

March 4, 2021

Dear PEAK School Families,

As we prepare for a return to In-Person/At School Instruction on March 22, 2021, we want families to know that student and staff safety are our highest priority. This letter contains a great deal of information that you need to know as well as many guidelines or “rules” you will need to follow to help us keep our staff and students safe. Prior to COVID, The PEAK School had a great deal of flexibility in working with families (for example regarding tardiness or delayed pick-up), however due to the dangerous nature of COVID, we cannot provide any flexibility regarding the guidelines or “rules” explained in this document as they are for the safety of our school community. If you have questions or concerns, please contact the office for assistance.

Families will have the option of continuing Remote/At Home Instruction or choosing In-Person/At School Instruction. Accountability for attendance and completed schoolwork (even in a remote instruction setting) will be required. The decision to continue Remote/At Home Instruction will be a commitment on your part until the end of this school year. If a family chooses In-Person/At School Instruction you will be asked to sign an agreement to follow the school’s COVID guidelines. A child may be permitted to return to Remote/At Home Instruction **but will not be allowed to switch back to the In-Person/At School Instruction model** for the remainder of the school year.

***Extended School Programs (ESP) Based on the most recent Centers for Disease Control and Prevention (CDC) safety guidelines, students at school should be kept in their classroom (cohort) groups and should not mix with other students outside of their classroom group to the greatest extent possible. To follow the CDC guidelines our Before and After School Programs will not be available for the remainder of this school year. We do anticipate providing this program in Fall 2021 if CDC guidelines permit.***

All Health and Safety measures are subject to change if they do not align with the most recent guidance from the Centers for Disease Control and Prevention (CDC), Arizona Department of Health Services (ADHS) and Coconino County Health and Human Services (CCHHS).

#### Daily Health Screenings

Employees and students may have their temperature checked at any time to ensure it is below 100.4 degrees Fahrenheit using a touchless thermometer. Employees and students with temperatures exceeding 100.4 degrees Fahrenheit will be sent home.

**Parents will keep their child(ren) home if their child(ren) or any family member exhibits visible symptoms of illness, including but not limited to the following symptoms:**

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

### Face Coverings

The PEAK School's face covering policy will be strictly adhered to as follows:

- All persons over the age of two, including but not limited to The PEAK School students, staff, parents/guardians, family members and members of the general public are required to wear face masks while on the property or inside the buildings of The PEAK School.
- Cotton or medical face masks as recommended by the CDC should be worn. Masks should fit snugly against the sides of the face. Bandanas, ski masks, neck gaiters, scarves or other types of face coverings are not acceptable.
- Exceptions to the wearing of face coverings will be made when it is determined by school staff that students can socially distance or are outside in playground settings with appropriate distancing. Students will be allowed breaks to take off their face covering in a safe environment and while eating lunch.
- Students will keep their mask in a paper bag labeled with their name while they eat lunch or participate in physical activity when social/physical distancing can be maintained.
- Physician certification is required for an exemption to this policy.

### Student Materials

Students will **bring** the school materials they were given to use for Remote/At Home Instruction to avoid students sharing items when feasible (i.e., pencils, crayons, markers, books, technology, tissues). There is no need to buy additional supplies for students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener) staff or students will wipe down the item with disinfectant after each use.

### Family Rules for In-Person/At School Learning

Families are expected to follow these rules and sign an In Person/At School Instruction

Agreement that they will follow these rules to help keep students and staff safe:

- Students **may not arrive more than 10 minutes** before the start of the school day. For Kindergarten through 3<sup>rd</sup> grade, students may not arrive before 8:15 a.m. For 4<sup>th</sup> through 8<sup>th</sup> grade, students may not arrive before 8:00 a.m.
- Students must be **picked up from school within 10 minutes of dismissal**. For Kindergarten through 3<sup>rd</sup> grade, dismissal is at 2:45 p.m. Monday, Tuesday, Thursday, and Friday, and 1:00 p.m. on Wednesday each week. For 4<sup>th</sup> through 8<sup>th</sup> grade, dismissal is at 3:00 p.m. Monday, Tuesday, Thursday and Friday, and 12:45 p.m. on Wednesday each week.
- Students and parents must arrive on school property wearing a face mask and always wear one on school campuses (if you do not have a face mask one will be provided).
- Parents are asked to supply their child(ren) with a sealable water bottle that clearly has their child's name written on it.
- Appointments must be made with staff to discuss your child(ren). **Access to the building/classrooms will be by appointment only** during the COVID pandemic.
- It is mandatory for face masks to be worn during any **scheduled** on-site meetings and when dropping off and picking up your child (ren), lunches or supplies.
- **Parents must keep their child(ren) home when there is a known or suspected case of COVID in the household.**
- Daily Parental Support for consistent school attendance for either In-Person/At School Instruction or Remote/At Home Instruction is critical.
- **Parents must be prepared to pick up their child(ren) who exhibit visible symptoms of illness including, but not limited to: runny nose, cough, shortness of breath, vomiting, diarrhea, or fever within 30 minutes of being notified by the school.**

