

# CGESD In-Person Learning Plan

July 2021

A Draft Plan for Students, Families, and Staff

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# A Return to In-Person Learning

Prepared for the Casa Grande Elementary  
School District Community

# Phase 1 – Hybrid & Flexible Learning Plans

## A Draft Plan for Students, Families, and Staff

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### PART 1 - INTRODUCTION

This past year can easily be described as the most difficult and challenging school year in CGESD history. The COVID 19 pandemic really tested our ability to be creative in the face of adversity in order for us to meet the educational needs of our students, while doing our best to keep everyone safe and healthy. As a whole, CGESD staff did an amazing job navigating, adjusting, and SURVIVING the 20-21 school year. The pandemic is not over. However with the numbers greatly declining, along with Governor Ducey currently lifting covid restrictions, we find ourselves in a position of moving forward.

CGESD is welcoming you all back and moving forward! We are moving forward with in-person learning in a traditional learning environment. We are moving forward and continuing to focus on keeping all staff safe and healthy. We are moving forward with more creativity and positivity so we can THRIVE for the 21-22 school year.

In order to move forward and ensure all have the most current information, we put together this document outlining our plans for returning to in-person learning in the fall semester. The purpose of this document is to provide support, guidance, and clarity to many of the plans that have been created and measures that have been, and will be, taken to mitigate the spread of COVID-19 while keeping the safety of our students, staff, and community at the forefront of our recommendations. We all understand that guidance and recommendations can change by the minute, and many have. However, we are committed to responding to the best and latest information that we have at our disposal. For this reason, this plan (like our others) is intended to be a “living” document and may change and adapt as our District and schools learn more from ongoing developments.

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### PART 2 - SCHEDULES

#### Start Dates:

- July 26, 2021 – First day classes begin for ALL students

#### Daily School Times & Schedules:

- Elementary Schedules
  - 8:00 – 2:45
  - 8:00 – 12:45 Early Release
- Middle Schools
  - 8:45 – 3:45
  - 8:45 – 1:45 Early Release

### PART 3 - SAFETY & HEALTH

#### Face Coverings

- Mask use for **all** Students, Staff, and Guests will be **optional** while on campus and at school related activities. Mask use is encouraged/recommended for close proximity, small group activities, however usage is still optional.
- When a school reaches 2% positive cases (relative to school population of total student enrollment and total staff members), individuals at that school will be required to mask up for no less than 2 weeks.

#### Hand Washing & Hygiene

- All staff, contractors, and other approved guests are asked to wash hands or use hand sanitizer regularly. It will be available upon entering a school or district facility.
- All students will be taught to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol. It is recommended 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 breakfast and lunch
  - prior to leaving school for home, and
  - after sneezing, coughing, or using a tissue to blow/wipe the nose
- All persons will be encouraged to cover coughs and sneezes with a tissue or place their mouth and nose in the crook of their elbow. Used tissue will be thrown in the trash and hands will need to be washed immediately after a cough or sneeze.

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- All students, staff and guests will be encouraged to refrain from putting any non-food items (hands, lanyards, IDs, pencils, etc.) into his or her mouth.
- Everyone is encouraged to keep their hands away from eyes, nose, and mouth to the greatest extent possible.

### School Health Screenings

- Staff will be expected to complete at-home symptom self-screening daily. Further symptom screening may take place at school, as appropriate.
- Staff members will observe students upon arrival for any signs/symptoms suggestive of like illness (Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea).
- Any student with the above symptoms will be sent to the health office. At that time, parents may be contacted for pick up, which is expected to occur within one hour.
- Any ill student will be excluded from school until 24-hour symptom free.
- Students may be readmitted to school after consultation (or verified corresponding documentation is provided) with a medical provider.
- Students with a seasonal or chronic health condition may be permitted on campus but such that the respective condition is verified by a physician.

### Water & Hydration

- As always, we recognize that hydration is one key component to ongoing health maintenance.
- Students are encouraged to bring a personal, labeled water bottle each day.
- Drinking fountains may be used, however they should be used for water bottle refills, rather than direct drinking.
- Water bottle filling stations may still be utilized where they are available.
- Many sites and locations have an additional supply of sealed water bottles for one-time use to be utilized as needed while supplies last. Additional water donations accepted.

