Tylenol) will not be provided in the Office as to not mask COVID-19 symptoms.

Students that require medications during the school day should be given their doses on a schedule that permits as many doses as possible at home to prevent exposure. Medications given at school must be accompanied by documentation from a health care provider. Procedures that aerosolize, like nebulizers, cannot be done at school (ex: breathing treatments.)

Respiratory Etiquette

Students will be expected to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used.

Sanitizing Practices & Procedures

- All staff received protocols on keeping their spaces clean and expectations for disinfecting frequently touched surfaces.
- Hourly cleaning and disinfecting of high use areas (door handles, light switches) will be performed by the students and staff.
- Bathrooms cleaned 2 times per day.
- Three times a week cleaning and disinfecting of every room on campus, as well as playground equipment and frequently touched outdoor surfaces.
- Student work areas, technology, and manipulatives are sanitized between each use by the student or staff.
- A professional janitorial service called City Wide has been hired to clean and disinfect the school 3 days a week.

Social (Physical) Distancing

Social distancing, with community members 6 feet apart, is not guaranteed. However, modifications to classroom setup and the creation of student behavior protocols will be utilized to maximize distancing. In addition, some classroom activities, like group projects, will be modified.

Student Check Out

- Parents/Guardians or emergency contacts checking students out early will call ahead to schedule the dismissal.
- Upon arrival, the responsible party will present a valid ID and the school will release the student for early dismissal.

Student Late Arrivals

- Students arriving late will wait in their car for entry after calling the front office of your arrival.
- Parents/Guardians will need to excuse late arrivals by contacting the office.

Student Transitions

All scheduled student classroom transitions (movement through campus) will be structured and monitored to maximize social distancing.

Ventilation System

- Air purifiers may be used in high traffic areas.
- Door stops will be utilized to allow for outside air.

Lunch/Recess

- All classrooms will eat lunch in their own class. They will not be allowed to use refrigerators or microwaves, so please plan accordingly. Use a lunchbox that has an ice pack.
- All classrooms will have individual recess times and/or set locations on the playground to use on a rotating basis.

Specific Guidance Regarding Face Coverings

Face coverings are required for all staff and students when inside school buildings, anywhere on school grounds, and at school-related activities, whether indoor or outdoor. **Face coverings will not be supplied by the school.**

Students will be allowed to remove face coverings while eating or drinking. In addition, students may not be required to wear face coverings outside in playground settings or during some PE activities. Finally, students may be allowed breaks to remove their face coverings. However, please understand that social distancing is not guaranteed.

Please pack extra face coverings in student backpacks, as coverings may get dirty during the day. Again, the schools will not supply face coverings.

Face coverings MUST:

- fully cover a person's nose and mouth
- fit snugly but comfortably against the sides of the face and under the chin
- remain affixed in place without the use of one's hands
- not have holes except for band-style masks when actively playing an instrument
- not be face shields. However, face shields may be used in addition to a face covering
- be laundered regularly or disposed of appropriately