

CGESD In-Person Re-Entry

In-Person Learning Plans

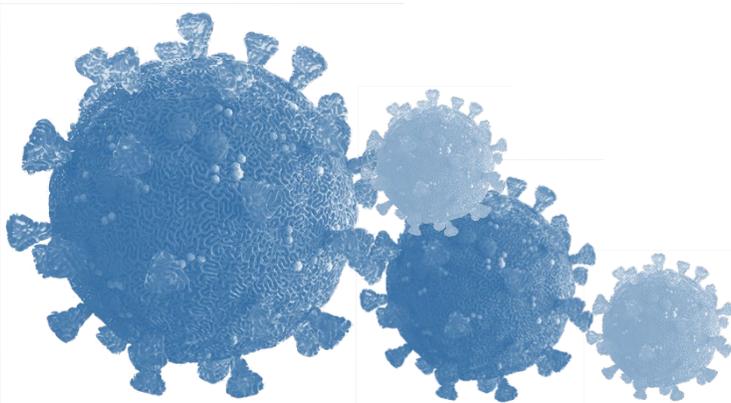
March 2021

Plan for Students, Families, and Staff

March 2021
Version 6.0

A Safe and Healthy Return to In-Person Learning

Prepared for the Casa Grande Elementary
School District Community



In-Person Learning Plans

A Plan for Students, Families, and Staff

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PART 1 - INTRODUCTION

On March 12, CGESD sent our students and staff off to spring break knowing it was possible we wouldn't return as anticipated for in-person learning due to the outbreak of COVID-19. During this break, Governor Ducey called for a school closure that eventually was extended through the end of the academic year. During the last quarter of school, students and teachers engaged in emergency remote learning throughout the district.

While our preferred model of teaching and learning is one that embraces in-person approaches, leadership opportunity, and innovative thinking, we were forced to implement our plans for distance learning during the first quarter of 2020-2021 academic year. Throughout that time, we implemented our initial plans for a return to teaching and learning while also continuing to develop our instructional practices. Our hope and goals remained voluminous and they were based upon the following tenets: 1) Keep the student experience at the center of all decisions, 2) Consider our district's vision and values before constraints, and 3) include and engage others as decisions are made. Over 120 individuals worked on teams informing the plan that was implemented. Included were school teachers, support staff, nurses, counselors, principals, family members, community members, and district personnel. We are grateful for their time and willingness to support our safe and healthy start to the 2020-21 school year.

Since that time, we have continued to monitor our own practice along with the guidance from local, state, and federal health experts. All of this information has been utilized as a foundation to our continued planning efforts for a safe and healthy return to in-person learning. We have attempted one in-person return to learning and we were forced to return to a distance model. However, we are now at that point where a return to in-person learning appears to be safe again for our students and staff. As mentioned in our previous plans and documents, our intent is and will always be to provide in-person learning to the greatest extent feasible, while also taking the necessary actions to keep our students, staff, and community safe.

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:

- February 25, 2021 - Select Center-Based Classrooms & Pre-K
- March 1, 2020 – Kindergarten through 8th (modified/hybrid schedules)
- March 22, 2022 – Kindergarten through 8th (5 day schedules w/ adjusted dismissal time)

Daily School Times & Schedules:

- Elementary Schedules
 - Certified staff schedule – 7:15 a.m. to 3:15 p.m.
 - Flexible Student Schedule
 - Mostly in-person learning with some flexible asynchronously learning to be completed at home.
 - Monday through Friday 8:00 a.m. to 2:15 p.m.
 - Monday through Friday students will have additional asynchronous learning assigned.
- Middle Schools
 - Certified staff schedule – 8:00 a.m. to 4:00 p.m.
 - Hybrid Student Schedule (before Spring Break)
 - A combination of in-person learning (2 days per week) and asynchronous distance learning (3 days per week).
 - In-person according to A/B groups:
 - A Days (Monday & Thursday) – 8:43 a.m. to 3:45 p.m.
 - B Days (Tuesday & Friday) – 8:43 a.m. to 3:45 p.m.
 - Mostly asynchronous distance learning when not in person (Wednesdays and non in-person days)
 - Site dependent decisions will be made regarding the offering of synchronous sessions during distance learning days
 - On-site support services available during distance learning days
 - Full 5 Day Student Schedule (after Spring Break – metric dependent)

On-Site Support Services (middle schools)

- A partnership has been established with the CG ALLIANCE for hosting on-site services at all 3 middle schools.
- Options for students needing a safe, supervised, and connected place to learn will be articulated to families by each middle school site.
- Support services will be offered at the respective middle schools when students are not attending their regular in-person learning days. As an example, students that regularly attend in-person learning on A days, may attend on-site support services on Wednesdays and B days.