### Social/Physical Distancing

- Schools should help students and staff maintain physical distance when it is possible/practical to do so.
- Seating arrangements may vary, such as tables, groups, etc. to best facilitate learning.

### Family Responsibilities

- CGESD recognizes and appreciates the partnerships that exist with our families and community. It is imperative that we continue to foster positive and trusting relationships during this time of uncertainty.
- Prior to returning to campus, we are asking families to complete our Acknowledgement and Disclosure forms which will be distributed by school sites and can also be found on our website.
- Families will be responsible for completing daily health screenings of their children prior to sending them to school.
- Students are expected to remain home if they are ill.

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- If students become ill at school, they are expected to be picked up within the hour and should not return until they are healthy and cleared to do so. (24-hour symptom free and/or doctors note)

### **Personal & Shared Belongings**

- Casa Grande Elementary School District realizes that students will have unique personal needs which may require items being brought to and from school. These necessary personal student belongings such as, but not limited to: backpacks, jackets, lunchboxes, etc., will continue to be permitted on campus.
- Each school site and/or classroom will create safe procedures and protocols for personal belongings.
- For younger grades and where possible, student belongings will be kept separate from the belongings of others.
- Student belongings should be labeled with each student's name.
- All student belongings will be kept with the student at the desk or placed in an individual cubby as available. Belongings will not be stored in a communal area, such as a coat rack or in a box for lunches.
- Students' materials and manipulatives will be cleaned after each use. When feasible, sharing of school supplies among students will be restricted.
- If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item should be wiped down with disinfectant periodically.
- No stuffed animals or any other soft or porous items, unless previously approved with Health Services and the site principal (i.e. Preschool Blankets) will be used at any school.
- Toys must be disinfected between student use.
- Textbooks will be used by only one student during the school day.

### **Playground Protocols**

- Playground, play structures, and playground equipment (balls, jump ropes) may be used.
- Play structures and playground equipment will be periodically disinfected.

### **Events/Field Trips/Extracurriculars**

- Field trips may be scheduled at site discretion, with safety protocols in place.

### **Intensify Cleaning & Disinfection**

- In an effort to sanitize and clean our classrooms, we will each need to do our part. It is the goal to keep traffic from going into the classrooms while students are in class. Therefore, multiple times a day, disinfecting of touchpoints will have to be done by in-class staff. Thorough cleaning and disinfecting will be done by custodial staff after students leave at night.

### **Classroom Cleaning Kits**

- Every classroom in the school district has a classroom cleaning kit.

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- There are paper towels in every room either on a dispenser or a roll next to the kit. Paper towels are best for wiping down surfaces because they are then thrown away.
- Safety Data Sheets (SDS) for the cleaning supplies will also be supplied to each classroom. Custodial staff will check and replenish supplies in the classroom cleaning kits each evening, as needed. If replenishment is needed immediately, staff should follow their school's procedures for requesting additional supplies during the school day.
  - Each kit contains:
    - 1 bucket
    - 1 spray bottle of Purell Surface Spray
    - 1 can of emergency clean up powder
    - 2 pairs of vinyl gloves

### Classroom Cleaning Procedures

- Disinfect touchpoints as needed.
- Disinfecting sprayers and foggers are utilized throughout the buildings for regular deep cleaning and as needed for additional cleaning efforts.
- Use the Purell surface spray on touchpoints daily as needed. Wiping is not necessary, however, it will work best if wiped. Paper towels are recommended for wiping down the surfaces. Wiping the surface is necessary if cleaning up a dirty area or spill.
- Purell Surface Spray is a 30-60 second kill time - wait at least 30 seconds prior to wiping. Only a light mist is needed.

### Cleaning Technology

- To clean technology devices and peripherals (laptops, chromebooks, ipads, interactive flat panels, keyboards, mice, etc.), a bleach-free and ammonia-free disinfecting wipe should be used. These wipes are available to be ordered from District Warehouse when your current supply has been exhausted. If cleaning wipes are not available, the Purell Surface Spray from the classroom cleaning kit should be sprayed onto a paper towel or soft cloth and then the device wiped down. ***Cleaning solutions should never be sprayed directly on any device.*** The paper towel should be damp, but not dripping.
- Individual devices should be wiped down at least once daily. It is suggested they are wiped down prior to placing them in a charging cart/tub with other devices.

