

# **THE PEAK SCHOOL INC. COVID-19 MITIGATION PLAN**

## **PURPOSE**

The PEAK School Inc. Covid-19 Mitigation Plan has been developed for the following purposes:

- To maintain safe teaching and learning environments for students and staff that mitigates the risk of exposure to COVID-19
- To communicate with students, families, and staff
- To address the challenges of social emotional health of students and staff caused by isolation and disruption due to COVID-19
- To offer students and families flexibility and choice of a learning model (when available)
- To support staff with resources, training, and guidance

## **COMMUNICATION PLAN**

The PEAK School will communicate through the Remind App, The PEAK School website [www.peakschool.org](http://www.peakschool.org), email, U.S. Mail, Facebook or telephone contact.

## **HEALTH AND SAFETY**

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).

The following safety measures will be in place as part of the PEAK School's general operations when operating its Onsite Safe/Support Place and when community monitoring reveals low levels of spread of COVID-19 allowing for In-Person Teacher-Led Instruction as well as when students and staff are on campus for any reason.

### **1. Daily Health Screenings and Temperature Checks**

At the beginning of every day, employees and students entering the school shall have their temperature checked to ensure it is below 100.4 degrees Fahrenheit using a touchless thermometer. Employees and students with temperatures exceeding 100.4 degrees Fahrenheit shall return home.

Parents will keep student(s) home if student 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

PEAK School Staff will remain home when any visible symptoms of illness are present 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

## 2. At School

Families are expected to adhere to the following protocols:

- Make an appointment with staff to discuss your child. Access to the building/classrooms will be by appointment only.
- Wear a face mask during any **scheduled** on-site meetings and when dropping off and picking up your child, lunches or supplies.
- Keep students home when there is a known or suspected case of COVID in the household.
- Support students daily with school attendance both in person and during remote learning.
- Be prepared to pick up a student who exhibits 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.

## 3. Social/Physical Distancing

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

including:

- Parents/families are required to drop-off/pick-up students without getting out of their vehicle unless given express permission from a site administrator or designee.
- Staggered times for drop-off/pick-up may be implemented.
- In class furniture will be spaced apart with desks facing the same direction.
- All student desks will have plexiglass shields on them.
- To the extent possible, students will remain with the same student groups (cohort) throughout the day.
- A limited number of students will attend recess during the same time by scheduling assigned areas.
- Each student group will have an assigned bathroom with only one student using it at a time.
- Physical guides, such as tape or cones on floors or sidewalks and signs on walls, will be utilized to remind individuals to follow the required social/physical distancing practices at the school.
- 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

#### 4. Hand Washing

Procedures implemented upon arrival and throughout the day will require all students and staff to wash their hands with soap and water for at least 20 seconds at the times listed below. Hand sanitizer, with at least 60% alcohol, will also be available.

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

#### 5. Face Coverings

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

- All persons over the age of two, including but not limited to PEAK School students, staff, parents/guardians, family members and members of the general public are required to wear face coverings (face masks or face shields) while on the property or inside the buildings of the PEAK School.
- Cotton or medical Face Masks as recommended by the CDC or Face Shields must always be properly worn and fitted completely covering the nose and mouth. 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.
- Cloth face coverings should not be worn by children under the age of two or anyone who

is having trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

- 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.

#### 6. Cleaning Protocols

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

- Staff (and students) may be expected to clean and disinfect workspaces and materials when the need arises.
- Staff will be notified about items they cannot have in their classrooms or offices.
- Site administrator will be responsible for checking classrooms or offices to make sure staff follow guidelines for workplace approved items.
- Cleaning product ingredients used in the buildings will be made available for parents and staff upon request.

#### 7. 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.

#### 8. Visitors

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

#### 9. Student Materials

Students will **bring** their own instructional materials to limit students sharing items when feasible (i.e., pencils, crayons, markers, books, technology, tissues). 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.

#### 10. Food Service

During attendance at The PEAK School Onsite Safe/Support Place or during In-Person Teacher Led Instruction (when available), lunch will be served in the designated Onsite Safe/Support Place(s) or classrooms 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 Safe/Support Place teacher aide or classroom teacher
- 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 one another

If the need arises to close the PEAK School's Onsite Safe/Support Place or The PEAK School during In-Person Teacher-Led Instruction due to COVID-19, meal service will be distributed using a combination of grab and go and delivery options.

#### 11. Extended School Programs (ESP)

Before and After School Programs will not be available until it is ascertained that it is safe to operate these programs.

#### 12. 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 staff member becomes sick with COVID-19 symptoms or receives a positive COVID-19 test, the procedures listed below will be followed:

- The staff member may (but is not required by The PEAK School to) report the symptoms or test results. The employee may report the symptoms or test results **ONLY** to a PEAK School Administrator (Superintendent, Program Specialist, Director or Designee) As confidentiality must be maintained to the greatest extent possible.
- Coconino County Health and Human Services will be notified of the illness. Guidance given by CCHHS will be followed.

If an employee develops COVID-19 symptoms at work, the employee will be separated from all students, staff, or visitors. The employee will wear a mask at all times and arrangements will be made to send the employee home in a safe manner.

- If the employee can self-transport, the employee will leave the site.
- If the employee cannot safely self-transport, a family member or designated emergency contact will be called to assist the employee. If a family member or emergency contact cannot be reached, another method of transport will be arranged to assist the employee in getting home or to a healthcare provider. If the employee appears to be in medical distress, 911 will be called.

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 maintaining a distance of at least six (6) feet from the student at all times, 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.

### 13. Staff Member Protocols

The PEAK School has implemented the following practices to protect staff members from the spread of COVID-19.

- Staff members will have an assigned teaching space and restroom to avoid contact with other staff members whenever possible.
- Staff members will maintain a minimum of six feet from one another to the extent reasonably possible.
- Increased standards of facility cleaning and disinfection to limit staff exposure to COVID-19, have been adopted. Additionally, protocols have been adopted to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Protocols have been adopted to prevent workers from entering the premises if they display symptoms of illness or have had contact with a person with a confirmed diagnosis of COVID-19.
- Personal Protective Equipment is provided to staff, including masks, face shields, gloves and gowns.
- Employee self-care support and resources will be provided upon request.

PEAK School Staff are required to:

- Follow basic infection prevention measures and know procedures set out in the Mitigation Plan defined by the PEAK School - including the reporting procedures for COVID-19 symptoms or a positive test.
- Frequent and thorough hand washing for at least 20 seconds with soap and water.
- Participate in daily check-in procedures for all staff, which includes a temperature check each time the staff member returns on-site (e.g. staff leaving campus for lunch will be required to have their temperature taken upon return).
- Self-screen before coming into work.
- Have their temperature checked prior to entering the work place to ensure it is below 100.4 degrees Fahrenheit. Staff with temperatures exceeding 100.4 degrees Fahrenheit shall return home.
- Refrain from using other worker's phones, desks, offices, or other work tools when possible - appropriate self-cleaning of equipment will be required if cross-use is required or necessary.
- Wear a face mask while inside the facilities and common areas and at all times during In-Person Teacher-Led Instruction. Mask may be removed when working onsite during Distance Learning when alone in their assigned classroom space.

- Only enter the building through the designated and administrator approved entrance and only enter buildings when necessary.
- Only use the restroom and classroom designated by an administrator.
- Employees are not required to share their medical information, a diagnosis, or COVID-19 testing results with their employer or supervisor. If an employee shares information, all information about employee illness will be maintained by administration as a confidential medical record and may not be shared with other employees, parents, students, etc.

Adopted 8/13/2020