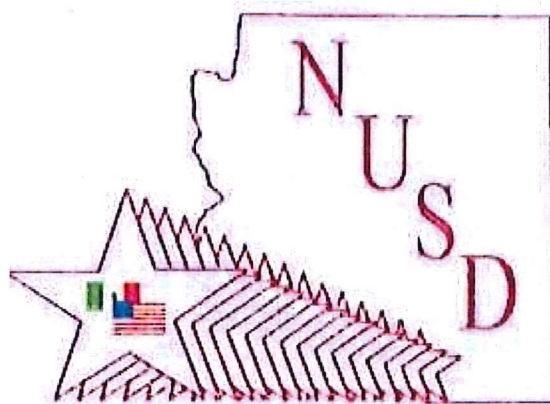


# NUSD REOPENING OF SCHOOLS PLAN\*



\* NOTE: This plan is not a final document, but is a “living” plan that will be modified, as necessary, in response to legislative changes and changes in CDC/local health guidance related to the COVID-19 pandemic.

Updated 7/24/2020

July 2020

Dear NUSD Community,

We are in a time that is challenging. Uncertainty related to the current health crisis can bring about a number of emotions and concerns. I hope this Reopening Plan for Schools will address many of the safety concerns we all share in the midst of the COVID-19 pandemic and, as a result, brings about more certainty regarding how the Nogales Unified School District #1 will open and operate its schools during this crisis.

Your individual and collective voices were heard through surveys, emails, and phone calls; all of your feedback was greatly appreciated. While there will be parts of this plan you may not agree with, know that the NUSD plan is based on the safety and well-being of students and employees. There will need to be adjustments made over the next year, as this plan is a living document, but it allows us a path forward to reopening schools with the most updated guidance.

The NUSD Reopening of Schools Plan was created with information from the Centers for Disease Control. However, NUSD is very fortunate to have practicing medical physicians, who are on the front lines fighting COVID-19, as well as officials from the Santa Cruz County Health Services Department who have also assisted with advising me, and the District, through the development of this plan.

Finally, while many of the practices and procedures we will put into place are for the safety and well-being of all stakeholders, they are also put into place because we care deeply about the health and safety of students, staff, families, and the entire Nogales community. In this time of crisis, we care about each child, each employee and each family. We do this not just because it is our responsibility to do so, but because the health and safe of our students, staff, and community are and will continue to remain our number one priority.

Sincerely,

Fernando Parra  
Superintendent

Thank you to the following NUSD administration, teachers, staff, parents, students, medical community members, and local health department staff for their contribution with this plan:

### Reopening of Schools Advisory Committee

Fernando Parra , Superintendent	Enrique Sanchez , DSMS - Teacher
Angel Canto , Asst Superintendent	Roxana Renteria , DSMS - Parent
Judith Mendoza-Jimenez , Special Svcs Dir	Bobby Astengo , DSMS - Parent
Adelmo Sandoval , Finance Director	Paul Carlson , Lincoln - Principal
Kathy Scott , Grants Director	Venesa Garcia , Lincoln - Teacher
Alex Lopez , Technology Director	Melina Hernandez , Lincoln - Teacher
Oscar Islas , Support Svcs Director	Elvia Kantor , Lincoln - Parent
Mayra Zuniga , HR Director	Alicia Castro , Lincoln - Parent
Michelle Shuman , AJM - Principal	Tim Colgate , NHS - Principal
Daniela Garcia-Salazar , AJM - Teacher	Michael Tackett , NHS - Teacher
Marla Tapia-Ricaud , AJM - Teacher	Libby McAfee , NHS - Teacher
Michelle Turner , AJM - Teacher	Liz Thomson , NHS - Teacher
Francis Glad , AJM - Parent	Michelle Garcia , NHS - Parent
Denise Leyva , AJM - Parent	Rina Romero , NHS - Parent
Joanne Vigilant , Bracker - Principal	Luis Longorio , NHS - Student
Carmen Badilla , Bracker - Teacher	Brad Beach , Pierson -Teacher
Laura Peral , Bracker - Teacher	Alejandra Acosta-Villagrana , PHS Student
Angelina Lopez , Bracker - Parent	Mayra Cortinas , Pierson - Parent
Anahi Arana , Bracker - Parent	Aissa Bonillas , Welty - Principal
Mariebeth Silva , WCMS - Asst Principal	Alicia Castro , Welty - Teacher
George Thomas , WCMS - Teacher	Maria Ozuna , Welty - Teacher
Raul Rodriguez , WCMS - Teacher	Nancy Higuera-Alcantara , Welty - Parent
Margaret Paco , WCMS - Parent	Crystal Alvarez , Nurse
Maritza Garcia , WCMS - Parent	Mary Lou Velasco , Nurse Asst
Christina Valdez , Challenger - Principal	Pete Simon , Special Svcs
Lorraine Soto , Challenger - Teacher	Nadia Miranda , Food Services
Roxanna Aguirre , Challenger - Teacher	Tom Morgan , Transportation
Iracema Lopez , Challenger - Parent	Richard Brennan , Transportation
Licet Jimenez , Coronado - Principal	Giovanni Lopez , Support Staff
Andrea Niebla , Coronado - Teacher	Lorenia Tamayo , Support Staff
Martina Martinez , Coronado - Teacher	Dr. Eladio Pereira , Medical Expert
Claudia Wise , Coronado - Parent	Dr. Phillip Williams , Medical Expert
Christopher Miranda , DSMS - Principal	Jeff Terrell , SCC Health Director
Debbie Notah , DSMS - Teacher	

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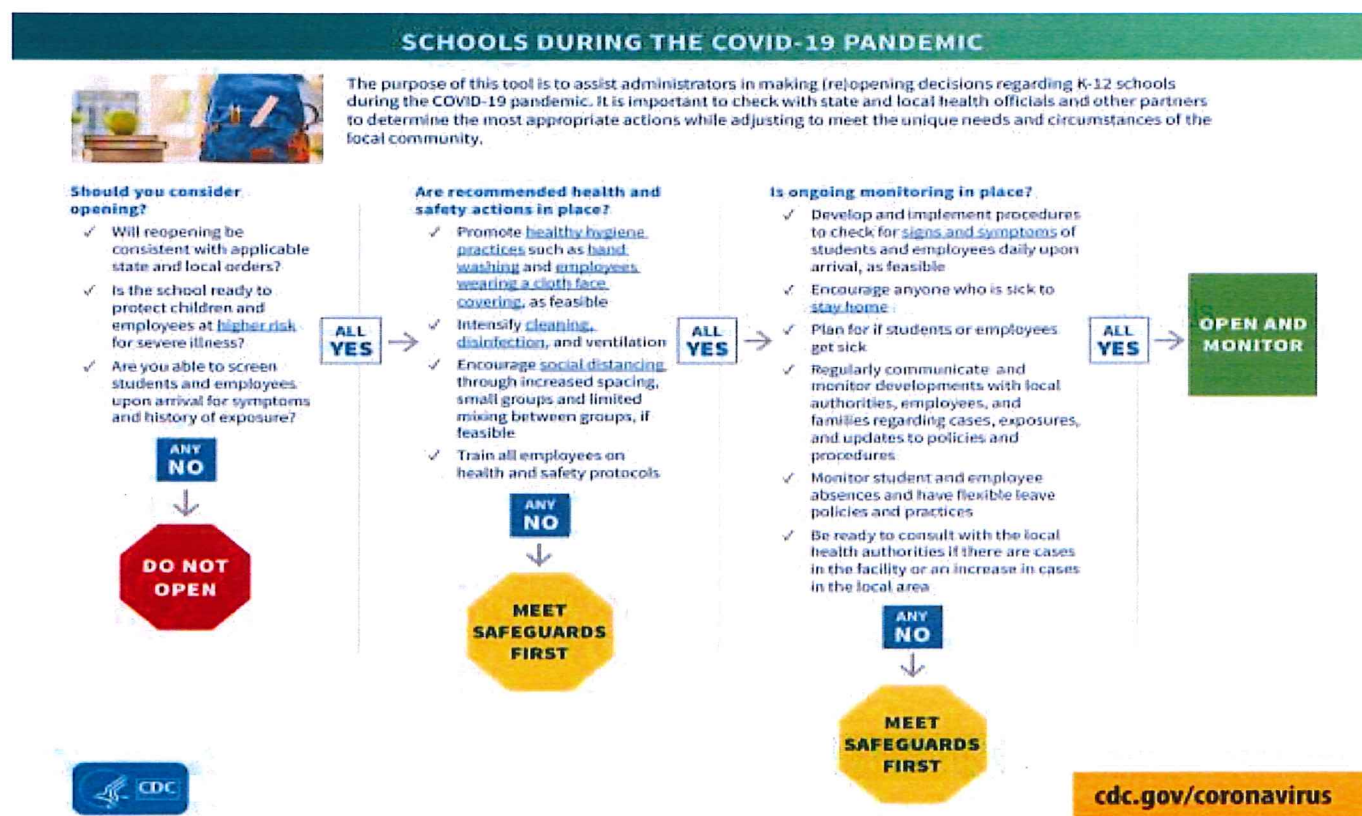
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# COVID-19 REOPENING OF SCHOOLS PLAN

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. (Please review ADE’s [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow are based on CDC “step” guidelines—specifically, Steps 2 and 3. They are aligned to current Federal, State and Local mandates, proclamations and/or orders.

CDC guidelines and Federal, State and Local mandates, proclamations, and/or orders may change at any given time and, thus, may change the protocols that are in this document. Per the NUSD Governing Board Resolution, No. R 2020-07-002 , which was approved on July 13, 2020, the Superintendent is authorized to be responsive to changes arising as a result of the pandemic by enacting protocols or instructional model changes that comply with federal, state, and/or local legislation to address health and safety issues for students and staff.



The protocols described within this document are to be implemented across all Nogales Unified School District schools and facilities. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

***Because information, recommendations and mandates change frequently, information and procedures throughout this document may be updated. If a major change occurs, employees, parents and families will be notified. (See Appendix A, Governing Board RESOLUTION No. R 2020-07-002.)***

## School Reopening Models

Executive Orders 2020-41, 2020-44, and 2020-51 govern the way in which school will resume for the 2020-2021 school year. Under E.O. 2020-41, all schools may offer instruction online, in-person or through a hybrid model. However, per E.O. 2020-44, in-person instruction cannot resume prior to August 17, 2020, but instruction can be provided online prior to that date.

Per E.O. 2020-51, by or before August 7, 2020, the Arizona Department of Health Services (ADHS) shall develop public health benchmarks for the safe return of in-person, teacher-led classroom instruction. However, the district shall begin offering free on-site learning opportunities and services on August 17, 2020 even if the district has not returned to physical buildings for instruction, unless the district applies for and is granted a waiver with the Arizona Department of Education (ADE), in conjunction with the ADHS.

As the state has not determined if a later start date would require days to be made-up by schools, as well as after consideration of other issues, NUSD intends to follow the published 20-21 SY calendar and begin all classes online for all students on August 5, 2020.

Utilizing data obtained from parent and staff surveys and informed by input from the Reopening of Schools (ROS) Advisory Committee, the District identified three models for student enrollment in district schools. Once in-person attendance is permitted per Governor Ducey's Executive Order(s) and/or as determined safe to do so under CDC guidelines and by local health/medical officials, parents can choose to have their child participate in school through enrollment in the :

- Online Model. In this model, students would continue to remain working online, even once in-person instruction is an option for education.
- In-Person Model. In this model, parents who prefer to have their child attend the brick-and-mortar school daily for instructional support and/or childcare reasons would be able to have their child attend school daily.
- Hybrid Model. In this model, students would attend school in-person 2 days a week (either Monday/Tuesday or Thursday/Friday) and would work online from home 3 days a week. Additionally, parents of students in kindergarten and first grade will have the option of having their child attend school an additional day or two for increased in-person learning opportunities and onsite instruction.

Although parents will be asked prior to the start of online school to select a learning model for their child when in-person instruction resumes, the ROS Advisory Committee and the District agree that students should be able to move fluidly between models as the needs of families and students change during the health crisis.

As instruction will begin online for all students, parents whose child will need a device will be able to request a laptop to check out for their child. If a family lacks internet access, the parent/guardian will also be able to request one MiFi device per family. Devices will be available for the 2020-2021 school year to allow students access to curriculum materials, many of which will be provided online, for core and elective courses at elementary, middle and high school levels.

## STAFFING ASSIGNMENTS

At the district level, the Superintendent, in conjunction with District and Site Leadership, will coordinate all messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information. Each school site and facility will have posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick and notifying everyone of mask requirements. (See Appendix B for CDC posters.)

At each school or site, a site administrator or designee will coordinate physical distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the site administrator will coordinate implementation of cleaning protocols with the head custodian, including ensuring that sufficient cleaning supplies are available to custodial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse/health associate, or other designee will coordinate and implement the protocols set forth in the Protocols-Employees section of this document for screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the Human Resources Director who will inform the Superintendent.
- informing the site supervisor if absences of students and staff on any given day are far above average or if there appears to be a cluster of respiratory-related illnesses.
- Informing the Santa Cruz County Health Services Department of student and staff illness or exposures to determine implementation of quarantine or closure protocols.

The Student Services Director will coordinate with site-based staff to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

The English Language Acquisition Coordinator, in coordination with the Assistant Superintendent, will collaborate with site-based staff, including site SEI specialists, to ensure that the needs of English Language Learners are being met while safety protocols are being implemented.

In conjunction with District Leadership and high school administration, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities. (See Appendix C for the most recent AIA guidance for returning to athletic activities.)



# TRAINING AND COMMUNICATION

## Training

Prior to students returning to campus, all staff will be trained on implementation of health and safety protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting, and other measures.