### Bodily Fluid Procedure

- In case of a bodily fluid that needs to be cleaned up, please use the emergency cleanup powder by sprinkling it over the surface of the bodily fluid. If a student needs to vomit, please provide the student with the bucket from the classroom cleaning kit. Notify the school office immediately for custodial services.
- While custodial services are cleaning the room, if possible, move students to another location temporarily (outside, if the weather permits).



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### Reported COVID-19 Cases

#### When Someone Gets Sick

The following guidelines from the Center for Disease Control (CDC) will be used by the District when a staff member or student gets sick while at a school/district facility:

- In order to initiate proper communication and cleaning, school staff should follow the COVID Communication Guidance which can be found in the appendix.
- Stay Home
  - If you're not feeling like yourself, stay home to protect others.
  - Staff and families should not come to a school or district facility if they or members of their household become sick with COVID-19 symptoms or test positive for COVID-19.
  - Staff must notify their immediate supervisor immediately if they become sick with COVID-19 symptoms or test positive for COVID-19.
  - If a staff member is exposed to someone with COVID-19 symptoms, they must follow the guidelines outlined in the [CGESD COVID-19 Employee Health & Safety Guidance](#) document. This document can be found in the appendix.
- Isolate and Transport those who are Sick
  - If a staff member is suspected of having COVID-19 at work/school, they will be immediately isolated from others.
  - Staff who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are, and will follow CDC guidance for caring for oneself and others who are sick.
- Clean & Disinfect
  - The District will close off areas used by a sick person and the area will not be used until after thorough cleaning and disinfecting.
  - The District may wait 24 hours or longer before cleaning and disinfecting.

#### Guidelines for Confirmed Case of COVID-19

Guidelines from the health agencies such as the Pinal County Health Services (PCHS), Arizona Department of Health Services (ADHS) and the Center of Disease Control (CDC) will be utilized by CGESD when a staff member has a confirmed case of COVID-19. These guidelines also provide specific steps that must be completed prior to returning to work following a positive test for COVID-19. All staff with a confirmed case of COVID-19 must stay home for a minimum of 5 days after the date the positive test is taken. Upon confirmation of a positive test, staff must immediately inform their direct supervisor as well as the Office of Talent Acquisition & Employee Services. Staff may return to work upon meeting the following criteria:

- At least 5 calendar days have passed since the date of their first positive test (day 0 is test day), AND
- The staff has had no fever for at least 24 hours prior to returning (that is 24 hours; no fever without the use of fever-reducing medications), AND
- Other symptoms have improved (for example, when cough or shortness of breath have improved), or symptoms were never present.

*\*In all cases, the staff is expected to follow the guidance of their doctor and local health department. The decision to return to work should be made in consultation with healthcare providers and state and local health departments. Some people, for example, those with weakened immune systems, may continue to*

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*shed the virus even after they recover, hence additional guidance may be necessary. Staff may not return to work or come to a CGESD building without first consulting with their supervisor.*

### **Guidelines for Close Contact with Confirmed COVID-19 Case**

Contact tracing will no longer take place for a known positive case of COVID. Staff who have had an exposure as a close contact but remain asymptomatic will remain at work, no quarantine time is necessary. If there is a positive COVID case reported in a household, all unvaccinated family members (who are students or employees) must still quarantine for 5 days, due to confirmed, continuous exposure.

No quarantine time is necessary, if the employee is fully vaccinated (not booster dependent) and/or those who have recovered from COVID within the last 90 days. If staff choose to take a test for COVID-19, they should provide their supervisor with the results of a negative test. If they receive a positive test, they must adhere to the District protocols outlined in “Guidelines for Confirmed Cases of COVID-19”.