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- Space may be limited and students should register with their respective site.
- Priority will be given to students in the following categories (in no particular order): Special Education, Language Support Learners, Foster Children, McKinney Vento qualified, Free and Reduced Lunch qualified, staff children, and essential workers. Other unique needs should be discussed with site administration.
- Meal services will be offered to all students on site, whether they are attending for in-person learning or on-site services.

District Calendar:

- The approved CGESD calendar can be found in the appendix.
- While students are participating in any portion of in-person learning, we will continue to honor our district adopted calendar for all school sites, including CGOLA (online students) with regard to the following:
 - Early Dismissal Days
 - School Holidays
 - School Breaks

PART 3 - SAFETY & HEALTH

Containment/Cohorts

- Elementary – Flexible Schedule
 - Students will report directly to classrooms when they arrive at school until metrics indicate it is safe to do otherwise
 - To limit exposure to other students and staff, cohorts will stay together throughout the day, including for breakfast, lunch, recess, and dismissal
 - Class sizes may be reduced due to participation in online models
- Middle School
 - Classes assigned to A Day or B Day (Hybrid)
 - Students will report directly to classrooms when they arrive at school until metrics indicate it is safe to do otherwise
 - Class sizes will be reduced to minimize cohorts.
 - Middle School teams are working on a model that is safe while also offering some flexibility for fine arts, language, gifted and other specials areas

Face Coverings

- Students will be required to wear cloth face coverings while on campus and at school-related activities, both indoors and outdoors (when social distancing is not possible), except while actively eating, drinking or during physical activity subject to the health condition exception stated below.*
- Employees will be required to wear cloth face coverings while on campus, at school-related activities, both indoors and outdoors (when social distancing is not possible), except while actively eating, drinking or during physical activity, subject to the health condition exception stated below.*

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- Staff, students, and guests may voluntarily exceed these minimum expectations for face coverings at any time.
- Necessary exceptions to this face covering guidance may be made with appropriate documentation.
- Face masks with valves are not considered acceptable forms of cloth face coverings.
- Additional PPE may be worn by students and/or staff at the choosing of the wearer. This may be task dependent and may be suitable for any/all parts of the day. Other examples of PPE that may be optionally work include gloves, face shields, gowns/smocks/aprons, or other apparel coverings.
- The CGESD approved regulation for face coverings can be found in section JICA-RB of the Governing Board Policy Manual. In addition, it has been included in the appendix of this document.
- The CDC provides some helpful guidance about selecting, cleaning, and wearing a mask which can be found here: [CDC Mask Guidance](#).

**Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be determined. We will take a teaching approach with very young students or students with disabilities to help them adjust to the expectation of wearing a face covering.*

Hand Washing & Hygiene

- All staff, contractors, and other approved guests are asked to wash hands or use hand sanitizer immediately 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 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.
- 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 temperature and symptom screening may take place at school, as appropriate.
- A staff member will observe each student upon arrival for any signs/symptoms suggestive of COVID-19-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 and/or health isolation room. At that time, parents will be contacted for pick up, which is expected to occur within one hour.
- Any ill student will be excluded from school per PCHD guidelines (sick or exposed to COVID-19).

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- Students may be readmitted to school after consultation (or verified corresponding documentation is provided) with PCHD or other 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 will be temporarily closed and/or turned off. Drains will be routinely cleaned and maintained by custodians to prevent water stagnation.
- Water bottle filling stations may still be utilized where they are available.
- Some schools and sites will provide students with personal bottles that can be taken home and refilled each day.
- Some sites and locations have an additional supply of sealed water bottles for one-time use to be utilized as needed while supplies last.