A larg

AttenPd portion of this training will occur through the Districts SafeSchools online training platform. The courses offered include:

- **Coronavirus Awareness (10 minutes):** This course is designed to provide a brief overview of the rise and nature of this new virus. Topics covered included risk factors; what staff can do to help reduce their chances of being infected; and where to find reliable news and information about the COVID-19 outbreak.
- **Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings (9 minutes):** This interactive online course covers best practices for wearing cloth face coverings and includes tutorials for sew and no sew methods for creating face coverings as recommended by the CDC.
- **Coronavirus: Cleaning and Disinfecting Your Workplace (10 minutes):** This course will provide staff with practical guidance from the Centers for Disease Control and Prevention (CDC) for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited.
- **Coronavirus: Managing Stress and Anxiety (12 minutes):** Crises such as the COVID-19 outbreak can certainly induce an incredible amount of worry and stress on anyone. Stress is our body's way of responding to physical, emotional, or mental demands, such as those imposed by COVID-19 pandemic. This course discusses signs and symptoms of stress and explains the physical and emotional effects of built up stress, such as anxiety.
- **Coronavirus: Transitioning to a Remote Workplace (11 minutes):** This course describes the factors that contribute to the need for a remote workforce, discusses the advantages and challenges of transitioning to a remote workforce environment, and lists best practices for successful remote workforce management.
- **Coronavirus: Reopening Your Organization (8 minutes):** The CDC has released guidance to help organizations make reopening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. This course will provide staff with practical guidance from the CDC to help prepare the district/schools to reopen.

Additionally, the Support Services Director has provided training for all district/site custodial staff and site administrators regarding new procedures, chemicals, and equipment purchased specifically to clean and disinfect school facilities during this pandemic.

These trainings detail for custodial and maintenance staff daily cleaning routines as well as timelines and procedures for daily disinfecting. Specific direction for the cleaning of areas in which confirmed COVID-19 students or staff have visited have also been articulated. Training related to the appropriate use of Personal Protective Equipment (PPE) during use of cleaning and disinfecting produces has also been provided.

## Communication

Prior to students returning to campus, parents/families will be able to review a copy of this plan on the district or school website. As the plan is updated throughout the pandemic, updated copies will also be shared on the district and school websites.

As part of the reopening process, and in preparation for the resumption of in-person instruction, the District will send communication to all families that outlines the Coronavirus symptoms for which parents must screen each morning. This communication will include the expectation that students will not be sent to school or placed on the bus if they are exhibiting any symptoms of COVID-19. The District will require, as part of the return-to-school process, a documented acknowledgement from parents/families regarding these protocols and agreeing to screen their children before sending them to school.

Each school and district site will identify a person to be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact are:

District Offices: Mayra Zuniga, Human Resources Director

Nogales High School: Tim Colgate, Principal

Pierson High School: Lillian Bernal, Lead Teacher

Desert Shadows Middle School: Christopher Miranda, Principal

Wade Carpenter Middle School: Frank Gilvin, Principal

A.J. Mitchell Elementary School: Michelle Shuman, Principal

Challenger Elementary School: Christina Valdez, Principal

Francisco Vasquez de Coronado Elementary School: Sandra L Jimenez, Principal

Lincoln Elementary School: Paul Carlson, Principal

Mary L. Welty Elementary School: Aissa Bonillas, Principal

Robert M. Bracker Elementary School: Joanne Vigilant, Principal

Procedures and communication regarding COVID-19 exposure can be found in one of the final sections of this document, the Reporting Procedures for COVID-19 Symptoms or a Positive Test section.

## PROTOCOLS: STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

### Face Coverings

***Note: Cloth face coverings or non-medical masks may be used. Also, washing/sanitizing of hands should be done before and after putting on and taking off a mask.***

Universal masking, wearing of cloth masks or non-medical face masks, will be required to be worn by students and subject to the health condition exception stated below and recommended by the CDC\*. Students will not be required to wear face coverings when eating.

\*Any student who has difficulty breathing or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed by parents and staff, including the use of a face shield.

Students may bring their own cloth or non-medical face mask to and from school. Schools also have a supply of face masks available to provide students who do not have their own and for students who arrive without a facemask. The District will also provide face shields as needed.

It is understandable that some students may require time to adjust to wearing face masks. Staff will use their professional judgement to assist a student having difficulty transitioning to wearing a face mask during the day by having a student use a face shield for no more than a 5-minute period at a time before transitioning back to wearing a face mask. ***This will be the exception and not the norm.***

Note: Cloth and non-medical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

### Before School Arrival

The CDC provides a "self-check" to help individuals make decision and seek appropriate medical care. The self-checker can be used for children (as well as staff) and can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### At Home - Daily Health Screenings and Reporting

Per CDC guidance, students must not come to school if they exhibit any of the following symptoms\*:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;

- headache;
- fatigue;
- change in congestion or runny nose not related to allergies\*;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

*\*This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. A student with daily runny nose or congestion due to allergies should be kept at or sent home.*

The District will inform parents/families via registration documents, on the District and school websites, and via email or School Messenger reminders that they must screen students for the above symptoms each morning for students attending school as part of the in-person or hybrid models.

For the health and safety of other students, of teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Parents/guardians should self-report symptoms, and must keep students at home if any symptoms are present. Students who are ill should not come to school. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

Parents/guardians are required to report a student, or any person residing with a student, testing positive for COVID-19. Please review the Reporting Procedures for COVID-19 Symptoms or a Positive Test section of this document.

If a parent believes their child has been exposed to COVID-19 but has not been tested or is not yet experiencing COVID-19 symptoms, they must inform their school principal for further guidance.

### **On Buses**

When in-person instructional options are able to resume, students riding the bus to school will be allowed to assemble at the bus stop while observing appropriate social distancing guidelines. Signage will be posted in English and Spanish on the exterior of the bus that communicates to parents which symptoms may be seen with COVID-19 and that students exhibiting symptoms should not enter the bus. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained while children wait for the bus to arrive.

If a bus driver or aide observes a student exhibiting visible COVID-19 symptoms:

- The driver will contact their dispatcher who will notify the school that a potentially symptomatic student is arriving and should see the school health office.
- If the parent is at the bus stop, the driver or aide will inform the parent that visible symptoms are observed, advise the parent that the child should call in sick and that the school's health office may be contacting the parent when the child arrives at school. If the parent refuses to take the child home from the bus stop they will be advised that the child will be sent to the school's health office upon arrival to school.

- The driver or aide will ensure, as possible, that the student is socially distanced from other students.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff have been so informed, students with symptoms of runny nose or cough may be permitted to ride the bus.

### ***Bus Seating***

NUSD will transport those students who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity. Drivers, aides (if present), and students will be required to wear a face mask.

- The bus driver will instruct students to load the bus from back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will instruct students to take seats that are spaced from one another as ridership allows. Depending on the number of students riding the bus, spacing students may not be possible.
- The driver will keep the seat immediately behind them unoccupied if feasible.
- Siblings may sit together.

Transportation will follow the same face covering guidelines outlined for all students and staff. If students are not wearing a face covering when entering the bus, then one will be provided for them.

### ***Additional Bus Information***

A communication will be shared with parents before in-person instruction begins that outlines standard busing information as well as special considerations under COVID-19.

Students will be expected to utilize provided hand sanitizer when entering and exiting buses.

Elementary students riding the bus will be dismissed 5 minutes ahead of their classmates who are being picked up to minimize student movement in the hallways. The district will monitor bus schedules to avoid multiple buses unloading students at the school in a large group.

School buses will be disinfected with an EPA-approved product twice daily: Once after the morning routes and once in the afternoon. Bus seats will also be disinfected between morning routes (elementary, middle and high school) as well as between each afternoon route (elementary, middle and high school). After disinfection activities involving aerosolized sprays are completed, windows will be opened to allow the bus to ventilate and air-dry.

To assist in the prevention of potential spread, NUSD schools will not offer field trips during this pandemic. Bus transportation to athletic events will be evaluated once sports are permitted to resume and as long as physical distancing in transit is required.

### **School Arrival**

Upon arrival at school, each student's temperature will be checked by designated staff.

Temperature check stations will be established at campus entrances as determined by the site principal. Students whose temperatures are 99.7 degrees will be rechecked to determine if they are running a fever or, especially for those students who walk to school or for students during warmer weather, if their temperature is simply elevated due to physical activity or the weather. Students who are identified as having a temperature will be sent to the health office for further evaluation and parent contact as necessary.

After the temperature check, students will proceed to pick up breakfast (secondary school students) and go directly to the student's first period classroom. Elementary students will have breakfast in the classroom as they have been doing prior to any closures related to COVID-19.

Each staff member will visually check each student for symptoms prior to students entering the classroom at the beginning of the day (or class) and throughout the school day. Any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health associate observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health associate observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

### **Drop-Off/Pick-Up Procedures**

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with the express permission from a site administrator that is provided for good cause. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students, depending on the situation.

If a parent walks a student to school, the parent will not be allowed to enter the school or grounds and must drop off the student outside of the gate or front entrance to the school. If parents/families ride a bike to school with student bike riders, parents will not be allowed to enter the school grounds and must drop off the student outside of the gate or school's front entrance.

Elementary students riding the bus will be dismissed approximately five minutes ahead of their classmates to minimize student numbers and contact in hallways. Each school will have more specific drop-off/pick-up procedures as necessary for their unique configurations and numbers of students attending school in-person or through a hybrid model.

## **Attendance Tracking**

To track daily attendance at elementary, middle school, and high school levels, when students are learning remotely, schools will utilize assignments in Google Classroom to document attendance.

If students have not completed the attendance check in Google Classroom, phone contact will be made by school staff and/or via the SchoolMessenger system to notify parents of the absence so that it can be determined if the student is ill or if they are simply experiencing technical issues getting online. Additionally, when classes meet in-person or via Google Meet, student attendance can also be documented by the student's presence physically or electronically.

If a student's attendance cannot be confirmed via one of the methods described above and the parent or guardian has not contacted the school to document an excused absence, the student's absence will be recorded as unexcused. Per state requirements, students with ten consecutive unexcused absences will be dropped and be required to reenroll.

**Note:** Schools will NOT give out attendance awards for the duration of the COVID-19 health crisis so as not to incentivize attendance and conflict with the necessity of students to remain at home if they are ill or exposed to the virus.

## **Enhanced Physical Distancing**

### ***Basic Physical Distancing Practices***

Staff members will educate and remind students regularly to maintain, if feasible, at least six feet of distance between individuals inside and outside of the classroom.

Elementary students will remain with the same groupings and the same staff for a majority of the day. All elementary, middle school, and high school classroom spaces and other instructional spaces, such as computer labs and libraries, will have student seating be arranged to provide appropriate social distancing (6 feet) between students.

### ***Classroom Layout***

As mentioned above, all schools will arrange furniture to physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction wherever feasible.

### ***Hallways***

Buildings with internal hallways will be marked with signage and/or adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

### ***Playgrounds***

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess and masks will be recommended. Because each school is unique, each school will specify playground procedures including

use or non/use of playground equipment. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations.

### ***Cafeterias and Meal Service***

Schools will use a multiple number of spaces during lunch including eating in classrooms, in the cafeteria and outside. Because masks cannot be worn while eating, students must eat within a 15-minute timeframe\* (active eating time- once the student has begun to eat) and proper physical distancing is more important than ever. Students will be prohibited from sharing lunch items with each other.

*\* From the CDC: "Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission."*

When eating in the classroom, students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as social distancing can be maintained in the alternate location).

When eating in the cafeteria or other areas outside of the classroom, increased safety measures will include the following:

- Marking areas/tables indicating where students may sit.
- Assign students to a specific seat with a minimum of 6 feet between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, only one class will be permitted to line up at a time, and markings will be placed on the floor to indicate where students should stand to maintain social distancing.
- Prohibit students from sharing lunch items with one another.

Meals (breakfast and lunch) will be served during closure at all school sites as well as a number of sites around the community. (See Appendix D for the 2020-2021 National School Lunch Program Schedule.) When in-person school is permissible, meals will not only be served at the sites as described above for students participating in the hybrid or in-person models, but will also be made available for those students learning online at the sites identified in the 2020-2021 National School Lunch Program Schedule.

### ***Bathrooms***

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear face masks at all times. Posters and/or stickers on mirrors reminding students of proper handwashing techniques will also be displayed.

### ***Front Offices***

Plexiglas dividers have been installed and adhesive tape placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.



## ***Hand Washing***

All students and staff will wash their hands with soap and water for at least 20 seconds, using hand sanitizer with at least 60% alcohol content, via handwashing stations located on campus, in restrooms or classroom sinks 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 lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask.

## ***Student Belongings/Materials***

Sharing of technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will disinfect the item after each use.

## ***Trips and Activities***

Field trips will not be permitted until further notice. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies will not be held with students assembled in the same physical location. As an alternative (if feasible), school-wide assemblies will be held virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Open House" or carnivals will be cancelled for the time being to adhere to CDC guidelines and local requirements. Small-scale activities such as parent-teacher conferences may take place over the phone or by other electronic means.

Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document. To assist in the prevention of potential spread, NUSD will not offer field trips. Bus transportation to athletic events will be evaluated once sports are permitted to resume and as long as physical distancing in transit is required.

## ***Specialized Classes***

Because electives and special area classes are vital to the social and emotional well-being of many students, they are permitted. Some classes, such as, choir, band, and PE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets. Face masks must be worn at all times as outlined by CDC guidelines for schools.

## **PROTOCOLS: SCHOOL AND DISTRICT VISITORS**

The District will limit nonessential visitors and volunteers at each of the school sites for the safety and well-being of students and staff.