The following practices must be adhered to if/when an employee returns to work after having close contact with a confirmed case of COVID-19:

- **At-home Symptom Screenings:** Staff must take their temperature and assess symptoms. Prior to arrival to work, they will need to complete the symptom screening health attestation and check in with their supervisor regarding the status of their health. A form will be forthcoming.
- **Regular Monitoring:** As long as the staff member is fever or symptom-free, they should self-monitor - check their temperature twice a day, watch for fever, cough, loss of taste, shortness of breath, or other symptoms of COVID-19.
- **Physically Distance:** Staff must maintain a distance of at least 6 feet and practice physical distancing to the fullest extent possible in the work setting. Avoid contact with people at higher risk for severe illness from COVID-19.
- **Disinfect and Clean Workspaces:** Staff should clean and disinfect their workspaces routinely. CGESD will implement their cleaning processes for all facilities, and staff is encouraged to also maintain cleanliness throughout the day.
- **Testing:** If staff choose to take a test for COVID-19, they should provide their supervisor with the results of a negative test. If they receive a positive test, they must adhere to the District protocols outlined in “Guidelines for Confirmed Cases of COVID-19”.

### **Facility Procedures for Confirmed Cases of COVID-19**

If there is a confirmed case of COVID-19 in one of our district buildings, short-term closure of some or all facilities may be implemented. A confirmed case is identified as an infected person being in a school/district building. In such cases, CGESD will implement the following procedures:

#### **Coordinate with Local Health Officials**

- Once the District learns of a confirmed COVID-19 case of someone who has been on CGESD property, CGESD will immediately notify local health officials. Health officials will help CGESD leaders determine an appropriate course of action based on the case and potential exposure.
- CGESD is required to contact PCHD with any suspected or confirmed cases of COVID-19.

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- If a student or staff member tests positive for COVID-19, the Employee COVID Report Team and Emergency Management Team will follow State and County health protocols in place at that time.

### Temporary Closure of Facilities

- Pinal County has advised that schools should not be closed as a result of a COVID-19 case in the household of a student or staff member.
- CGESD may send staff and students home from an affected school site or facility depending on the situation. An initial short-term closure will allow time for the local health officials and CGESD leaders to assess the situation and determine appropriate next steps, including making the determination if an extended closure is necessary to stop or slow the further spread of COVID-19. During the assessment period of temporary closure, local health officials and CGESD leaders will:
  - Establish recommendations for the scope (e.g., a partial school, single school, multiple schools, the full district) and duration of closures.
  - Recommend that staff and their families of the impacted site or building be discouraged from gathering or socializing elsewhere.

### Communication

- In order to initiate proper communication and cleaning, school staff should follow the COVID Communication Guidance which can be found in the appendix.
- CGESD will work closely with local health officials to disseminate accurate and timely communication regarding confirmed COVID-19 cases and any school or facility closures.

### Cleanliness During Temporary Closure

Our District team will implement the following procedures for the impacted school or District building:

- Close off areas used by the person who is ill.
- Where able and if weather conditions permit, open outside doors to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is ill, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, etc.
- Vacuum the space, if needed, using vacuum cleaners equipped with high-efficiency particulate air (HEPA) filters if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- For disinfection, the District will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

## Health Offices

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- All teachers and staff members should be provided a copy of the official site procedures at each school.
- Schools will have a designated health office for regular triage, scheduled medications, and other standard health support.
- Staff should be familiar with what symptoms to look out for before the school start date. A symptom differentiation handy page can be found in the appendix.
- Each health office should determine a max number of students that can be present in the health office while safely distancing. This number will vary depending on the size of each room.
- Please refer to the COVID Student Symptom FlowChart for a one page progress of action steps when student symptoms are observed on campus.
  
- **Suggested Procedures for Illness:**
  - If a student presents one of the symptoms listed below, the teacher should first call the health/front office (depending on the site and health office proximity) to provide background information (i.e. the student is coughing, hurt their ankle, has a headache, etc.) and check if the health office has reached its max amount of students.
  - The nurse/health tech/front office can make a decision as to where the student goes (isolation room, health office, or waits in class if everything is at max capacity and it is NOT an emergency).
  - If approved, the student can then walk down to the designated area. If the student is young (i.e. kinder and first) or the student is in an emergent situation (respiratory distress, vomiting, etc.), someone will need to accompany the student to the area.
    - This can be an ESP, nurse/health tech, aid, or staff member that is available.
    - The person walking the student should be wearing PPE to include: gloves and a mask. A face shield and gown can be worn if believed to be necessary.
  - **Symptoms to send immediately to health office for further evaluation:**
    - Fever &/or chills (will be confirmed with a temperature reading by the office or health staff at isolation room entrance)
    - Respiratory distress (shortness of breath, wheezing)
    - Vomiting
    - Diarrhea
    - Loss of smell or taste
    - New and frequent cough
    - Headaches
    - Muscle aches (not to confuse with soreness)
    - Rashes
    - Physical injury (i.e. twisted ankles, large scrapes, etc.)
    - Clothing changes needed (i.e. bathroom accidents, falling in puddles, etc.)
    - Head injury
    - Fainting/Dizziness
    - Sore throat
  