Social/Physical Distancing

- Schools will limit mixing between groups as much as possible (cohorting).
- Class rosters will target a cap of 25 students (elementary) and 30 students (middle school) unless other safety measures diminish the need for less students (i.e. larger classroom space).
- Social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.
- For employees, social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.
- If an emergency situation arises that requires a staff member to touch a student or another staff member, resume social distancing as soon as safely possible, wash hands, and disinfect any surfaces touched.

Family Responsibilities

- The 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 within the appendix.
- 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.
- 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.
- Please refer to the appendix for a Family Quick Guide and handy page for a single page info graphic containing pertinent return to in-person learning information and reminders.

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Personal & Shared Belongings

- The 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), staff should wipe down the item with disinfectant after each use.
- 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 since they cannot be disinfected.
- Toys must be disinfected between student use.
- Textbooks will be used by only one student during the school day.
- Like toys, library books should not be shared until they are disinfected and/or quarantined. Books returned to class or school libraries should be quarantined for 24 hours prior to being reshelfed for use/checkout by other students.

Playground Protocols

- No more than one class at a time will be allowed on specific areas of the playground to retain distancing. Large field activities will be encouraged.
- Socialization and physical movement are necessary parts of child development. Students will be encouraged to participate in physical activity and regular recess will be scheduled for student cohorts.
- Playground equipment (balls, jump ropes, etc.) should be minimally shared, maintained within a singular cohort, and cleaned after any shared use.
- P.E. teachers are encouraged to share (with all staff) resources for games and physical activities that do not require the use of shared equipment.
- Site administration teams, in conjunction with the director of facilities, will make recommendations and decisions regarding the use of play structures and the timeline for reintroducing these for student use.

Events/Field Trips/Extracurriculars

- Field trips, events and large gatherings have been canceled through December 31.
- Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

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- School-wide assemblies will not be held with students assembled in the same physical location. As an alternative, CGESD schools will hold school-wide assemblies virtually, with student groups remaining in their classrooms.
- Small-scale activities like parent-teacher conferences and educational meetings may take place over the phone or other electronic means, when possible and appropriate.
- Middle schools will not host athletics.
- Other extracurricular activities (clubs, tutoring, etc.) may be hosted on a limited basis if the activity can be conducted in compliance with social distancing protocols.

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.

Responsibilities

Student	School Staff	Custodial Staff
<ul style="list-style-type: none"> • Disposal of own trash in the trash can • Wash hands or use hand sanitizer with routines established at site • Students may wipe down own technology upon arrival, dismissal, and as needed • Students may assist in wiping down their own desk/table • Disposal of own PPE in trash can, when needed 	<ul style="list-style-type: none"> • Disinfect classroom touchpoints and classroom restrooms 2-3 times per day (and additionally as needed) • Place meal trash can outside of the classroom after breakfast and after lunch. Bring back into the classroom after custodian has retrieved for disposal. • Follow school procedures for reporting needs for additional classroom cleaning kit supplies • Clean own technology at the end of each school day • Disposal of own PPE in trash can, when needed 	<p><i>During the school day:</i></p> <ul style="list-style-type: none"> • Retrieve trash from outside each classroom after breakfast and after lunch • Restroom Sanitization (outside of the classroom) 3 times during the school day • Clean and disinfect high traffic area touch points 2-3 times during the school day • Cleaning of health isolation rooms and seclusion rooms between students • Clean nurse’s office early morning, mid-day, and as needed <p><i>After school hours, daily:</i></p> <ul style="list-style-type: none"> • Thoroughly clean and disinfect all occupied spaces every night, including restrooms within the classrooms • Check classroom cleaning kits, paper towel dispensers, and soap dispensers nightly and replenish as needed • Additional cleaning will be completed as needed

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		<p>(vacuuming, mopping, cleaning whiteboards, etc)</p> <p>All times:</p> <ul style="list-style-type: none"> • Disposal of own PPE in trash can, when needed
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Classroom Cleaning Kits

- Every classroom in the school district has a classroom cleaning kit.
- 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 you throw it 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 multiple times per day and 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 multiple times a day and 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.
- Students may be called upon to support end of the day sanitizing, when appropriate. This may include student touchpoints and other student used surfaces and/or supplies.
 - Key touchpoints include:
 - Telephones/computers/electronics
 - Desk/tables
 - Switches
 - Door handles/jambs
 - Chairs
 - Pencil sharpener/metal surfaces
 - Toys/books/magazines
 - In-class bathrooms
 - Sneeze Guards, privacy folders, plexiglass, or other dividers
 - Any other items or surfaces students or staff frequently touch

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Breakfast and Lunch Disposal

- There is a new 32-gallon trash can with a lid in each room for breakfast and lunch trash only.
- After breakfast, the teacher will need to put it outside of the classroom door for the custodian to retrieve for disposal.
- The teacher will need to bring it back in for lunch and then place it outside the classroom door again for the custodian to retrieve for disposal.