Parent volunteers will not be used in classrooms at this time and the volunteer policy is suspended during the COVID-19 health crisis.

Staff will limit their meetings with parents or other people from outside of their work location. Meetings will be held virtually or telephonically whenever feasible. Staff or essential visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols. Staff serving more than one school will need to follow all protocols when visiting schools.

Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including wearing a face mask and physically distancing as feasible.

## PROTOCOLS: EMPLOYEES

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

### Face Coverings

***Note: Cloth face coverings or non-medical masks may be used. Also, washing/sanitizing of hands should be done before and after putting on and taking off a mask.***

Staff members are required to universally mask during interaction with students or other staff unless they cannot do so for health reasons. In these cases, employees will notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols including the use of a face shield.

Employees will contact the district's Human Resources Director or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face mask.

Unless a health condition prevents it, custodial staff will be required to wear a face cloth or non-medical face mask and/or other personal protective equipment, such as goggles and gloves, while cleaning and disinfecting the schools and district facilities. Universal masking, wearing of cloth or non-medical face masks, will be required to be worn by students and subject to the health condition exception stated below\*. Employees will not be required to wear face coverings when eating.

\*Any employee who has difficulty breathing or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed, including the use of a face shield.

Employees may bring their own cloth or non-medical face mask to and from school. Schools and sites will have a supply of face masks available to provide employees who do not have their own and for employees who arrive without a face mask. The district will also provide face shields as needed.

Note: Wearing cloth and non-medical face coverings does not replace the need to maintain physical distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

### Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19.

## Daily Screening

Prior to employees returning to campus, they will be sent a copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District will send communication to all employees that outlines the symptoms for which employees must screen each morning, as well as the expectation that employees will not report to work if they are exhibiting any symptoms.

The District will require, as part of the employee orientation and return to work for the 2020-2021 school year, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work. (See Appendix E for the Safety Guidelines for Returning Healthy and Safe to the Workplace Standard Operating Procedure (SOP) and Acknowledgement.) Additionally, prior to the start of school, staff will be asked to respond to a Return to Work survey to confirm their ability to return to work with or without accommodations. (See Appendix F.)

The CDC provides a “self-check” to help individuals make decision and seek appropriate medical care. The self-checker can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- fever of 100.4 and higher or chills,
- shortness of breath or difficulty breathing,
- muscle aches,
- sore throat,
- headache,
- fatigue,
- change in congestion or runny nose not related to allergies,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Additionally, the employee will take his/her temperature, if feasible, at home and assess whether or not she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work. When the employee arrives at work, the employee’s temperature will be taken to confirm that their temperature was less than 99.7 degrees and that they do not have any of the symptoms listed above. The confirmation will be documented and maintained in a Google Document that is created and maintained by the Human Resources Department. (See Appendix G for the COVID-19 Staff Temperature Check Protocol.) These records will be confidential and held within the HR Department.

Employees are required to report to the Human Resources Department if they or a person who resides with them, have tested positive for COVID-19. If an employee believes that they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from the Human Resources Department. (See Appendix H for Protocols Regarding Actions Steps Upon Possible COVID-19 Exposure.)

## **Handwashing**

Employees are required 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, at minimum:

- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

## **Enhanced Physical Distancing**

Employees are required to maintain a distance of at least six feet between individuals at all times, unless this is not physically possible or, for a student's or other person's safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, etc.), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

## **PROTOCOLS: CLEANING AND DISINFECTING**

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning and disinfecting will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning and disinfecting routinely throughout the day. EPA-registered hospital grade cleaners and disinfectants will be used daily on frequently touched surfaces in classrooms and common areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Custodial staff have received training in the use of these products, other equipment that has been purchased to disperse the products, and the appropriate use of PPE to be utilized as they work with these products.

Restrooms will be cleaned and disinfected frequently throughout the day, particularly on frequently touched surfaces to reduce the risk of contamination. Additionally, all staff will be provided with disinfecting solutions and special microfiber cloths to be used as needed in work areas between classes, at workstations, and in common areas. Instructional staff will be provided information regarding the “dwell time” or time that the disinfectant must be left on the surfaces to be cleaned before being wiped off by the microfiber cloth. This time is typically 5 to 10 minutes.

The playground, sports equipment, and any other shared items (if they are being used) will be cleaned between uses by instructional and custodial staff utilizing district-provided approved cleaning products.

## REPORTING PROCEDURES: COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures will be updated as necessary. Employees, parents and families will be notified of major changes to reporting procedures.

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
  - a. If a student: School Principal
  - b. If an employee: Human Resources Director for district staff or Principal for school staff

***Confidentiality must be maintained to the greatest extent possible.***

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home or to a health care provider will be arranged by the site supervisor. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear additional PPE (a face shield, gloves, etc.) and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The school will immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.
5. The site supervisor will determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, the site supervisor will notify the Executive Director for Human Resources. If it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine.

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test\* may not return to the site until they have met the CDC or State/County Health department's guidelines at that moment in time. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

## Communicating and Consulting with Local Health Authorities

In coordination with the Human Resources Director, the District's Lead Nurse will be the point of contact for the Santa Cruz County Health Services Department if there are verified cases in the facility or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

At this time, if an instructional staff member or student is identified as positive for COVID-19, local medical officials recommend that students and staff who have had a significant exposure (close contact for 15 minutes or more within less than 6 feet) should quarantine at home for approximately 5 days. Health personnel further suggested that anyone potentially exposed should wait 2-5 days before being tested as testing earlier may result in a false negative. They advised that site staff will work closely with exposed students and staff on a individual basis to determine the appropriate time to return to school and recognized that current delays in obtaining testing results could impact this timeline.

BELOW ARE DRAFT MATRICES FOR CLOSURE AND A DRAFT MATRIX FOR THE RESUMPTION OF SCHOOL THAT THE DISTRICT IS CONSTRUCTING WITH THE HELP OF MEDICAL STAFF AT MARIPOSA COMMUNITY HEALTH CLINIC AND THE SANTA CRUZ COUNTY HEALTH SERVICES DEPARTMENT. THE DRAFTS ARE ANTICIPATED TO BE COMPLETED IN AUGUST, FOLLOWING ADDITIONAL GUIDANCE BY THE CDC AND THE ADHS, IN COLLABORATION WITH LOCAL OFFICIALS.

### Decision-Making Regarding Student/Staff Isolation and/or School or District Closure

#### **COVID-19 Closure Matrix**

Criteria	Description	Closure Response
<b>1</b>	One student or one staff member at one site or at multiple sites tests positive for COVID-19 or has a presumptive positive per doctor.	<p>The range of response in closing the school <u>site(s)</u> for a minimum of 24 hours or close school(s) for up to 72 hours to clean/disinfect building and conduct contact tracing.</p> <p>Student/staff and those exposed remain home following the Guidance Grid for Exposed Staff/Student.</p> <p>OR do we:</p> <p>The range of response is to clean/disinfect the classroom and follow the Guidance Grid for Exposed Staff/Student for the student/staff and anyone they have contacted who meets the definition of "prolonged contact".</p>



<b>2</b>	Two to four students/staff at one site or multiple sites tests positive for COVID-19 or has a presumptive positive per doctor.	Closure of school(s) or the entire district (substantial spread at multiple sites) for at least 72 hours to clean/disinfect building and conduct contact tracing. Student/staff and those exposed remain home following the Guidance Grid for Exposed Staff/Student.
<b>3</b>	Five or more students/staff at one site tests positive for COVID-19 or has a presumptive positive per doctor.	Closure of school for at least 14 days to clean/disinfect, conduct contact tracing (as possible), and minimize greater infection.
<b>4</b>	Five or more students/staff in multiple sites tests positive for COVID-19 or has a presumptive positive per doctor.	Closure of schools or the entire district for at least 14 days to clean/disinfect, conduct contact tracing (as possible), and minimize greater infection.
<b>5</b>	Significant absenteeism of students/ staff due to COVID-19 exposure and/or positive test result or presumptive positive per doctor.	Closure of entire district for 2-4 weeks to clean/disinfect and to reduce greater exposure and virus spread.
<b>6</b>	Community mitigation due to substantial spread in community and sites, resulting in not only increasing positivity rate, but also hospitalizations and deaths.	Closure of entire district for more than 4 weeks for deep cleaning/disinfection as well as flattening of community spread as demonstrated by decrease in new cases/hospitalizations for 14 consecutive days.

***Criteria for Resumption of In-Person Instruction and/or District Closure***

Description	Response
Decrease of new COVID-19 cases, hospitalizations, deaths in county for <u>14 consecutive days</u>	Able to reopen schools for in-person instruction
Increase of new COVID-19 cases, hospitalizations, deaths for <u>5 consecutive days</u>	Need to close schools for in-person instruction

## ADDITIONAL RESOURCES

**The Centers for Disease Control**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**Arizona Department of Health Services**

<https://www.azdhs.gov/>

**Arizona Department of Education**

<https://www.azed.gov/communications/2020/03/10/guidance-to-schools-on-covid-19/>

**Santa Cruz County Health Services Department**

<https://www.santacruzcountyaz.gov/732/COVID-19-Novel-Coronavirus>

**Maricopa Community Health Center**

<http://mariposachc.net/covid-19/>

# APPENDICES

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**APPENDIX A: Governing Board Resolution R 2020-07-002**

**RESOLUTION No. R 2020-07-002, A**  
**NOGALES UNIFIED SCHOOL DISTRICT NO. 1**  
**OF SANTA CRUZ COUNTY, ARIZONA**

**RESOLUTION RE: OPENING OF SCHOOL FOR 2020-2021 ACADEMIC YEAR**

WHEREAS, the Nogales Unified School District No. 1 of Santa Cruz County, Arizona (“the District”) closed schools effective March 16, 2020, due to the outbreak of COVID-19 in Arizona and pursuant to orders from the Governor of Arizona (the “Governor”) and the Arizona Superintendent of Public Instruction; and

WHEREAS, subsequent orders and legislation called for the closure of schools for the remainder of the 2019-2020 academic year due to the outbreak of COVID-19 in Arizona; and

WHEREAS, the Governor’s Executive Orders 2020-18, 2020-24 and 2020-33 (the “Closure Orders”) established certain restrictions on public activities in response to the COVID-19 outbreak; and

WHEREAS, the Governor’s Executive Order 2020-36 (the “Return Order”) was issued outlining requirements for businesses and other Arizona entities to assist in mitigating the spread of COVID-19 as they reopened;

WHEREAS, the Governor’s Executive Order 2020-44 (the “School Opening Order”) prohibits the in-person classes in schools until August 17, 2020.

WHEREAS, the Governing Board wishes to resume educational activities and business operations for the 2020-2021 school year in a manner that is consistent with the Return Order and the School Opening Order, but with recognition that there are many unknowns about future conditions that affect the District’s ability to conduct its educational and other activities;

NOW, THEREFORE be it resolved by the Governing Board of Nogales Unified School District No. 1 of Santa Cruz County, Arizona that:

Section 1. The Governing Board authorizes the Superintendent to develop Health and Safety Protocols relating to COVID-19 and authorizes the Superintendent to revise those Protocols as needed or appropriate during the 2020-2021 school year to address the ongoing COVID-19 pandemic.

Section 2. The Governing Board authorizes all schools to resume classroom instruction and related activities and resume other District functions, beginning on August 5, 2020, utilizing on-line/distance learning, related activities and instruction for students, subject to the Protocols developed by the Superintendent and any laws, regulations or orders that exist now or in the future. In-person classes, related activities, and instruction may only be offered commencing on August 17, 2020, and thereafter, consistent with the Return Order and the School Opening Order, as well as any other laws, regulations, Executive Orders and guidelines issued by entities having jurisdiction over the District.

Section 3. The Governing Board authorizes the Superintendent to work with local and state authorities to comply with all laws, regulations, Executive Orders and guidelines designed to prevent the spread of COVID-19 as the District resumes activities. The Superintendent may implement regulations or protocols to support such compliance.

Section 4. The Governing Board authorizes the Superintendent to execute any further documentation to effectuate this Resolution, including but not limited to any requisite notices required by the Arizona Department of Education or legal authorities with jurisdiction over the District.

Section 5. To the extent that any provision in this Resolution conflicts with or is superseded by enacted federal or state legislation, Executive Orders or local ordinances, the District shall comply with those laws, Executive Orders or ordinances.

This Resolution was adopted at a properly noticed meeting of the Governing Board on \_\_\_\_\_, 2020. The Governing Board hereby authorizes the Governing Board President to sign this Resolution on behalf of the Governing Board.