- If a student is sent to the health office, the staff member responsible for watching them should use appropriate PPE. Hands must be washed or sanitized after leaving (have sanitizer at door).
- Parents will be called either by the health office staff or front office and should arrive within an hour if it is deemed the student needs to go home (this expectation should be made clear to parents in order to send students to school)
  - Health office staff will call if they are available, assessed the student, or it is emergent

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- o Front office will call if it is determined the student will be going home without health office assessment or if health office staff is unavailable/busy with another student
- o If student is going home, teacher should be notified by phone and student's stuff should be brought to the designated area by a responsible student/available staff member
  - Gloves should be worn to carry student possessions
  - If a student is in the health office, items will be given to the person watching the room. This person can then wear appropriate PPE to enter the room and give the student his/her belongings.
- Students who are sent home should remain off campus until they are well and for at least a minimum of 5 days if COVID is suspected or confirmed. A safe return can be documented through a doctor's note and/or negative COVID test, and should include being fever (and other symptoms) free without the support of medications for at least 24 hours.
- Custodians should clean the health office after a student is sent home if no one else is in there. If other students are present, the custodian should wait to clean at least once a day after all students leave.
  - o Health offices should be fogged daily
  - o Trash cans should be emptied if bodily fluids were emitted (i.e. vomit) immediately after student leaves
- The health office should always have its own thermometer and be stocked with PPE which can be restocked at the end of the day or in the morning by the health office staff
  - o PPE should be outside the room (not in the room) or near the room (i.e. front office keeps by their desk)
- Per the Pinal County Health Department, CGESD should report the following to the county health department
  - o Positive, confirmed COVID cases
  - o Suspected COVID cases that has one of the following symptoms:
    - high fever
    - loss of taste or smell
- **Additional Recommendations:**
  - o It is recommended that parents communicate with the health office about any prior conditions that may cause frequent symptoms. We may require appropriate documentation from a health professional confirming chronic illness/symptoms.
    - For example, if a student is prone to allergies which cause runny nose and sneezing, this should be brought to the attention of the nurse. The parents should have doctor documentation supporting this, so the health staff doesn't send a student home for allergies thinking it is flu-like/COVID symptoms.
    - Other examples could be frequent migraines/headaches, shortness of breath due to things like asthma/allergies, gastrointestinal problems resulting in diarrhea/stomach aches, etc.
  - o It is recommended that all kindergarten and first graders bring an extra set of clothes with them to school.
  - o It is recommended that health office bathrooms only be used for approved health services and not as a public bathroom.

## Training Employees

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- All staff must complete SafeSchools training modules regarding health and safety protocols.
  - Report to Work Checklist
  - Hand Washing
  - Social Distancing
  - Face Covering
  - Sanitizing

### HVAC Systems

- Fresh air intakes have been opened to the maximum extent possible
- Demand-controlled ventilation (CO2 sensors) have been disabled to increase fresh air intakes
- Fan Coil Units (FCUs) are set to run in “continuous mode” while facility is occupied to maximize fresh air circulation
- The district is performing daily air flushes/dilution and pre-cooling approximately 2 hours before and after school occupancy
- Supplemental HEPA Air Purifiers units were purchased for classrooms, nurse offices, and waiting areas. These units will run during school hours to further clean air in the schools.
- In conjunction with coil cleaning, Facilities Services staff will install higher grade air filters as appropriate, and will maintain change-outs on a regular schedule.
- Our Facilities Services crew has cleaned, repaired, and/or replaced 100s of district exhaust fans to improve air flow. Whole building units are programmed to run along with the HVAC system.
- Classroom doors should remain closed except when a high volume of entering/exiting is occurring (i.e. during transitions) so HVAC systems may properly run and effectively filter and circulate air.
- When possible, restrooms with exhaust fans should have fans running continuously with doors open (when not in use).
- Exhaust fans will continue to be maintained via scheduled facility visits and/or called in work orders.
- Ceiling fans should not be used and any floor fans should not be directed in a manner that forces air from one person to another.