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. If cleaning wipes are not available, the Purell Surface Spray from the classroom cleaning kit should be sprayed onto a paper towel 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.

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). Custodial staff will be entering the class wearing gowns, head bonnets, shoe covers, gloves, goggles and masks.

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.
 - Staff must also complete the daily health screening form which can be found at this link: [CGESD Daily Health Screening Form](#)
 - 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.

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- Staff who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- An isolation area will be implemented at each site to separate anyone who has COVID-19 symptoms until they are appropriately transported away from the site.
- 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 10 days after the date the positive test is taken. Upon confirmation of a positive test, staff must inform their direct supervisor as well as the Office of Talent Acquisition & Employee Services, of the test results immediately. Staff may return to work upon meeting the following criteria:

- At least 10 calendar days have passed since the date of their first positive test, AND
- The staff has had no fever for at least 24 hours prior to returning (that is one full day of 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 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

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 been identified as having “close contact” with a confirmed COVID-19 case. Per the CDC guidelines, close contact is when an individual has been within 6 feet of a person who has tested positive for COVID-19 for a cumulative total of 15 minutes over a 24-hour time period. The timeframe for having contact with the confirmed individual includes the period of time 48 hours before the individual became symptomatic and/or tested positive.

To the extent possible, staff will be notified if they meet the criteria of close contact of a confirmed case. This notification should come from the county health department but may come from the school district. If a staff member feels they may meet the requirement for close contact, but they have not been notified of a close contact situation, they must follow the guidelines presented below.

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Staff who have had exposure as a close contact but remain asymptomatic will notify their supervisor prior to arriving at work as well as the Office of Talent Acquisition & Employee Services. The employee is required to quarantine 10 days or until a negative test (taken 5 days after exposure) is returned with comments from the healthcare provider which is recommended. If staff choose to take a test for COVID-19, they should provide their supervisor with the results. If they receive a positive test, they must adhere to the District protocols outlined in "Guidelines for Confirmed Cases of COVID-19". Fully vaccinated staff are not subjected to quarantine requirements for exposure to a confirmed case.

The following practices must be adhered to if/when the asymptomatic staff member returns to the work setting:

- **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.
- **Mask Use:** Staff who meet close contact criteria must wear a mask at all times while at work for at least 10 days after the last exposure.
- **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.
- If a student or staff member tests positive for COVID-19, the Employee COVID Report Team and Emergency Management Team leadership will follow State and County health protocols in place at that time.

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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.
- Any self-reported and confirmed positive COVID-19 cases from staff and/or students will be tracked and published on the district website. This data will be reported weekly and will be disaggregated by site/department. Please visit this link for current updates: [COVID-19 Data Dashboard](#)

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 & Health Isolation Rooms

- All teachers and staff members should be provided a copy of the official site procedures at each school.

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- Schools will have a designated health office for regular triage, scheduled medications, and other standard health support.
- Each school is also expected to establish a health isolation room (within the conference room) with the purpose of hosting potentially contagious students who are exhibiting symptoms and waiting to be picked up.
- 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 and in the isolation room while safely distancing. This number will vary depending on the size of each room.
- Please refer to the COVID Student Symptom Flow Chart 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 isolation room:**
 - Fever &/or chills (will be confirmed with a temperature reading by the office or health staff at isolation room entrance
 - Vomiting
 - Diarrhea
 - Loss of smell or taste
 - New and frequent cough
 - **Symptoms to send to the health office for further evaluation:**
 - 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.)
 - Respiratory distress (shortness of breath, wheezing)
 - Head injury
 - Fainting/Dizziness
 - Sore throat

- If a student is sent to the isolation room, the staff member responsible for watching them should use appropriate PPE when entering the room, but must dispose of the PPE before exiting the room. Hands must be washed or sanitized after leaving (have sanitizer at door).