**NOGALES UNIFIED SCHOOL DISTRICT No. 1 OF SANTA CRUZ COUNTY, ARIZONA**

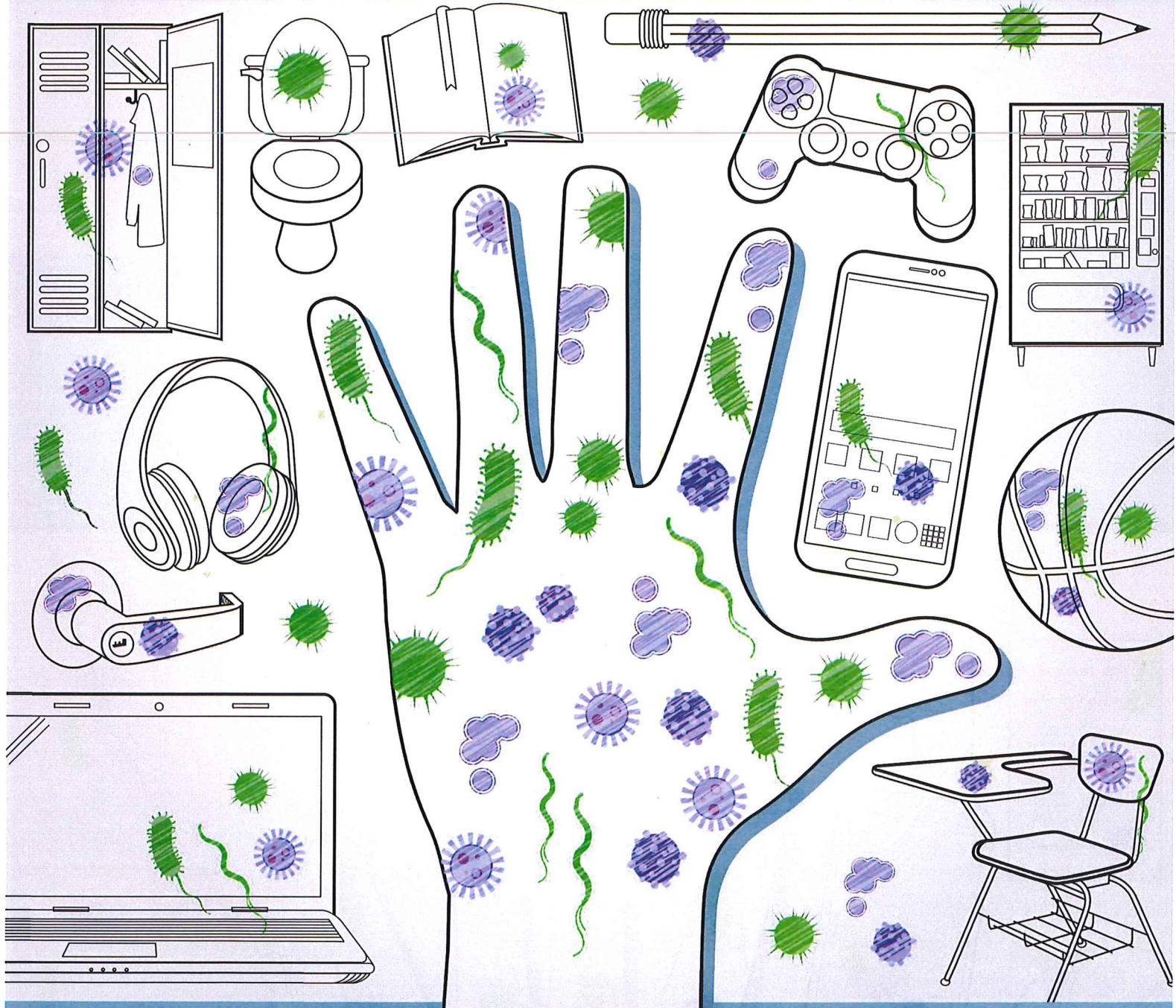
By: \_\_\_\_\_  
Governing Board President

July \_\_\_\_, 2020

## APPENDIX B: CDC Posters

# GERMS

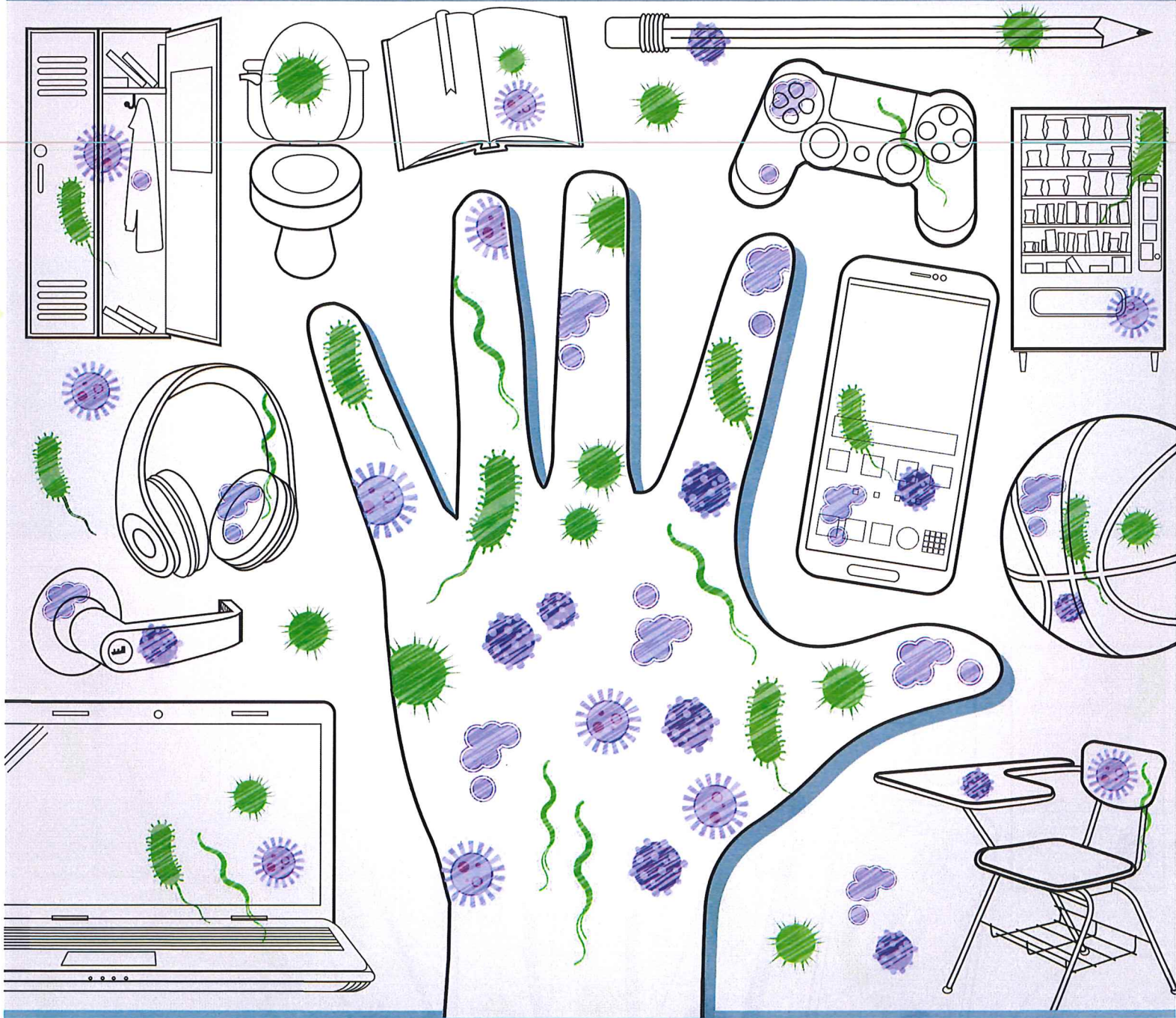
are all around you.



Stay healthy.  
Wash your hands.



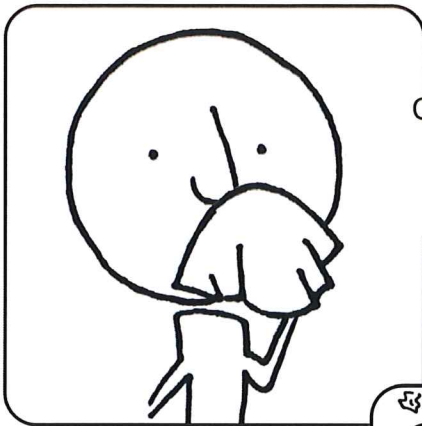
# Los **MICROBIOS** están por todos lados.



Mantente sano.  
Lávate las manos.

Stop the spread of germs that make you and others sick!

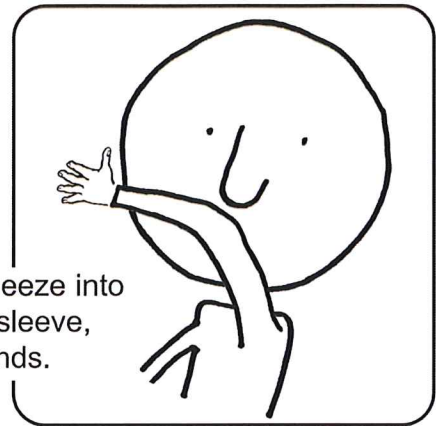
# Cover your Cough



Cover your mouth  
and nose with a  
tissue when you  
cough or sneeze

or

cough or sneeze into  
your upper sleeve,  
not your hands.

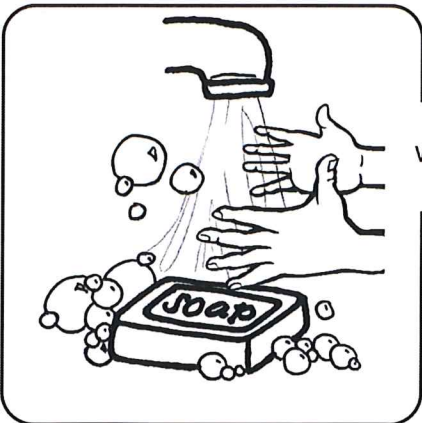


Put your used tissue in  
the waste basket.



# Clean your Hands

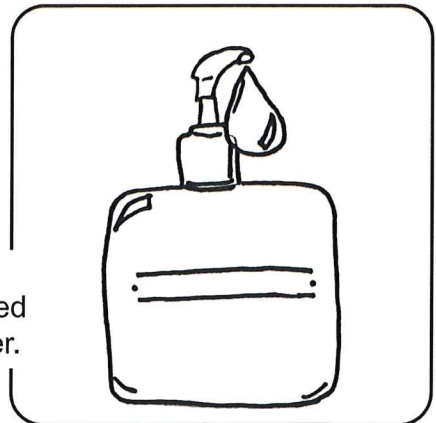
after coughing or sneezing.



Wash hands  
with soap and  
warm water

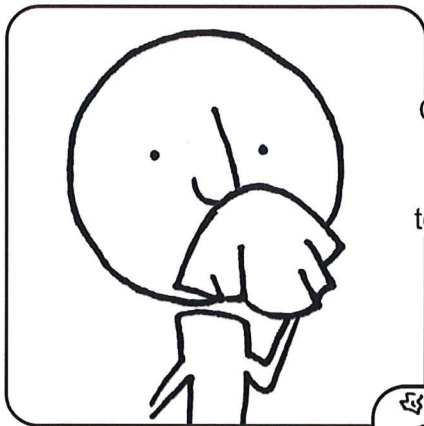
or

clean with  
alcohol-based  
hand cleaner.



¡Pare la propagación de gérmenes que lo enferman a usted y a otras personas!

# Cubra SU tos



Cubra su boca y  
nariz con un  
kleenex cuando  
tosa o estornude

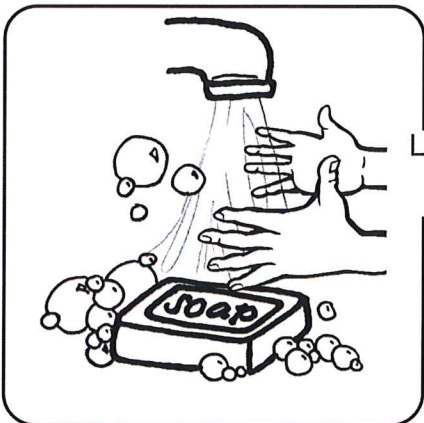
o  
tosa o estornude en la  
manga de su camisa,  
no en sus manos.

Deseche el kleenex  
sucio en un basurero.



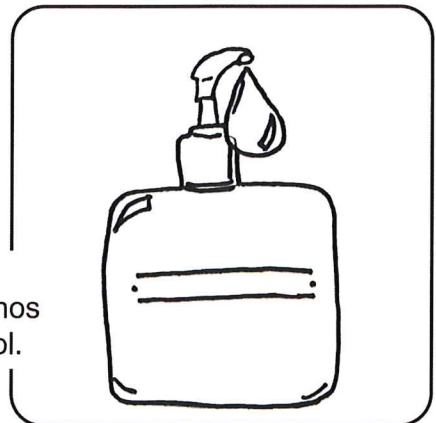
# Lávese las manos

después de toser o estornudar.



Lávese con agua  
tibia y jabón

o  
límpiase con un  
limpiador de manos  
a base de alcohol.



# Cover Coughs and Sneezes

Stop the spread of germs  
that can make you and others sick!



Cover your  
mouth and nose  
with a **tissue**  
when you  
sneeze or cough.



If you don't  
have a tissue,  
use your  
**elbow.**

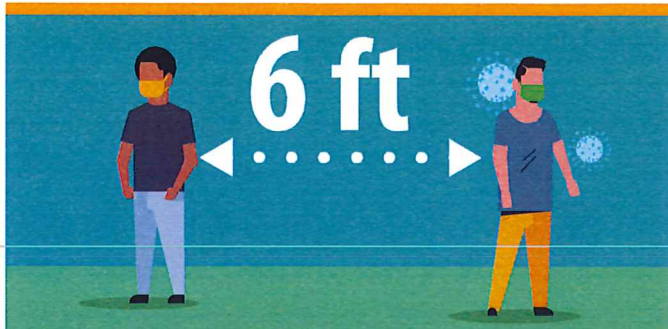


Wash hands  
often, **especially**  
after coughing  
or sneezing.



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet  
(about 2 arms' length)  
from other people.



Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



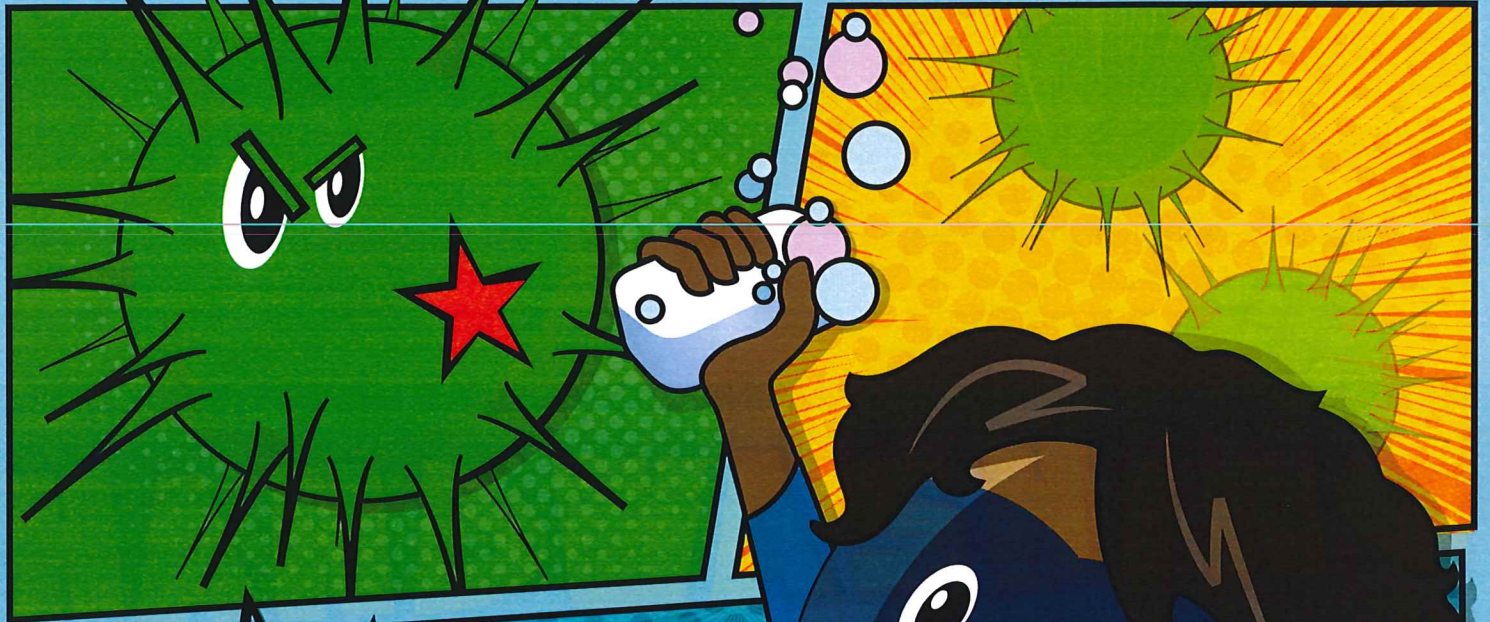
Wash your hands often with soap  
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# HANDWASHING

is your superpower!



**FIGHT  
OFF  
GERMS!**

**WASH  
YOUR  
HANDS!**

Tu superpoder es

# LAVARTE LAS MANOS



**¡COMBATE  
LOS  
MICROBIOS!**

**¡LÁVATE  
LAS  
MANOS!**

**APPENDIX C: AIA Guidelines for Returning to Athletic Activity**





## Arizona Interscholastic Association

# Recommended Guidelines for Returning to Athletic Activity

The Arizona Interscholastic Association (AIA) strongly supports the return of athletics and competitive sports. However, it must be done so in the safest way possible. The following document provides guidance and recommendations for resuming athletic activity in AIA member schools and programs. As a living document, this may be updated as new information and recommendations become available. Authored by members of the Sport Medical Advisory Committee, this document includes recommendations for athletes, coaches, administrators, and facilities.

The Centers for Disease Control (CDC) recognizes the benefits of physical activity particularly in this time of the COVID-19 pandemic. The challenge is to reintroduce physical activity in a manner that follows federal, state, and county public health guidelines to reduce the spread of illness amongst athletes, coaches, athletic training staff, and the community. This document outlines a phased return to sport following the guidance of the county and state health department recommendations.

### **Continued presence of COVID-19 in the Community**

COVID-19 is and will continue to be present in our communities indefinitely. As long as there is active community spread which means that new cases are still increasing we must all be stewards of maintaining a healthy community by limiting the spread of disease.

There are general considerations for returning to play in youth sports that apply to all phases until there is an effective vaccine for COVID-19 and the community returns to business as usual (phase 3). These considerations include promoting behaviors that reduce the spread of illness, maintaining a healthy environment, maintaining healthy operations, and having protocols and procedures in place for when someone gets sick.

### **I. Guidelines for ALL Members of the Athletic Community**

#### **A. Promoting behaviors that reduce the spread of illness**

- a. Stay home when sick
- b. Healthy hygiene
  - i. Wash hands
  - ii. Discouraging spitting
  - iii. Cover your mouth and face if you sneeze or cough
  - iv. Shower immediately upon arriving home and wash hands after placing clothes in a place to be washed that other people living in your house are not in contact with
- c. Avoid touching face with hands
- d. Avoid physical contact
  - i. No high fives or fist bumps
  - ii. No hugs
- e. Use of cloth face coverings is strongly recommended
- f. Ensure vaccinations are up to date
  - i. Flu vaccination is also strongly recommended
- g. Adequate supplies
  - i. Soap
  - ii. Hand sanitizer
  - iii. Paper towels
  - iv. Tissues

- h. Posting signs and messaging
  - i. Proper hand washing
  - ii. Proper use of a mask
  - iii. Proper way to disinfect surfaces

**B. Maintaining healthy environments**

- a. No water fountains
- b. Outdoor practice when possible
- c. Modified layouts and social distancing
  - i. Maintain at least 6 feet of distance between all people present
- d. Physical barriers and guides
  - i. Outline training areas for each athlete
- e. Communal spaces
  - i. Closed locker rooms
  - ii. Athletes shall come to play and leave immediately after practice
- f. No shared objects
  - i. Each participant shall have his/her own ball, additional equipment, and protective gear
  - ii. All gear shall be disinfected before and after all training sessions
  - iii. Each athlete has own water bottle and towel
- g. Cleaning and disinfecting frequently touched surfaces between uses and deep cleaning daily

**C. Maintaining healthy operations**

- a. Identifying small groups and keeping them together (cohorting)
- b. Staggered arrivals
  - i. Set a time limit for athletes to arrive before practice and time at which they need to leave at the end of practice
- c. Designated COVID-19 point of contact
- d. Implement communication systems regarding COVID-19 exposures
  - i. Add reporting pathway to emergency action plan for school
- e. Provide education to coaches and staff on protocols for COVID-19
- f. Daily symptom reporting of coaches, athletes, and staff
  - i. Temperature checks
- g. Limiting large gatherings
  - i. Games, competitions, and social gatherings where social distancing is not possible
- h. Athletes shall be dropped off by one parent or guardian or drive themselves to and from practice when possible
- i. Outside observers shall not be permitted to stay and observe practices particularly those in a facility
- j. Whenever reasonable, minimize travel outside of your community

**D. Protocol for sick athlete, coach, staff member, or a person with whom they live**

- a. Do not come to practice or sports activity
- b. Avoid contact with other members of team
- c. Notify team COVID-19 point of contact immediately
  - i. Follow directive from county and state health department
- d. If athlete, coach, or staff member becomes sick at athletic practice/contest/event:
  - i. Remove person who is sick from contact with anyone else present
  - ii. Notify team COVID-19 point of contact
  - iii. Arrange for transportation of sick person to home or medical facility as needed
  - iv. Properly treat affected area

- e. Do not return to practice until they have met CDCs criteria to stop home isolation and are cleared by physician and athletic training staff if available

## II. **Recommendations for Athletes and Coaches**

Four factors for a safe return to sport are addressed in this section. These factors include the continued presence of COVID-19 in the community, heat related illness, injury prevention upon return to sport after a prolonged period of relative inactivity, and the pre participation physical. Guidelines for athletic activities are based on the White House Phases for “Opening Up America Again” (<https://www.whitehouse.gov/openingamerica/>)

### A. **Phased Return to Sport**

- Following the guidance and direction of the local public health department
- a. During “Stay at Home” or “Shelter in Place”:
    - Training facilities are closed
    - Train on your own with your own equipment
    - Virtual coaching
  - b. Phase 1:
    - Small group activities are permitted for 10 people or less with coach onsite, but public facilities (including gyms) remain closed.
    - All athletes, coaches, and other support staff must be free from symptoms for at least 14 days and no individual is in close contact with anyone who is sick within that 14 day period before group training may begin
    - All athletes, coaches, and support staff who are a member of a high risk group or live at home with a member of a high risk group shall only attend training sessions virtually
    - Screening for symptoms occurs based on a daily COVID-19 symptom questionnaire of all participants including coaches and staff. If an athlete is showing any symptoms or discloses symptoms or illness, parent should be called and the athlete needs to be seen and cleared by a healthcare provider
    - Temperature checks are strongly encouraged for all participants
    - Each athlete shall log their self-reported questionnaire and temperature
      - COVID-19 point of contact for team shall maintain symptom logs
    - Parents, coaches, and athletes shall know signs and symptoms of illness. If athlete, coach, or staff member has signs or symptoms of illness or a person living in their home has signs or symptoms of illness they shall not come to practice and notify the team COVID-19 point of contact immediately.
    - Disinfecting and cleaning of all personal equipment and material shall occur before and after practice as well as any other time there is contact with another person
    - Athletes shall be kept in the same training group (cohorting)
  - c. Phase 2:
    - Medium group activities are permitted for 50 people or less with coach onsite. Public facilities (including gyms) remain closed, unless appropriate distancing AND strict sanitation procedures can be maintained.
    - All athletes, coaches, and other support staff must be free from symptoms for at least 14 days and no individual is in close contact with anyone who is sick within that 14 day period before group training may begin
    - All athletes, coaches, and support staff who are a member of a high risk group or live at home with a member of a high risk group shall only attend training sessions virtually
    - Screening for symptoms occurs based on a daily COVID-19 symptom questionnaire of all participants including coaches and staff. If an athlete is showing any symptoms or discloses symptoms or illness, parent should be called and the athlete needs to be seen and cleared by a healthcare provider
    - Temperature checks are strongly encouraged for all participants
    - Each athlete shall log their self-reported questionnaire and temperature
      - COVID-19 point of contact for team shall maintain symptom logs

- Parents, coaches, and athletes shall know signs and symptoms of illness. If athlete, coach, or staff member has signs or symptoms of illness or a person living in their home has signs or symptoms of illness they shall not come to practice and notify the team COVID-19 point of contact immediately.
  - Disinfecting and cleaning of all personal equipment and material shall occur before and after practice as well as any other time there is contact with another person
  - Athletes shall be kept in the same training group (cohorting)
- d. Phase 3:
- Public training facilities are now open with regular group size permitted. All sports, with and without contact may resume with usual activity.
  - Social distancing still recommended, but not required
  - Training sessions return to normal with average athlete group amount
  - Equipment and other shared material can be used but cleaning shall continue before and after each different athlete group use

## **B. Heat Related Illness**

Over the last couple of months with a stay at home order in place, most athletes, coaches, and staff had significantly less exposure to the heat. With the return of youth sports aligning with rising temperatures across most of Arizona it is important to allow athletes, coaches, and staff a period to adjust or acclimatize to the heat especially as indoor athletes may have more outdoor practices to follow current guidelines. As coaches and teams begin training outside, we strongly encourage all groups to follow the current AIA heat acclimatization policy.

## **HEAT ACCLIMATIZATION & EXERTIONAL HEAT ILLNESS MANAGEMENT POLICY**

41.4.1 It is the position of the AIA that prevention is the best way to avoid exertional heat stroke. Prevention includes educating athletes and coaches about:

- Recognition and management of exertional heat illness;
- The risks associated with exercising in hot, humid environmental conditions;
- The need for gradual acclimatization over a 14 day period;
- Guidelines for proper hydrations;
- Implementing practice / competition modifications according to local temperature and relative humidity readings.

41.4.2 Definitions

Exertional heat illness includes the following conditions, ordered from the least to the most dangerous:

- a) Exercise associated muscle cramps: an acute, painful, involuntary muscle contraction usually occurring during or after intense exercise, often in the heat, lasting approximately 1-3 minutes.
- b) Heat syncope: also known as orthostatic dizziness, it refers to a fainting episode that can occur in high environmental temperatures, usually during the initial days of heat exposure.
- c) Exercise (heat) exhaustion: the inability to continue exercise due to cardiovascular insufficiency and energy depletion that may or may not be associated with physical collapse.
- d) Exertional heat stroke: a severe condition characterized by core body temperature  $>40^{\circ}\text{C}$  ( $104^{\circ}\text{F}$ ), central nervous system (CNS) dysfunction, and multiple organ system failure induced by strenuous exercise, often occurring in the hot environments.

## Heat Acclimatization Protocol

(A team may not choose to train in a less severe climate)

Days 1-5:

- Days 1 through 5 of the heat-acclimatization period consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day.
- If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day. In addition to practice, a 1-hour maximum walk-through is permitted during days 1-5 of the heat acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk-through (or vice versa). (Note: a walk-through is defined as no contact with other individuals, dummies, sleds or shields).
- During days 1-3 of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted. The use of shields and dummies during this time is permissible as a non-contact teaching tool.
- During days 4-6, only helmets and shoulder pads may be worn.
- Football only: on days 4-6, contact with blocking sleds and tackling dummies may be initiated.

Days 6-14:

- Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day.
- On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
- On a double-practice day, neither practice should exceed 3 hours in duration, nor should student-athletes participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walkthrough, conditioning and weight-room activities are included as part of practice time. The two practices should be separated by at least 3 continuous hours in a cool environment.
- Beginning on day 7, all protective equipment may be worn and full contact may begin.
- Full-contact sports may begin 100% live contact drills no earlier than day 7.
- Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during and after all practices.