### Volunteers/Visitors

- Guests such as parents, community members, and volunteers will be permitted on CGESD campuses, at the discretion of Site Leadership.

### Itinerant Staff

- Itinerant and shared staff (including but not limited to: related service providers, instructional coaches, coordinators, counselors, and teachers) will continue providing support and services according to regular schedules based upon the needs of students, staff, and sites.

### Classroom Considerations

- Teachers will use assigned seating to help track virus spread if a student/staff member tests positive for COVID-19.
  - On a Daily Basis classrooms will be cleaned and disinfected, including:

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- Desk chairs
- Desk tops
- Cupboards
- Door handles
- Vacuuming or Wet mopping will be completed as needed

## PART 4 - ACADEMICS

### Instructional Time

- Elementary Instructional Day – 8:00 – 2:45
- Content Includes:
  - ELA
  - Math
  - Science
  - Social Studies
  - Specials
- Middle School Instructional Day – 8:45 – 3:45
  - Classes and schedules vary by site
  - Classes should include math, science, social studies, language arts, and electives

### Tools & Materials

- When possible, students should have their own supplies and learning tools.
- Manipulatives and other learning supplies, when used frequently, should be disinfected with wipes or spray on a regular basis as outlined in the cleaning procedures. Disinfectants will be provided.

### Collaboration & Coaching

- Content Coaching schedules will be set up and distributed to each site. With some exceptions, generally our shared coaches will rotate schools on a weekly basis.
- Collaboration conversations will continue to be an expectation at all sites to improve our teaching practice and our student learning outcomes. These may happen live and/or via video conferencing during planning periods, after student dismissal, on Wednesdays (at middle schools), or at other times determined by site leaders.
- Site leaders and teams will establish specific protocol and expectations which should be communicated to staff.

### Specials

- Special area classes and schedules for PE, music, art, computers, media center, etc. at the elementary schools will be established collaboratively with staff and site leaders based upon academic needs, enrichment, and scheduling for lunch coverage, planning, student learning, and

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more.

- Students are expected to participate in all classes, core and special areas, throughout the day.

### Student Support Services

- Small groups and other student support services may continue to be provided through various models. Teachers, specialists, and support staff are encouraged to push-in to the greatest extent possible. This may include, but is not limited to, special education services, 504 accommodations, ELL support, and more.

### Assessment & Grading

- Assessment is essential for focused instructional support and for student growth.
- Grading is just one of many outcomes that can be the result of assessment. Grades are also tools used in the process of communicating progress while learning. Grading documents student learning and encourages/supports student academic progress.
- Both assessment and grading play important roles in providing students necessary feedback.
- Students should be given every opportunity to demonstrate mastery of skills and understanding of content related to learning intentions/goals.

## PART 5 - SUPPLEMENTAL SUPPORT & OTHER CONSIDERATIONS

### Communication

- Staff members and families will continue to receive key pieces of information regarding plans and guidelines that will necessitate response or action. These updates will be shared via email, social media, our messaging service (School Messenger), and/or phone calls. In order to ensure receipt of these updates, families and staff should confirm that correct contact information and email addresses are on file with the school. It is also important to check the District website for updates, and follow our District on Facebook and Twitter if possible.
- Our District will use a variety of traditional and digital platforms to deliver responsive and timely information to staff, students, families, and our community. Communication channels will include the following:

Platform	Content
Website – <a href="http://www.cgesd.org">www.cgesd.org</a>	With updated information, District and school websites serve as the primary platform for information. The “Return to Learn” page is a one-stop resource that houses all key communication, FAQs, resources, and more.
Email	Primary communication channel for messages and updates for students, families, and staff. “School Messenger” updates are often delivered via email and are used for important messages
Phone Calls	Urgent “School Messenger” updates may also take the form of a phone call/message. Phone calls are also encouraged for relationship building and rapport.