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- Isolation Room PPE includes: disposable gown, gloves, N95 mask, and face shield.
 - Face shield will not be disposed of! This can be wiped down/disinfected as needed between students and/or after exiting isolation room
- 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
 - Front office will call if student is sent straight to isolation and it is determined the student will be going home without health office assessment or if health office staff is unavailable/busy with another student
 - 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 student is in the isolation room, items are given to person watching room. This person can then wear appropriate PPE to enter room and give student his/her belongings.
- Students who are sent home should remain off campus until they are well and for at least 10 days if COVID is suspected for confirmed. A safe return can be documented through a doctor's note and/or negative COVID test, and should include being fever (and other symptom) free without the support of medications for at least 24 hours.
- Custodians should clean an isolation room 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.
 - Isolation rooms and health offices should be fogged daily
 - Trash cans should be emptied if bodily fluids were emitted (i.e. vomit) immediately after student leaves
- The isolation room 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
 - 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, school nurses should report the following to the county health department
 - Positive, confirmed COVID cases
 - Suspected COVID cases that has one of the following symptoms:
 - high fever
 - loss of taste or smell
- **Additional Recommendations:**
 - Recommend that an isolation room be watched by someone other than the health staff
 - Health staff can go to assess a student or watch for emergencies/as needed
 - If needed, a health staff member can be in the isolation room for emergencies and a second person can cover the health office (i.e. front office/aid)
 - This individual should be trained by the nurse on how to take a temperature, how to put on and take off PPE properly, what to alert the nurse for, etc.
 - It is recommended that the isolation rooms be set up with as minimal furniture/objects as possible. This avoids student contact with too many objects while waiting. It also may allow for more students to fit in the room while safely distancing.

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- A request has been made for the following items be purchased for the isolation room:
 - two face shields
 - trash can with lid
 - thermometer
 - tissues
 - water bottles
 - hand sanitizer
 - disinfecting wipes
 - gloves
 - masks
- 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 just 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.
- It is recommended that all kindergarten and first graders bring an extra set of clothes with them to school.
- It is recommended that health office bathrooms only be used for approved health services and not as a public bathroom.

Signs & Messages

- Signage and messaging (floor, wall, and sandwich board labeling) will be displayed in highly visible locations throughout school and district facilities to encourage healthy habits such as handwashing, traffic flow, physical distancing, and proper use of face coverings.
- Handwashing signs will be located in all school bathrooms and near useable sinks, to promote proper handwashing by students.
- Custom posters for every school and district facility will be used to promote health and safety protocols.
- Signs, tape, and other floor (or wall) markings may be utilized to assist in traffic flow that will mitigate exposure to others. Please respect others by following these established expectations.

Training Employees

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

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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 are purchased for classrooms, nurse offices, and waiting areas. These units will run during school hours to further clean air in the schools.
- The district has contracted 2 companies to clean HVAC unit coils in concert with maintenance staff to improve airflow and ensure max operating efficiency.
- In conjunction with coil cleaning, Facilities is installing higher grade MERV-13 filters and will maintain change-outs on a regular schedule.
- Facilities Dept. has cleaned, repaired, and/or replaced 100s of district exhaust fans to improve air flow. Building-sized 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

- Non-essential guests such as parents, community members, and volunteers will not be permitted on CGESD campuses until further notice.
- Limited CGESD staff visitors will be permitted between school campuses.
- As always, the CGESD is committed to making reasonable accommodations for unique needs and circumstances. Please contact your respective school site administration to arrange a pre-approved visit based upon these needs.
- While the schools will be temporarily closed for in-person volunteering, we value and appreciate the partners we have in education. We invite all interested volunteers to contact our school offices for a list of ways in which they can support our students and staff remotely.

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.