### 41.4.3 Hydration Strategies

- Sufficient, sanitary and appropriate fluid should be readily accessible and consumed at regular intervals before, during and after all sports participation and other physical activities to offset sweat loss and maintain adequate hydration while avoiding overdrinking.
- Generally, 100 to 250 mL (approximately 3-8oz) up to 1.0 to 1.5 L (approximately 34-50oz) per hour for adolescent boys and girls is enough to sufficiently minimize sweating-induced body-water deficits during exercise and other physical activity as long as their pre-activity hydration status is good.
- Pre-activity to post-activity body-weight changes can provide more specific insight to a person's hydration status and rehydration needs. Athletes should be well hydrated before commencing all activities.
- The following guidelines are suggested:

Condition	% Body Weight Change
Well Hydrated	+1 to -1
Minimal dehydration	-1 to -3
Significant dehydration	-3 to -5
Serious dehydration	>-5

**C. Injury Prevention Recommendations for Return to Sport after a Prolonged Period of Inactivity**

Return to sport considerations should take place throughout the different phases of reopening to ensure that athletes are adequately prepared to participate in their respective sport. Due to school closures and a statewide stay at home order, Arizona interscholastic athletes have been out of sports participation for several months. During this time, Arizona athlete’s activities levels have been variable. As athletes begin returning to sports, coaches, parents, and athletes must understand the potential consequences of this period of inactivity and the resulting detraining.

Detraining is defined as a decrease in performance and loss of physiological adaptations following a reduction in the frequency, volume, and/or intensity of training. In athletes, periods of detraining can lower maximal oxygen uptake, shorten the time to exhaustion during activity, and reduce strength and power. In addition, detraining can have negative consequences on health metrics such as higher resting, submaximal, and maximal heart rates, lower blood volume and stroke volume, higher blood pressure and weight gain. Lastly, after periods of inactivity there is a greater risk of non-contact (exertional or systemic) injury, such as sudden cardiac death, exertional heat illness, and exertional rhabdomyolysis if the return to training is not adjusted to account for an athlete’s lower fitness level (NCCSIR).

The current transition period should follow a similar approach as to returning to sport following an extended time away due to injury. Reconditioning will take time and needs to be done slowly to avoid injury. The Collegiate Strength and Conditioning Coaches Association and the National Strength and Condition Association outline recommendations for safe return to training following inactivity (Caterisano, 2019). In general, workouts should have lower work to rest ratios (i.e. more breaks) and progress on a weekly basis. The general structure of the return to training protocol should be used for high school athletes, but the specific workloads may need to be adjusted for the adolescent age group. The table below provides an overview of recommendations for transitioning after periods of inactivity with percentage reduction of volume and workload for the first 2-4 weeks of returning to training.

Table: Overview of Recommended Guidelines for Training after Transition Periods (Caterisano, 2019)

Status	Conditioning Activities	Testing	Weight Training	Plyometrics
Returning athletes or new sport coach	50/30% weekly reduction from max conditioning volume on file over 2 weeks. Even distribution per week.	20/10% weekly reduction in workload (volume, intensity, or rest time) for any tests over 2 weeks.	FIT rule to guide volume, intensity, and W:R ratio over 2 weeks. IRV between 11 and 30	<70 foot contacts per session first week, 1:4 W:R. <100 foot contacts/session, 1:3 W:R second week. Intensity as appropriate.
New athletes or new head strength coach	50/30/20/10% weekly reduction from max conditioning volume on file over 4 weeks. Even distribution per week.	50% reduction in testing volume, completed on first day. 30/20/10% weekly reduction in test volume if repeated in following 3 weeks.	FIT rule to guide volume, intensity, and W:R ratio over 2 weeks. IRV between 11 and 30	<70 foot contacts per session first week, 1:4 W:R. <100 foot contacts/session, 1:3 W:R second week. Intensity as appropriate.

Specific to weight training, special care should be made in the first two weeks in regards to volume, intensity, and frequency. The table below summarizes recommendations for returning to weight training.

Table: The FIT Rule (Caterisano, 2019)

Category	Week 1 Parameter	Week 2 Parameter	Citation
Frequency	3 sessions/wk maximum	4 sessions/wk maximum	McMaster et al.
Intensity Relative Volume	11-20 units	11-30 units	McMaster et al.
Time Rest Interval	1:4 W:R minimum	*1:3 W:R minimum	Casa et al.
*W:R ratio after 2 weeks should be a minimum of 1:2 for the remainder of the preseason			

#### D. Pre Participation Guidelines

The AIA up to this point requires an annual sports physical for all of its athletes. Over the past several months due to COVID-19 many families and athletes have not felt comfortable visiting their primary care provider for routine healthcare. While the AIA endorses that primary care offices are taking necessary precautions to minimize you and your family's risk of being exposed to COVID-19, we also want to respect the choices you make for your families health, while still honoring the AIA commitment to player health and safety. For these reasons, the AIA with support from the AIA sports medicine advisory committee is adopting the following guidelines for the 2020-2021 school year.

1. The 2019-2020 sports physical shall be accepted for the 2020-2021 school year if the following criteria are met over the time period since the athletes 2019-2020 sports physical.
  - a. Athlete has a 2019-2020 AIA sports physical on file with the school he/she is attending for 2020-2021.
  - b. Athlete did not have any new injury or illness requiring outside medical evaluation or if injury did occur, was released for full athletic participation by a qualified medical professional.
  - c. Athlete did not have a concussion
  - d. Athlete did not receive a new medical diagnosis
  - e. Athlete has not had COVID -19
2. Athlete must see his/her primary care provider and have an updated sports physical for 2020-2021 if any of the above criteria are not met.
3. If athlete does not have a 2019-2020 sports physical form on file at the school he/she is attending for the 2020-2021 school year, the athlete will also need to complete a 2020-2021 sports physical.
4. 2020-2021 Health History (15.7-A, page 3) is to be completed and signed by student and parent/guardian.

#### E. General Guidelines for Athletic Training Staff

- a. Athletic training staff may begin treating athletes on a limited basis at phase 1 as long as guidelines for social distancing and practices to maintain a healthy environment and healthy operations are followed
  - Only one athlete shall receive treatment at a time
  - Athlete and athletic trainer shall wear a mask at all times while in athletic training facility and/or when receiving treatment
  - Athletes who can wear a brace that they put on themselves shall wear a brace rather than being taped by an athletic trainer until phase 3
  - Athletic training facility shall be disinfected before and after each athlete receives treatment
  - At least 6 feet of distance shall be maintained between athlete and athletic trainer when there is no hands-on treatment
  - Hands-on treatment should be minimized until phase 3

### **III. Recommendations for Administrators**

It is recommended that administrators strive to meet the guidelines for all of your athletic and activity programs on a daily basis. Athletes, coaches and staff should be informed, encouraged, and reminded to practice healthy habits to minimize the spread of infection. Your training facilities, courts, fields, and athletic training facilities should be healthy environments for athletes, coaches and staff. Establish protocols for maintaining healthy operations with consistent delivery through all programs at your school. Lastly, establish protocols for when there is a sick member or household contact of a member of the athletic community in one of your programs.

#### **A. Promoting Behaviors that Reduce the Spread of Illness**

- a. Ensure signage is posted throughout institution
  - i. Signs and symptoms of COVID-19
  - ii. Physical distancing policy
  - iii. How to protect yourself and others
  - iv. Healthy habits
    1. Proper hand washing and frequency
    2. No spitting
    3. Proper wearing of face coverings
    4. Cover coughs and sneezes
    5. Don't touch your face
  - v. Do not share any sport equipment
    1. Protective gear
    2. Water bottles
    3. Towels
  - vi. What to do if you are sick
- b. Water bottles
  - i. Athletes shall fill up their own water bottle in a contactless system when possible
  - ii. If contactless system is unavailable then a designated person shall fill water bottle while athlete holds his/her bottle
  - iii. Alternatively, athlete shall use hand sanitizer before and after filling up his/her water bottle

#### **B. Maintaining Healthy Environments**

- a. Ensure that adequate supplies that reduce the spread of illness are available and accessible for all in person sessions
  - i. Hand sanitizer
  - ii. Soap
  - iii. Paper towels
  - iv. Tissues
  - v. Garbage cans
  - vi. Equipment surface cleaners and rags – one per piece of equipment
- b. Closure of locker rooms, water fountains, and common showers until declared safe to open by local public health departments and school districts
  - i. Enforce time period when athletes may enter facility/field for practice session and by what time he/she needs to leave after the session ends (staggered arrivals)
- c. Support and encourage outdoor practice when possible
- d. Work with coaching staff to create physical/visual barriers in facilities and outdoors to maintain social distancing
  - i. Outline training areas for each athlete
- e. Clearly identify and separate entrance to and exit from facility



### C. Maintaining Healthy Operations

- a. Designate a COVID-19 point of contact for each of your programs
  - i. Athletic trainer
  - ii. School nurse
  - iii. Athletic director
- b. Develop a COVID-19 communication pathway
  - i. Add to the school's emergency action plan
  - ii. Shall start with reporting any illness to the COVID-19 point of contact
- c. Provide education to all coaching staff on COVID-19 protocols and procedures at your institution
- d. Establish protocol for screening ALL members of the athletic community prior to all in-person activities
  - i. Fever (reported or measured)
  - ii. Loss of smell and/or taste
  - iii. Sore throat
  - iv. Cough
  - v. Difficulty breathing
  - vi. Body aches
  - vii. Runny nose
  - viii. Sinus congestion
  - ix. Headache
  - x. Lymph node enlargement
  - xi. Contact with COVID19 positive person
- e. Ensure daily symptom reporting is occurring
- f. Develop accommodations for athletic community members who are at increased risk of severe illness or have a person living in their home who is in one of these high risk groups
  - i. People over the age of 65
  - ii. People who live in a nursing home or long-term care facility
  - iii. People of any age who have a serious underlying medical condition, especially if it is not well controlled such as
    1. chronic lung disease or moderate to severe asthma
    2. serious heart conditions
    3. weakened immune systems from cancer, smoking, prolonged use of corticosteroids or other immune weakening medications
    4. immune deficiencies
    5. bone marrow or organ transplantation
    6. poorly controlled HIV or AIDS
    7. diabetes
    8. chronic kidney disease on dialysis
    9. liver disease
  - iv. Severe obesity (BMI >40)
- g. Enforcement of public health department and school district recommended group sizes
- i. Encourage coaches NOT to move athletes to different small groups (cohort)
  - ii. Limiting large in-person gatherings where social distancing is not possible
    1. Games
    2. Competitions
    3. Parent nights
  - iii. Post signs and educate community that parents/spectators are no to be at any athletic event including practice until it is deemed safe from local health department and school district
  - iv. Minimize unnecessary travel outside your community
    1. Consider limiting competitions to in-district only
- h. Enforcement of established cleaning protocols

#### **D. Communication with Community**

- a. Message to public – primarily parents and families of athletes
  - i. Steps being taken to reduce the risk of illness in athlete and his/her family
    - 1. Small groups that the same each day
    - 2. Wearing masks when not exercising
    - 3. Maintaining 6 feet of separations for drills and activities – no contact until safe to start
  - ii. Facility cleaning and disinfecting plan
    - 1. What you are doing
    - 2. How you are doing it
    - 3. Why you are doing it
  - iii. New facility policies
    - 1. Physical distancing
    - 2. Healthy habits – masks
    - 3. Stay your child home if he/she is sick or another member of your home is sick and notify coach and/or COVID contact point for team
- b. Utilize your resources to deliver the message
  - i. COVID-19 point of contact person
    - 1. Helps to establish his/her presence in the community
  - ii. Team physician(s) and/or other medical personnel who work directly with the athletics community
  - iii. School nurse
  - iv. Coaches and staff
    - 1. Encourage them to be the example
  - v. Signage around the institution
  - vi. Website, social medial, other electronic communication

#### **IV. Recommendations for Facilities Management**

In addition to hand washing and social distancing, maintenance of athletic facilities is essential to preventing the spread of infection. For facility staff, particularly those charged with regular cleaning of high-touch areas and equipment, proper training can help slow and prevent the transmission of disease.

Below are key points for maintaining healthy environments that are recommended for review with facilities management personnel.