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Social Media <a href="https://www.facebook.com/CGESD4/">https://www.facebook.com/CGESD4/</a> <a href="https://twitter.com/CGESD4">https://twitter.com/CGESD4</a>	District and school social media channels are used to provide engaging and current content that encourages interaction. The most up-to-date information is shared via social media.
Signage	Signs are to be posted in highly visible areas to convey important information about health, safety, schedules, etc.
Media Coverage	Media inquiries are addressed promptly by the individual closest to the inquiry. All media coverage should be maintained and tracked.
Internal Communication	Staff should receive notifications prior to the public if possible. Messages to staff should take the stress of a pandemic into consideration; effectively conveying authenticity and integrity.

### Student Attendance

- Daily attendance will continue to be required by the Arizona Department of Education (ADE). Elementary attendance is completed AM and PM. Middle School attendance is completed in each class. Attendance for our Casa Grande Online Learning Academy (CGOLA) is reported weekly by parents.
- Families will be notified via phone messages if their students are marked absent on any in-person learning days.

### Staffing Updates

- The CGESD Governing Board will continue to support a daytime assistant at each site for 6 hours per day. This employee will support with lunch relief for staff and student supervision.
- Guest Teachers
  - Although we prefer not to use substitute employees for the sake of continuity and health/safety, we anticipate a regular need for substitute employees. This may include long-term assignments *and* daily assignments.
  - This year, we have established site specific permanent Guest Teachers, who will be available and on campus every day of the week.
  - As the need for substitutes increase, these positions may be filled by the following:
    - ESI approved and contracted substitutes
    - District employed substitutes
    - Site-specific substitutes
    - Substitute Trained ESPs (designated and available at all sites)
    - CGESD Coordinators
    - Academic Coaches (not to be used more than directors and/or coordinators)
    - CGESD Academic Directors
  - All substitute employees will be expected to adhere to all safety protocols in the position for which they are substituting.
  - The District is responsible for delivering training modules with target offerings to ensure our guest teachers/employees have information on new responsibilities and approaches, technology, on-site safety, and other appropriate topics.

### Nutrition Services

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- Students will continue to receive meals through Nutrition Services or they may bring meals from home.
- Free breakfast and lunch for all schools through June 30th. After June, as per the National School Lunch Program (NSLP) requirements, families may be eligible to receive free or reduced price meals (FRM).
- Students will eat in their classrooms, cafeteria or patio, physically distanced when possible, depending on the weather and the school. Recommendation is outdoor lunch when and where possible.
- Nutrition Services Department will prepare portable, packaged food items that may be consumed regardless of meal location.
- Meal delivery to designated locations are scheduled to begin per the notes below.
  - Elementary
    - Breakfast: 8:00 a.m.
    - Lunch: 10:45 a.m.
  - Middle School
    - Breakfast: 8:45 a.m.
    - Lunch: 12:00 p.m.
- Times noted above provide a starting framework for scheduling but may vary and/or be adjusted based upon site needs.
- Meal tracking is important and it will be a site responsibility to train staff on how to report meal needs and/or consumption based on guidance provided to leaders from the Nutrition Services Department.
- Disposable food service items such as utensils and trays will be used for all meals.
- Staff distributing, handling, or prepping food will use appropriate PPE such as and gloves. Individuals will wash their hands after removing their gloves or after directly handling used food service items.
- The fresh fruits and vegetables program (FFVP) will be offered at most Community Eligibility Program (CEP) schools at least three days per week. These sites include Cottonwood, Evergreen, Palo Verde, Saguaro, CGMS and Mesquite. Anticipated days are Monday, Wednesday, and Friday.

### Technology Services

- Please refer to Classroom Cleaning Procedures for device cleaning procedures.
- Students should not share devices, headphones, mice, or other technology items. If devices are being kept at school, classroom procedures should be developed within each classroom for placing devices into the classroom charging carts/tubs for storage nightly.
- Cases are available for Chromebooks to help protect them in transit to and from school. If students are transporting devices between home and school, the devices should always be transported in the provided case (iPad cases are installed on the devices, Chromebooks have separate sleeve cases).
- Each school currently has 2 classroom audio systems that can be assigned as needed at the school site depending on teacher and/or student needs. These classroom audio systems include a wireless pendant microphone for the teacher and a free-standing speaker for the classroom.
- All classrooms, elementary and middle school, now have the following setup:
  - Elementary
    - Teacher Windows laptop
    - Teacher iPad with stylus