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Classroom Considerations

- Classroom rosters will target a 25 (elementary) and 30 (middle school) student cap, when possible.
- Classrooms should be set up in a way that students can distance while feeling comfortable to allow for a welcoming environment.
- Classrooms with desks should have them facing the same direction.
- Extraneous furniture should be stored if it doesn't allow for adequate desk spacing and movement
- Teachers will use assigned seating to help track virus spread if a student/staff member tests positive for COVID-19.
- To prevent some touchpoint contact, classroom doors should ONLY use a doorstop to prop a door open during large/high volume transitions with groups of students entering or exiting. Otherwise, doors should remain closed to maximize proper air circulation and remain in compliance with safety codes.
- All students will have physical barriers available while seated in the classrooms. These may include foldable privacy folders, plexiglass dividers, and/or study carrels.
- If students are seated at tables within a classroom, they will be maximally distanced with no more than one other student with a physical barrier (examples noted above) between them.
- A good rule of thumb is to have student desks at least 4 feet apart, measuring from the center of the desk, or as far apart as possible within the space available. How this is accomplished will be decided by individual classroom teachers in conjunction with the site principal.
 - Band and music classrooms should space students as far apart as possible.
 - Class sizes should allow for adequate spacing between students.
 - Students will not be physically grouped together (small group collaborative style).
 - Folding desk partitions should be used when students are eating or drinking.
 - On a Daily Basis classrooms will be cleaned and disinfected, including:
 - Desk chairs
 - Desk tops
 - Cupboards
 - Door handles
 - Vacuuming or Wet mopping will be completed as needed

Mandated Drills

- We are still required to host regular safety drills. This includes fire drills, bus evacuation drills, and drills related to [Standard Response Protocols](#).
- Schools are expected to meet the legal obligation of holding one fire drill per month once school resumes for in-person teaching and learning.
- For the overall safety of students and staff, all safety related drills will continue to be conducted upon return to in-person teaching and learning. However, they will be modified to the extent possible, to meet particular pandemic-related considerations.
 - The October Fire Drill is to be hosted with K-1 students the first week they return.
 - The November drill may be practiced in part (with up to two student groups).
 - As an example, sites may choose to do one practice with K-2 and another practice with 3-5, in succession.

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- This will require alarm support from the CGFD and should be planned in advance in consultation with the CGESD Director of Facilities.
- Middle Schools are expected to host pre-planned Fire Drills on back-to-back days with both A and B groups of students.
- The District has worked with Fire and Police officials to determine the best options for ensuring these distancing considerations are met while also adhering to the safest way to conduct a drill.
- Bus evacuation drills will be modified to ensure health, safety, and distancing to the extent possible.
- Lockdown, Secure, Hold, and Evacuate drills will be modified to meet the requirements of distancing while still preparing our students and staff for any potential needs that may unexpectedly arise in the future. The expectation is that teachers explicitly teach these response protocols (during the month of November) with students to develop an understanding and level of familiarity.

PART 4 - ACADEMICS

Suggested Instruction/Supplements for Asynchronous Learning

- It is recommended that teachers and staff continue using many of our digital learning platforms such as Google Classroom and Nearpod. These tools are positive resources for student learning and will once again be utilized if we need to go back to full distance learning.
- It is recommended that teachers and students continue to use individualized digital learning tools in their flexible and hybrid learning models. This may include tools such as iReady, STMath, Moby Max, Zearn, etc.).

Instructional Minutes

- Elementary Instructional Day – 8:00 – 2:15
- Middle School Instructional Day – 8:43 – 3:45

Intervention & Small Group Support

- School sites will develop plans to address student specific needs through intervention and small group instruction.
- Some models may include push in, pull out, and/or digital learning support.

CGOLA

- The CGESD is committed to offering flexible learning options for our students and families. The Casa Grande Online Learning Academy (CGOLA) is one such option.
- Families that have the desire to keep their students engaged through distance learning may attempt to sign up for CGOLA. Enrollment and registration for CGOLA will be determined by capacity and the existing interest list.
- Individuals on the waiting list will be accommodated as capacity permits.

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Evaluation Process

- As a district, we will continue to use the 5D+ Evaluation Tool for our certified teaching staff.
- Other staff groups will utilize their respective evaluation instruments as defined by their job title, classification, and/or department.
- Staff observations may be conducted through recorded lessons or through in-person observation while the site leader is established in a safe location within the classroom.
- Pre-conferences, post-conferences, and other feedback conversations may happen in person while maintaining appropriate distance and adhering to other safety precautions (i.e. mask use) or they may happen virtually via Zoom or other video conferencing tools.