### Social/Physical Distancing

The following protocols will be used outside of the classroom and in common areas to maintain six (6) feet of distance with appropriate physical barriers between individuals when possible including:

- Drop-off/pick-up of their enrolled child(ren) require that parents/families **remain inside their vehicle** unless given express permission from a site administrator or designee.
- The understanding that staggered times for drop-off/pick-up may be implemented.
- In the classroom, furniture will be spaced apart with desks facing the same direction.
- All students' desks include a plexiglass shield.
- To the extent possible, students will remain with the same student groups (cohort) throughout the day.
- A limited number of students will attend recess at the same time, this time period will follow their cohort schedules and will take place in assigned areas.
- Each student group will have an assigned bathroom and will be for individual use only.
- Physical guides will be provided, such as tape, cones on floors, sidewalks, and signs on

walls. These will be utilized to remind individuals to follow the required social/physical distancing practices throughout the school day.

- A plexiglass divider will be utilized in front of the school office/reception desk.
- Class sizes will be decreased when possible to allow for more physical space between students in a classroom setting.

### Hand Washing

Procedures implemented on arrival and will continue throughout the day. All students and staff will be required to sanitize their hands by washing hands with soap and water for at least 20 seconds or using hand sanitizer, with at least 60% alcohol. This will take place in the following order:

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom).
- After any outside activity.
- After using the restroom.
- Before and after lunch.
- Before and after recess.
- Prior to leaving school for home.
- After sneezing, coughing, or blowing nose.

### Cleaning Protocols

The PEAK School will arrange for daily cleaning and disinfecting of all frequently touched surfaces and work areas, such as door handles, sink handles, desks, and learning tools. Assigned schedules for staff will increase cleaning and disinfecting of surfaces and bathrooms throughout the day.

### Air Quality

The PEAK School will use UV lights (as part of the HVAC), and air cleaning devices to clean air as it is circulated in the buildings.

### Visitors

Only approved visitors with an appointment will be allowed in school buildings. Visitors may have their temperature checked prior to admittance and will be required to wear a face mask upon entry.

### Food Service

During attendance at In-Person/At School Instruction, lunch will be served in the classroom with increased safety measures, including the following:

- Students will be required to sanitize hands before lunch is served.
- Lunches will be served to students by their designated teacher-aide or classroom teacher unless brought from home.
- Students will eat lunch in their classroom at their assigned desk.

- Lunches will be served on disposable food service items (trays, plates, etc).
- Students will be prohibited from sharing lunch items with other students.

If the need arises to close The PEAK School during In-Person/At School Instruction due to COVID-19, meal service will be distributed using a combination of grab-and-go and delivery options.

### Illness

The PEAK School will coordinate with Coconino County Health and Human Services in the event of any illness of staff or students and coordinate as appropriate for contact tracing. The PEAK School is bound by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) and will honor the privacy of impacted individuals. Communications and notifications pertaining to a positive case of COVID-19 will follow the direction of the Coconino Health and Human Services Department.

If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except for one staff member supervising the student.

- The supervising staff member will wear personal protective equipment (face covering, gown, and gloves) while always maintaining a distance of at least six (6) feet from the student(s), unless there is an emergency.
- A school administrator will be immediately contacted for guidance and to ensure safety precautions are initiated.
- A school administrator or designee will contact the Coconino County Health and Human Services and notify CCHHS of the illness. Guidance given by CCHHS will be followed.
- Designated staff will immediately notify a parent or emergency contact to pick up the student within 30 minutes or call 911 if the student appears to be in medical distress.

If you have any questions or concerns please don't hesitate to email us at [info@peakschool.org](mailto:info@peakschool.org), or call the school office at (928) 779-0771.

Best Regards,

*Tracy Braatz, Director  
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