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- IFP (Interactive Flat Panel) with Chromebox and Webcam
- Telephone
- Carts/tech tubs for charging student devices
- 1:1 student devices- Grades K-1 iPads, Grades 2-5 Chromebooks
- o Middle
  - Teacher Windows laptop
  - Teacher iPad with stylus
  - IFP (Interactive Flat Panel) with Chromebox and Webcam
  - Telephone
  - Carts/tech tubs for charging student devices if/when needed
  - 1:1 student devices- Assigned to students for mobility between classes and home use
- Work Order Procedures
  - o Work orders must be placed by staff through [Helpdesk](#) for all technology services requests. If the Helpdesk website is not accessible, staff may call ext. 3419 for support. Staff should place their own work orders for their devices when possible.
  - o Teachers (elementary) and/or Site Tech Liaisons (middle schools) should first assess student devices and submit work orders for student devices, when necessary. Please refer to the previously shared Troubleshooting Procedure. School sites may determine additional procedures for their own school sites for student device support.
  - o For mobile devices, plastic bins have been provided to each school site. Mobile devices needing service/repair must be placed inside this bin by a staff member, with a note which contains the work order number or a printed copy of the work order attached. Devices should be cleaned per the Classroom Cleaning Procedures prior to being placed in this bin.

### Arrival, Dismissal, & Transportation Services

- Bus Routes - AM Drop Off Times & PM Pick Up Times\*:
  - o Elementary AM Drop off Times: 7:15-7:30
  - o Middle School AM Drop off Times: 8:15 - 8:40.\* These times are current estimates and may be adjusted as needed.
- Bus Procedures:
  - o Face coverings are optional for all students and staff riding a school bus.
  - o All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any COVID-like symptoms.
  - o Windows may be open for increased air circulation during seasonal times of year.
  - o All transportation vehicles will be cleaned and disinfected prior to new groups of students riding the bus.
- Student Bus Drop-Off/Pick-Up At School Sites:
  - o It is recommended that students are dismissed by bus, however, this will be site specific due to the different physical nature of each school campus.

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- o Cones or other markings may be utilized for each bus to identify where the students will line up based on seating charts.
  - o Markings on the group should indicate where students will stand if they are waiting in a line. Additionally, students can be taught to extend arms to the side to ensure no overlap (proper distancing) with peers.
  - o School office will make announcements for each bus that arrives which will be indicated by staff who will be in the loop, informing the office via phone or radio.
  - o The transportation department will attempt to be consistent with dismissal times. However, we feel announcements will assist with creating the habit for at least the first month.
  - o Transportation will provide the school with bus lineup order and safety guidelines.
  - o Any transportation specialist training or support will be coordinated and communicated by the director of transportation.
- Walkers and Bike Riders
    - o School sites will establish their respective routines which may include arrival/departure times and locations, procedures for going directly to class or leaving campus, and more.
    - o Procedures will be communicated to staff and families.
    - o It is anticipated that arrival times for walkers and bike riders will need to be staggered to maintain safety and distancing.
  - Parent Pick-up and Drop-off
    - o School sites will establish their respective routines which may include arrival/departure times and locations, procedures for going directly to class or leaving campus, and more.
    - o Procedures will be communicated to staff and families.
    - o It is anticipated that pick-up and drop-off times will need to be staggered to maintain safety and distancing.

## **PART 6 - CONCLUSION**

### **Working Document**

- As we learn more about COVID-19 and ways to mitigate spread, we want to ensure accurate and up-to-date information within this document. Please check back often for changes, and look at the date printed stamp on the cover page to ensure you are viewing the most recent document.

### **Partnership - Gratitude and Encouragement**

- We will never take for granted the trust our families and community place in us to provide a quality learning experience for our students. Please do your part to reduce the spread of COVID-19 so we can get back to what we love most – teaching and reaching our students through in-person learning. We appreciate your support.

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### PART 7 - APPENDIX & SUPPORTING DOCUMENTS

- [CGESD Guidance for COVID-10 Communication](#)
- [COVID-19 Site Flow Chart](#)
- [Employee Guidelines for COVID](#)
- [COVID-19 Parental Acknowledgement & Disclosure](#)
- [School Nutrition Information](#)
- [Technology Information & Support](#)