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

- Specials classes and schedules for PE, music, art, computers, media center, etc. at the elementary schools will be established at the discretion of the site leaders based upon needs for lunch coverage, planning, student learning, and more.
- Students are expected to participate in regular specials classes but some learning and practice may be established during the asynchronous learning time.

Student Support Services

- Small groups and other students support services may continue to be provided through various models, including push in or pull out services. This may include, but is not limited to, SPED services, 504 accommodations, ELL support, and more.
- However, CGESD employees that visit classrooms will attempt to observe from doorways while using social distancing guidelines.

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- While providing specialized supports, students hosted in alternative location small groups may also experience additional safety measures such as sneeze guards, additional sanitizing/cleaning between groups, more physical distancing in a room, alternative PPE, outdoor classes, 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.
- As we return to in-person learning, we will continue to have a focus on our learning procedures and expectations. This means that first attempts at practicing new learning should not be graded, however students should receive descriptive feedback that helps the learner understand what needs to be done in order to improve.
- 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.
- We are scheduled to get a new website in October; this is designed to enhance the user experience. It will have the same web address. Please continue to refer to our CGESD website (www.cgesd.org) to view the latest notifications, letters, and information from the District.
- 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 – www.cgesd.org	With updated information, District and school websites serve as the primary platform for information. The “School Reopening” page is a one-stop resources 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

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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.
Social Media https://www.facebook.com/CGESD4/ https://twitter.com/CGESD4	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).
- Attendance for in-person learning days will be managed by the teachers and school office staff.
- Families will be notified via phone messages if their students are marked absent on any in-person learning days.
- For middle schools still in hybrid learning models, the ADE and CGESD recognize daily attendance can be counted as present if one of the following occurs:
 - **Synchronous Participation** - Student participates during a live online instructional session or meeting.
 - **Online Activity** - Student activity within online classroom, online learning platforms, or email that day (examples including turning in an assignment, responding to a poll question, responding to a question in the stream, email from a student, etc.).
 - **Parent Communication** - Phone or email conversation with the student or parent indicating participation in learning activities that day. Teachers can complete the weekly attestation form on behalf of the parent as a result of phone conversation.
 - **Login Activity** - Activity log in Clever or LearnPlatform shows student participation online that day.

Staffing Updates

- The CGESD Governing Board approved the posting and hiring of a daytime assistant at each site for 6 hours per day. This position, which will be maintained, will support with lunch relief for staff and student supervision.
- Certified employees will have the option to eat lunch with their class, effectively giving up their expectation of an uninterrupted lunch. Staff choosing this option will be provided paid hourly EDEP time while eating with students.
- 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.

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- This year, we are working to establish a site-based sub that will be exclusive to one site location and 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
- Guest teachers will be expected to support asynchronous and synchronous learning practices, when possible.
- 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.
- For additional substitute coverage, District Office staff support has been arranged for each remaining day of school. Notes and contact information has been shared with Kim Carlton when a substitute need arises.

Nutrition Services

- We will continue to participate in the National School Lunch Program (NSLP) and families may be eligible to receive free or reduced price meals (FRM).
- Students will eat (physically distanced) in their classrooms, cafeteria, patio, gym, or other large space depending on the weather and site availability at each school. One recommendation is outdoor lunch when and where possible.
- Sneeze guards should be utilized when students are eating inside classrooms or other parts of the building(s).
- Nutrition Services will prepare portable, packaged food items that may be consumed regardless of meal location.
- Meals will be set up as “Grab & Go” to accommodate all students eating at an appropriate lunch time in a reasonable and safe space. Specific details will be site dependent.
- At the end of the day, meals will be provided for weekends (elementary and middle school) and distance learning days (middle school only).
- 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 masks and gloves. Individuals will wash their hands after removing their gloves or after directly handling used food service items.
- Single line and one-way direction for meal distribution or pickup will be encouraged, including the practice of physical distancing for students and staff.
- If a classroom has a student with food allergies, a 504 team will discuss appropriate accommodations. Nutrition Services will continue to prepare meals as medically necessary for

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those children with properly documented allergies (special dietary needs form on file with Nutrition Services).