##### **A. Prior to opening of facilities, institutions shall ensure the following**

- a. Ventilation systems are operating properly
- b. Increasing circulation of outside air as much as possible
- c. All water systems and features are safe to use after a prolonged shut down
  - i. Turn water fountains off until determined safe to use
- d. Minimize frequent touch points throughout facility
  - i. Ensure no-touch features are working properly
    - 1. Faucets
    - 2. Soap dispensers
    - 3. Hand dryers
    - 4. Paper towel dispensers
    - 5. Toilet flush valves
    - 6. Motion controlled light switches
  - ii. Consider installing no-touch features where possible
  - iii. Remove vending machines
  - iv. Prop doors open where possible

- B. Use the CDCs reopening tool to develop a facilities management cleaning plan ([CDC Re-Opening America Cleaning and Disinfection Decision Tool](#))**
- a. Determine what will remain in the facility or what will be removed to minimize cleaning and exposure
  - b. Determine what needs to be cleaned – soap and water
  - c. Determine what needs to be disinfected – EPA list of approved products
  - d. Frequency of cleaning and disinfecting
  - e. Ensure the institution has adequate supplies to perform cleaning and disinfecting on protocol schedule
  - i. Ensure cleaning supplies are readily available when athletic facilities are in use
  - f. Follow the Environmental Protection Agency 6 Steps for Safe and Effective Disinfectant Use ([EPA 6 Steps for Safe Disinfectant Use](#))
- C. Develop and implement a deep cleaning protocol (visit [CDC's website on How to Clean and Disinfect](#))**
- a. To be performed at the end of the day by facility staff
- D. Develop and implement a protocol for cleaning frequently touched surfaces ([CDC Guidance for Cleaning and Disinfecting Public Spaces - Schools](#))**
- a. Shall be implemented after each athlete uses a piece of equipment if there is shared equipment such as in the weight room AND after each small group training session prior to the next group entering the training environment.
  - b. Each member of the athletic community shall be educated in this protocol to be an active participant
  - c. Protocol shall include the following information
    - i. If any personal protective equipment needs to be worn when using the product
    - ii. How long the product needs to sit on the surface prior to using it again (contact time)
    - iii. Who is responsible for the cleaning of the equipment
      1. Recommend including all members of the athletic community
    - iv. Frequency of cleaning
      1. Before and after each new training group
      2. Before and after each new person using equipment
        - a. If athletes are following each other in a circuit and observed the person before them clean after he/she used the equipment, the new athlete does not need to clean again prior to use, but shall clean after use
  - d. Provide education to all members of the athletic community regarding frequently touched surfaces that need to be cleaned and/or disinfected throughout the day
    - i. Tables
    - ii. Doorknobs
    - iii. Light switches
    - iv. Countertops
    - v. Handles
    - vi. Desks
    - vii. Phones
    - viii. Keyboards
    - ix. Toilets
    - x. Faucets and sinks
    - xi. Balls, mats, bleacher seats
    - xii. Free weights, weight machines, treadmills, cardio machines,
    - xiii. Athletic training facilities, equipment, first aid supplies
    - xiv. Touch screens
    - xv. Audio-Visual equipment

- E. Establish protocol for cleaning athletic area where someone with suspected/confirmed COVID-19 was present**
- a. Please follow CDC recommendation for U.S. community facilities with suspected/confirmed coronavirus disease 2019 at [CDC's website on How to Clean and Disinfect](#)
  - b. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary

**Resources:**

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USOPC Sports Medicine. Return to training considerations post COVID-19.

*This article originally appeared in the May 2020 issue of Athletic Business with the title "Proper products, education create a healthy gym environment." Athletic Business is a free magazine for professionals in the athletic, fitness and recreation industry.*

## **APPENDIX D: 2020-2021 National School Lunch Program Schedule**

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## 2020-2021 National School Lunch Program Schedule

Schools/Sites	Meal Time
<b>AJ Mitchell/WCMS/NHS/PHS</b>	10:30 am - 12:00 pm
Salud Por Vida	10:55 am - 11:10 am
Potrero St. & Pajarito	11:20 am - 11:35 am
Sonoita	11:45 am - 12:00 pm
<b>Bracker/DSMS/NHS/PHS</b>	10:30 am - 12:00 pm
Pete Kitchen	10:55 am - 11:10 am
Villa Hermosa	11:20 am - 11:35 am
Chula Vista	11:45 am - 12:00 pm
La Vista Apt.	11:45 am - 12:00 pm
<b>Coronado/DSMS/NHS/PHS</b>	10:30 am - 12:00 pm
Mi Casa Trailer Park	10:55 am - 11:10 am
Valle Verde	11:20 am - 11:35 am
Preston	11:45 am - 12:00 pm
Lomas Mariposa	12:10 am - 12:25 pm
<b>Challenger/DSMS/NHS/PHS</b>	10:30 am - 12:00 pm
Bird Hill	10:55 am - 11:10 am
Monte Carlo Basketball Courts	11:20 am - 11:35 am
Monte Carlo Park Baffert Dr.	11:45 am - 12:00 pm
Mountain Pointe Apts.	12:10 am - 12:25 pm
<b>Lincoln/WCMS/NHS/PHS</b>	10:30 am - 12:00 pm
Behind Stores	10:55 am - 11:10 am
Las Terrazas	11:20 am - 11:35 am
Royal Road	11:45 am - 12:00 pm
<b>Welty/WCMS/NHS/PHS</b>	10:30 am - 12:00 pm
Mariposa Manor	10:55 am - 11:10 am
Esperanza Dr.	11:20 am - 11:35 am
Terrace/Elm St.	11:45 am - 12:00 pm

**NOTE:** This will be the schedule used at the start of online school on 8/5/20. When in-person instruction begins additional times will be added for breakfast on-site for those students physically attending school.

**APPENDIX E: SAFETY GUIDELINES FOR RETURNING HEALTHY AND SAFE SOPS**

**ACKNOWLEDGEMENT OF RECEIPT OF RETURN HEALTHY AND SAFE  
STANDARD OPERATING PROCEDURE (SOP)**

I hereby acknowledge that I have reviewed the Return Healthy and Safe Standard Operation Procedure. I acknowledge that I will comply with the guidelines and requirements of the SOP. I understand that I am responsible for my own safety and health, and also that my actions impact the healthy and safety of others. I am committed to abiding by all policies and guidelines as established by the NUSD#1 Governing Board.

**I further commit to:**

- Stay at home, and notify supervisor, if I develop a temperature of greater than or equal to 100.0 F (37.8 C) or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea respiratory symptoms including cough or shortness of breath.
- Notify my supervisor if I have a sick family member at home with COVID19, or if I have been in direct contact with or exposed to someone that has tested positive with COVID19.
- Wear appropriate Personal Protective Equipment (PPE), and/or facemask as indicated and directed by the CDC, while at work.
- Respect the social distancing guidelines.
- Adhere to established hand hygiene protocol.

\_\_\_\_\_  
Name (Print)

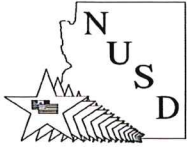
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Site

Revised: 7/23/2020





**NOGALES UNIFIED SCHOOL DISTRICT #1**  
**Safety Guidelines for Returning Healthy and Safe to the Workplace**  
**Standard Operating Procedure (SOP)**

**Purpose:**

The purpose of this document is to provide general guidance on preparing our district for re-opening now that Governor Ducey has determined that the Stay Home, Stay Healthy, Stay Connected Executive Order will expire on May 15, 2020. We will continue to make safety and health a priority and follow guidance provided by the Center for Disease Control (CDC), the Equal Employment Opportunity Commission and the U.S. Department of Labor.

**I. Stay Healthy, Return Smarter, Return Stronger**

Order Executive Order 2020-36 issued May 12, 2020 states as follows regarding businesses operating in Arizona are required to develop, establish and implement policies based on guidance from the CDC, Department of Labor, Occupational Safety and Health Administration (OSHA) and the Arizona Department of Health Services to limit and mitigate the spread of COVID-19 including the following:

- Promoting health hygiene practices;
- Intensifying cleaning, disinfection and ventilation practices;
- Monitoring for sickness;
- Ensuring physical distancing;
- Providing necessary protective equipment;
- Allowing for and encouraging teleworking where feasible;
- Providing plans, where possible, to return to work in phases; and
- Limiting the congregation of groups of no more than ten (10) persons when feasible and in relation to the size of the location.

**II. Procedure:**

- a. NUSD will continue with a phased approach. We will continue to implement a staggered and tiered approach for staffing departments and schools to reduce transmission.  
Departments and schools should continue to provide alternate work schedules to limit the

number of staff members in any work space/location to 10 or less. We will continue to comply with all local orders of the Governor's office and our county health department.

- b. All staff members will be required to wear face coverings/masks and adhere to social distancing guidelines (at least six (6) feet apart) while engaged at work in any district building or office.
- c. Employees are encouraged to wash their hands often (every hour) or to use hand sanitizer when soap and water is not available.
- d. Employees are encouraged to disinfect their workspace when arriving to work and when leaving for the day.
- e. Employees who have symptoms should stay at home (a temperature of greater than or equal to 100.0 F (37.8 C) or respiratory symptoms including cough or shortness of breath) and should notify their supervisor. Sick employees should follow CDC guidelines regarding care and return to work, in consultation with health providers. Employees who are well but who have a sick family member at home with COVID19 or who have been in direct contact with or exposed to someone with COVID19 should notify their supervisor. Employee may need to complete the District's request for leave form.
- f. The District may use social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect employees.
- g. The employee's work assignment will continue to be the primary factor in determining PPE requirements. Employees must be trained and provided adequate PPE as usual. If employees are not usually required to wear PPE, then they are required to wear a cloth face covering/mask.
- h. Visible signs will be posted in all district buildings for visitors that the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. Wearing a cloth face covering, however, does not replace the need to practice social distancing.
- i. Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and visitors, and sent home. The administrator or designee is responsible to safely transport/or have employee transported if he/she becomes sick while at work and to notify the HR Director immediately. The employee may need to be transported home or to a healthcare provider.

### **III. Social Distancing**

- a. NUSD shall practice social distancing by avoiding gatherings of more than ten (10) employees per school and department and maintaining distance (at least six (6) feet) from others when possible.
- b. Workspaces shall be altered to help workers and members of the public maintain social distancing and physically separate employees from each other and from visitors, when possible.

Strategies to accomplish social distancing may include:

- flexible worksites (e.g., telework)
- flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time)
- increased physical space between employees at the worksite by modifying the workspace
- increased physical space between employees and visitors (e.g., drive-through service, physical barriers such as partitions)
- use of signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible
- flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance)
- close or limit access to common areas where employees are likely to congregate and interact
- prohibit handshaking
- deliver services remotely (e.g., phone, video, or web)
- use of remote meeting platforms
- limit visitors/non-employees at work sites

### **IV. Employees**

- a. Employees are expected to take all appropriate measures to protect themselves. Employee should:

- follow existing and new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- stay at home if they are sick and notify their immediate supervisor.
- wash their hands often with soap and water for at least twenty (20) seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available, avoid touching their eyes, nose, and mouth with unwashed hands, and use coughing and sneezing etiquette.

V. **Supporting Employees**

- a. District administrators will need to evaluate each situation individually. For guidance related to this policy you must contact the Human Resources Director.
- b. The district's Employee Assistance Program should be used as a resource for employee support.

VI. **Additional Measures**

- a. All departments and site custodians will practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. Employees should avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Employees at schools and departments will also be responsible for cleaning and disinfecting in addition to the cleaning being completed by the custodian(s).

References:

Executive Order 2020-36: [https://azgovernor.gov/sites/default/files/executive\\_order\\_2020-36\\_return\\_stronger.pdf](https://azgovernor.gov/sites/default/files/executive_order_2020-36_return_stronger.pdf)

White House guidelines for Opening Up America:  
<https://www.whitehouse.gov/openingamerica/>

CDC Interim Guidance for Businesses and Employers Responding to COVID19:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC guidance for community spaces and schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

CDC guidance re re-opening: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopenguidance.html>

CDC guidance re community mitigation framework: <https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html>

CDC guidance for schools and child care facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CDC Interim guidance for Administrators of K-12 schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-forschools.html>

CDC guidance re cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

EEOC Guidance re ADA, Section 504 and COVID19: <https://www.eeoc.gov/wysk/what-youshould-know-about-ada-rehabilitation-act-and-coronavirus>

OSHA guidance on Preparing Workplaces for COVID19: <https://www.osha.gov/Publications/OSHA3990.pdf>

## APPENDIX F: RETURN TO WORK SURVEY

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July 27, 2020

Dear NUSD employee,

The Nogales Unified School District #1 is excited to welcome you back to our new school year.

In preparation for the start of the school year, we would appreciate your completion of this form. As you know, based on your 2020-2021 school year contract you are scheduled to report to work on July 31, 2020. Many new safety standards including social distancing, hand washing, cleaning protocols and other COVID-19 precautionary measures will be in place.

The purpose of this communication is to determine whether you, individually, are able to return to work (virtually and/or in-person) on the date set out above or whether you will need accommodations (that were not already in place as of March 2020), in order to report to work as scheduled.

Please check the applicable paragraph/response and return to your principal within the next two business days. If you check either paragraph 2 or 3, your site principal and/or HR director will be contacting you for details.

\_\_\_\_\_ 1. I am able to report to work (virtually and/or in-person) on July 31, 2020 and will not require any accommodations (other than accommodations that were in place prior to March 2020, if any).

\_\_\_\_\_ 2. I will not be able to report to work (virtually and/or in-person) on July 31, 2020.

\_\_\_\_\_ 3. I will need accommodations (in addition to any that were in place prior to March 2020, if any) in order to be able to return to work on July 31, 2020 virtually and/or in-person.

We look forward to starting a successful school year with you. Thank you!

# APPENDIX G: COVID-19 STAFF TEMPERATURE CHECK PROTOCOL



## Nogales Unified School District #1

### COVID-19 STAFF TEMPERATURE CHECK PROTOCOL

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To help prevent the spread of the COVID-19 virus, NUSD#1 will be screening all employees at the beginning of their workday. This process will include asking a series of questions, conducting general observations, and administering forehead temperature checks. Out of an abundance of caution, any employee who is identified as potentially being ill will not be allowed to continue their shift and will be sent home. This program is not intended for the diagnosis or treatment of disease or other conditions, including COVID-19. The purpose is to help make decisions related to the health and safety of our employees and school community.

#### Staff Temperature Check:

1. All staff must have their temperature checked prior to entering the workplace at the start of the workday.
2. Prior to reporting to their workspace, employees must have their temperature checked and answer the COVID-19 screening questions. There will be two temperature screens taken.
3. All screening questions and temperature information will be recorded by the employee on the district approved form and delivered to the immediate supervisor/director prior to the start of the workday.

#### Temperature Check:

- A. Only non-contact thermometers will be used to check temperatures.
- B. Prior to forehead use, remove dirt, hair, or sweat from forehead.
- C. Turn on thermometer by pressing temperature icon. Once screen says "Lo" unit is ready for use
- D. Aim at forehead (distance 1-3cm) and press "Measure" Button; Do not contact skin.
- E. Record temperature. If 99.8F or more document and notify your immediate supervisor.
- F. Wait 10 seconds between first and second measurement.
- G. If contact with skin occurs clean thermometer with alcohol swab and wait 5 minutes before taking temperature of another employee.
- H. Unit will power-off after 15 seconds of no use or manually power off by holding measure button for 6 seconds.