- The fresh fruits and vegetables program (FFVP) will be offered at most Community Eligibility Program (CEP) schools three days per week. These sites include Cottonwood, Evergreen, Palo Verde, Saguario, CGMS and Mesquite. Anticipated days are Monday, Wednesday, and Friday.

Technology Services

- Please refer to Classroom Cleaning Procedures for device cleaning procedures.
- Whether students will bring devices to/from school or keep at school or home will be a site-based decision. The school should consider the need for devices to be available during in-person instruction, distance learning (elementary asynchronous and middle school hybrid), and the potential for a shift back to distance learning with little notice.
- Students should not share devices, headphones, mice, or other technology items. If devices are being kept at school, 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 (iPads cases are installed on the devices, Chromebooks have separate cases).
- Each school currently has 2 classroom audio systems that can be assigned as needed at the school site dependent on teacher and/or student needs. These classroom audio systems include a 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 mobile device (laptop or Chromebook)
 - VDI (Windows virtual desktop, with monitor, keyboard, and mouse)
 - IFP (Interactive Flat Panel) with Chromebox and Webcam
 - Telephone
 - Carts/tech tubs for charging student devices if/when needed
 - Middle
 - Teacher mobile device (laptop or Chromebook)
 - VDI (Windows virtual desktop, with monitor, keyboard, and mouse)
 - Projector with AirTame mirroring device
 - Telephone
 - Carts/tech tubs for charging student devices if/when needed
- Work Order Procedures
 - 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.
 - Site Tech Liaisons should first assess student devices and submit work orders, 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.
 - In order to reduce the contact technicians have with multiple individuals throughout the

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- district, technology support services will be provided in classrooms when students are not present (i.e. early morning prior to student arrival).
- 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 can be attached. Devices should be cleaned per the Classroom Cleaning Procedures prior to being placed in this bin.
 - Additional troubleshooting to resolve issues staff are experiencing with their devices may be done during the day via Zoom calls. These calls will be scheduled by the technician directly with the staff member experiencing the issue.

Arrival, Dismissal, & Transportation Services

- Bus Routes - AM Drop Off Times & PM Pick Up Times*:
 - Elementary AM Drop off Times: 7:15, 7:30, 7:45, 8:00
 - Elementary PM Load Times: begin at 2:00 (subsequent times vary by school)
 - Middle School AM Drop off Times: 8:00, 8:15, 8:30, 8:45, 9:00
 - Middle School PM Load Time: 3:30 (subsequent times vary by school)

* These times are current estimates and may be adjusted as needed.

- Bus Procedures:
 - Face coverings are required of all students riding a school bus, except approved medical exceptions noted within the Face Coverings section. Disposable masks will be provided for any student that enters the bus without one.
 - All bus drivers and monitors are required to wear a mask.
 - Hand sanitizer will be available for use by staff and students.
 - All students will be visually screened for signs of illness when getting on the bus.
 - An empty seat will be maintained between the bus driver and the closest seated student.
 - Face shields provided to students and staff on *a case-by-case basis* as needed.
 - Where possible, load the bus back to front; and unload front to back.
 - KG students sit in front.
 - One person per seat (when possible); families/siblings will be seated together.
 - Route times will be staggered.
 - All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any COVID-like symptoms.
 - Windows may be open for increased air circulation during seasonal times of year.
 - All transportation vehicles will be cleaned and disinfected prior to new groups of students riding the bus.
 - Students should practice social distancing of at least 6 feet apart while at the bus stop.

- Student Bus Drop-Off/Pick-Up At School Sites:
 - It is recommended that students are dismissed by bus, however, this will be site specific due to different physical nature of each school campus.
 - Cones or other markings may be utilized for each bus to identify where the students will line up will be based on seating charts.

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- 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.
- 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.
- 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.
- Transportation will provide the school with bus lineup order and safety guidelines.
- Any transportation specialist raining or support will be coordinated and communicated by the director of transportation.
- Walkers and Bike Riders
 - 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.
 - Procedures will be communicated to staff and families.
 - It is anticipate that arrival times for walkers and bike riders will need to be staggered to maintain safety and distancing.
- Parent Pick-up and Drop-off
 - 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.
 - Procedures will be communicated to staff and families.
 - It is anticipate 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 to 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.

PART 7 - APPENDIX & SUPPORTING DOCUMENTS

- Please see attached.