Documentation for employee temperature checks will include:

- A. Full name (first and last name) of staff member being screened, current temperature, department, and screening questions.
    - B. Forms with staff names and temperatures will be kept in a confidential file at each school/department. The principal/director will check forms for accuracy.
  4. Principals/Department Directors will contact HR Director to report staff with temperatures of 100.0 F/37.8 C or higher or who have answered "yes" to any of the screening questions. Staff will be excluded from work until their fever/and or respiratory symptoms have resolved for 72 hours.
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# NUSD #1 Novel Coronavirus Screening Tool

**Purpose:** This tool is intended to assist with screening for novel coronavirus (COVID-19).

**Risk Assessment:** Initial Screening Questions

Date: _____			
Assessment Completed By (Employee Name): _____			
<b>EMPLOYEE NAME:</b>			
<b>SCHOOL/DEPARTMENT:</b>		<b>INITIAL TEMPERATURE:</b> _____	
		<b>TEMPERATURE RE-CHECK:</b> _____	
1.	<p>Inform all employees: <b>“For your protection and that of other members of our school community it is important to answer the following questions openly and honestly.</b></p> <p>Have you been in contact in the last 14 days with someone that is confirmed to be a case of COVID-19?</p>	<b>YES</b>	<b>NO</b>
2.	<p><b>Are you feeling well</b> or have you had any of the below symptoms within the last 3 days?</p> <ul style="list-style-type: none"> <li>• Fever greater than 99.7°F (37.6°C) or subjective fever</li> <li>• Cough, congestion or runny nose</li> <li>• Shortness of breath/breathing difficulties</li> <li>• Change in smell or taste</li> <li>• Sore Throat</li> <li>• Nausea/Vomiting/Diarrhea</li> </ul>	<b>YES</b>	<b>NO</b>
3.	<p>Have you traveled outside of Arizona including Nogales Sonora the last 14 days?</p> <p>Locations:</p>	<b>YES</b>	<b>NO</b>
4.	<p>Have you had close contact (face-to-face contact within 2 meters/6 feet) with someone who is ill with cough and/or fever who has traveled, internationally or domestically, within 14 days prior to their illness onset?</p>	<b>YES</b>	<b>NO</b>

## NUSD#1 Herramienta para detectar el nuevo coronavirus

Propósito: Esta herramienta está diseñada para ayudar con la detección del nuevo coronavirus (COVID-19).

Evaluación de riesgos: Preguntas de detección inicial

Fecha: _____			
Evaluación completada por (nombre del empleado): _____			
<b>NOMBRE DE EMPLEADO:</b> _____			
<b>ESCUELA/DEPARTAMENTO:</b> _____		<b>TEMPERATURA INICIAL:</b> _____	
		<b>TEMPERATURA VERIFICADA:</b> _____	
5.	<b>Informar a todo empleado: "Para la protección de usted y otros miembros de la comunidad escolar es importante contestar honestamente las siguientes preguntas.</b>  ¿Ha estado en contacto en los últimos 14 días con alguien que es un caso confirmado de COVID-19?	<b>SÍ</b>	<b>NO</b>
6.	¿En los últimos 3 días se ha sentido bien o ha tenido alguno de los siguientes síntomas? <ul style="list-style-type: none"><li>• Fiebre superior a 99.7°F (37.6°C) o fiebre subjetiva</li><li>• Tos, congestión o goteo nasal</li><li>• Falta de aliento/dificultad para respirar</li><li>• Cambio en el Olfato o Sabor</li><li>• Dolor de garganta</li><li>• Náusea/vómito/diarrea</li></ul>	<b>SÍ</b>	<b>NO</b>
7.	¿Ha viajado afuera de Arizona incluyendo Nogales Sonora en los últimos 14 días? Lugares:	<b>SÍ</b>	<b>NO</b>
8.	¿Ha tenido contacto cercano (contacto cara a cara a una distancia menor de 2 metros/6 pies) con alguien que está enfermo con tos o fiebre que ha viajado, internacional o internamente, dentro de los 14 días previos al inicio de su enfermedad?	<b>SÍ</b>	<b>NO</b>

## **APPENDIX H: ACTIONS STEPS UPON POSSIBLE COVID-19 EXPOSURE**

# Protocols for Arizona School Districts Regarding Action Steps Upon Possible COVID-19 Exposure

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The purpose of this communication is to provide information on reporting requirements and best practices if an employee or member of a district's community has been diagnosed, exposed to, or has symptoms of COVID-19. Please contact us or your counsel if your District would like legal advice.

## I. Goals

- a. Reduce transmission;
- b. Continue to serve the community;
- c. Maintain a healthy work environment; and
- d. Comply with reporting requirements.

## II. Initial Considerations

- a. Promote a policy of disclosure of symptoms and encourage employees to stay home if they are sick;
- b. Practice appropriate industrial hygiene. See Section VII below.

## III. Suspected COVID-19 Infection – Employee

Policy GBGCB grants the Superintendent the authority “to take reasonable and lawful measures to protect students and staff member from the transmission of communicable diseases.” A district may exclude an employee from working onsite if they have a communicable disease “if the staff member presents a direct threat to the health or safety of others in the school workplace.” Therefore, if a district is notified that an employee, volunteer, contractor, subcontractor or other onsite individual has been diagnosed, exposed to, or has symptoms of COVID-19, the District may:

1. **Send the individual home immediately to self-quarantine.**
2. **Investigate the matter by telephonically interviewing the individual.<sup>1</sup> Suggested interview questions:**
  - a. Have you been diagnosed with COVID-19?
  - b. Do you have symptoms of COVID-19 [Fever, chills, cough, shortness of breath, or sore throat]? If yes, for how long? [Limit questions to COVID-19 and not other health conditions.]
  - c. Have you been in close contact with an individual diagnosed, exposed to or who has symptoms of COVID-19?<sup>2</sup>
  - d. Who at the district have you had close contact with in the last two weeks?
  - e. What district sites have you been to within the past two weeks?
  - f. Have you had any physical contact with anyone else affiliated with the district (e.g., students, parents, etc.) in the last two weeks?
  - g. Have you had any physical contact with products that were distributed to district constituents (e.g., lunches, learning packets, etc.).
3. **Assess possible exposure**
  - a. Assess who may have had contact with the individual in the last two weeks; and
  - b. Assess which district sites may need to be sanitized or temporarily closed. See Section V below for more information.
4. **Determine who should receive notice of potential COVID-19 exposure.** See Section IV below for more information.
5. **Information collected. All information collected during the interview should be maintained in a separate employee medical file and not in the employees personnel file.**
6. **Payroll/leave considerations.** HB2910 allows a district to assign the individual telework. If the employee is unable to telework, they may qualify for paid emergency sick leave under the Families First Coronavirus Response Act (“FFCRA”). See Gust Rosenfeld’s FAQ on FFCRA for more information, available at <https://files.constantcontact.com/eab0f51a001/b2dbf530-1443-441b-ad5d-678606adf2ae.pdf>

#### **IV. Suspected COVID-19 Infection – Student or Parent**

1. **Attempt to communicate with the parent.** The district may call the parent to discuss possible exposure. If they are not reachable or decline to discuss the matter, cease all investigations and operate under the presumption that there is a possible COVID-19 exposure.
2. **Assess possible exposure.**
  - a. Assess who may have had contact with the individual or their family in the last two weeks; and

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<sup>1</sup> An employee must not be discriminated against for having COVID-19 or refusing to answer questions regarding their possible exposure, diagnosis or symptoms of COVID-19. If the individual is unwilling or unable to participate in the interview, operate under the presumption that there is a possible COVID-19 exposure.

<sup>2</sup> The CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged period of time”).

- b. Assess which district sites may need to be sanitized or temporarily closed. See Section VI below for more information.
3. **Determine who should receive notice of potential COVID-19 exposure.** See Section V below for more information.

## **V. Reporting and Notification**

The Americans with Disabilities Act (“ADA”), Family Educational Rights and Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act (“HIPAA”) should be considered in any district disclosure of possible COVID-19 infection. In each instance, a district should maintain all information as a confidential medical record and should only disclose relevant non-identifying information to those individuals that the district is permitted to provide notice. The Arizona Attorney General’s office has issues recent guidance on this issue found at <https://www.azag.gov/sites/default/files/2020-03/I20-005.pdf>.

### **a. Mandatory Reporting**

According to the Arizona Attorney General, a school district is not required to report a possible COVID-19 infection to health authorities under A.R.S. § 36-621.<sup>3</sup> A district may report a case of COVID-19 to the appropriate board of health or the Arizona Department of Health. In doing so, the District should evaluate whether the disclosure falls under the emergency health and safety exception under FERPA; a link to an analysis of disclosure of student information during an emergency/disaster issued in June 2010 by the U.S. Department of Education is available at <https://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpa-disaster-guidance.pdf>.

### **b. Notifying Co-workers and the Public**

If an employer receives notification that an employee, contractor, volunteer or other individual working on a district’s site has a confirmed COVID-19 infection, the Centers for Disease Control and Prevention (“CDC”) recommends that the employer “inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain the confidentiality of the affected individual as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).”<sup>4</sup> See also Policy GBGCB

Similarly, a district may notify its community that they may have been exposed to COVID-19 through their interactions with the district. The same procedure can apply for a contractor, volunteer, or other individual associated with a district. The district must maintain confidentiality at all times, and is prohibited from providing any information that would identify the affected individual. If the individual involved is a subcontractor or employed by another entity, the district should also inform their employer immediately.

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<sup>3</sup> See Arizona Attorney General Opinion, No. I20-005 (March 27, 2020), available at <https://www.azag.gov/sites/default/files/2020-03/I20-005.pdf>.

<sup>4</sup> Centers for Disease Control and Prevention, *Interim Guidance for Businesses and Employers*, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> (last visited April 1, 2020).



### c. Notification if the Individual is a Student or Parent

A student's possible exposure to COVID-19 should be treated as a student record subject to FERPA. Specifically, the Arizona Attorney General suggests "given the current health emergency, [educational institutions] should apply the FERPA/HIPAA exceptions and disclose sufficient information related to positive COVID-19 cases so those potentially affected students, staff, visitors, etc. can self-monitor and potentially self-quarantine. At a minimum, [educational institutions] should disclose information identifying the [district sites] frequented by the infected student during the incubation period and/or while exhibiting symptoms . . . Further, warning other students, parents of students, school staff, and others about potential contact with an affected student is appropriate when, as here, those persons' knowledge is "necessary to protect the health or safety of the student or other individuals."<sup>5</sup> See also Policy GBGCB.

Therefore, if a student has suspected COVID-19 exposure, it is appropriate to notify "appropriate parties" of possible exposure. **The media is not an "appropriate party."**<sup>6</sup> The district may also provide notice to appropriate parties if a parent or other member of the student's household has a suspected COVID-19 exposure so they may self-monitor and self-quarantine.

Notifications must not disclose any personally identifiable information about the individual unless a FERPA exception applies.

### d. Notification Basics

1. The notice must not contain personally identifying information;
2. The notice should only include non-identifying information that is relevant to allow those with potential exposure to self-monitor and self-quarantine;
3. Only provide the notice to "appropriate parties;"
4. District may inform appropriate health officials as long as it complies with applicable privacy laws;
5. The notification should include information about the district sites frequented by the individual during the incubation period and while exhibiting symptoms;
6. The notification should include information on what the district is doing in regards to industrial hygiene, including whether the site will be closed and for how long; and
7. The notification should encourage those individuals that may have been exposed to COVID-19 to self-monitor for symptoms and to self-quarantine if appropriate.

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<sup>5</sup> See Arizona Attorney General Opinion, No. I20-005 (March 27, 2020) (internal citations omitted), available at <https://www.azag.gov/sites/default/files/2020-03/I20-005.pdf>.

<sup>6</sup> See U.S. Dept. of Educ., Privacy FAQ at 5 (Mar. 2020), [https://studentprivacy.ed.gov/sites/default/files/resource\\_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf).

## VI. Industrial Hygiene

Policy GBGCB grants the Superintendent the authority “to take reasonable and lawful measures to protect students and staff member from the transmission of communicable diseases.” This includes requiring appropriate industrial hygiene practices before and following possible COVID-19 exposure. OSHA developed specific guidance,<sup>7</sup> which includes:

1. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment;
2. Promote frequent and thorough hand washing;
3. Provide soap and/or alcohol-based (at least 60%) hand sanitizer, tissues, disposable towels for workers to clean their work surfaces, and trash receptacles;
4. Require social distancing at worksites;
5. Assess whether personal protective equipment (“PPE”) is appropriate for individuals working onsite;
6. Encourage “respiratory etiquette” which includes covering coughs and sneezes;
7. Post mandatory reminders for workers to follow hygiene protocols;
8. Restrict the number of people entering a previously contaminated area;
9. Where appropriate, limit access to the worksite, or restrict access to only certain workplace areas;
10. Consider strategies to minimize face-to-face contact (e.g., drive through windows, staggered work shifts);
11. Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment;
12. Isolate individuals who have had close contact with an individual who has been diagnosed, exposed to, or has symptoms of COVID-19;
13. Temporarily close and sanitize a previously contaminated area; cleaning chemicals should include Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens which are expected to be effective against COVID-19.

Disclaimer: These materials have been provided for general information purposes only and are not intended as legal advice or a substitute for such advice.

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<sup>7</sup>See OSHA’s Guidance on Preparing Workplaces for COVID-19, available at <https://www.osha.gov/Publications/OSHA3990.pdf>.