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Safety Protocols & Mitigation Plan

Effective 12/2/20

WCC is starting online distance learning beginning December 14th due to the AZ Department of Health Services benchmark data and the Yavapai County Community Health Services data indicating that the number of COVID cases is increasing significantly.

We will provide guidance for the 3rd quarter at the end of this semester, as we continue to monitor the health and safety data.

During online distance learning, we will be offering free on-site learning support services that are available to a limited number of students with specific needs or require a place to go during the day to access our Distance Online Learning. Please contact your child's teachers directly regarding needs in this area.

The school and county data is below for your review:

<https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-schools>

<https://www.yavapai.us/chs>

Going forward in this school year, we will monitor and consider the data from the AZ Department of Health Services benchmark data and the Yavapai County Community Health Services data, as well as continually reviewing CDC and AZED health and local updates in order to make decisions regarding online or onsite learning.

Procedures for Distance Learning Online Instruction

We have been working to provide a distance learning classroom that is effective for students with more structure and accountability than what we put together quickly in March for the initial shutdown.

- Students must have access to a computer and reliable internet or WiFi. WCC will provide Chromebooks for all students that will be set up for their classrooms with all programs they will need.
- **Attendance Requirements:** We will run based on our regular schedule. For example, if your child's class starts at 8:00, students must log in at that time in order to take morning attendance (schedules for each class are listed below). Students must also check in right after the lunch break to be present for a full day. If your child is out sick or will be out, please contact the office to let us know.
- Teachers will be operating from campus in virtual classrooms and will be on video with all students during direct instruction times. We have installed new technology equipment in each classroom to effectively bring the students "live" online within their classrooms. This will help them interact with classmates and the teacher and form small groups online that work together. There will be independent work time for students, as well as guided instruction and support throughout each day.
- Students will be required to complete daily in class work, independent work and homework assignments on time for a grade.
- Teachers will be using the Google Classroom tools, along with the Zoom program for group participation.
- For students with IEP's, our Special Education Director will be providing interactive online interventions to support students. All speech, OT and counseling services will be conducted via Chromebook and/or phone.
- We will be offering free on-site learning support services that are available to a limited number of students with specific needs and need a place to go during the day to access our Distance Online Learning. Parents are to speak with their child's teachers regarding needs in this area.
- Teachers and staff will respond to all emails or parent/student communication within **24 hours** during the regular school week.
- Teachers will have direct contact office hours available to all students who may have questions and/or comments regarding the online lessons and assignments.
- **Masks MUST be worn by any students, staff or adults on campus over the age of five.** These can be taken off at times during outdoor breaks and when students are socially distanced. This must occur until the AZ Dept of Health Services determines that they are no longer necessary or recommended to contain the spread of the virus.

CLASSROOM CONFIGURATIONS AND ROUTINES (for onsite learning of any kind)

- Each classroom will be self-contained and will not gather or mix with other classrooms. They will each have separate lunch recesses on the playgrounds, as well as no mingling before and after school.
- Students will be taught to follow safety protocols re: distancing, sanitation, routines and understanding how diseases are spread.
- For students requiring interventions or other services, we will do our best to minimize groups, observe social distancing and keep surfaces, and other areas sanitary between students.
- Students will have access to a touchless hand sanitizer and/or washing stations and sinks that they **MUST** use when coming in or out of the classroom.
- Touchless water bottle stations in place of drinking fountains are installed in each classroom. Students will need water bottles to refill at these stations.
- Masks and/or shields **MUST** be worn by any students, staff or adults on campus over the age of five. These can be taken off at times during outdoor breaks and when students are socially distanced. This must occur until the AZ Dept of Health Services determines that they are no longer necessary or recommended to contain the spread of the virus.
- Our cleaning service will complete full in-depth cleanings nightly and common areas will be cleaned twice a day (lunch and end of day).
- In class, students will not share equipment or supplies; each student will be provided their own supplies.

Suspected COVID-19 Infection – Student, Parent or Staff

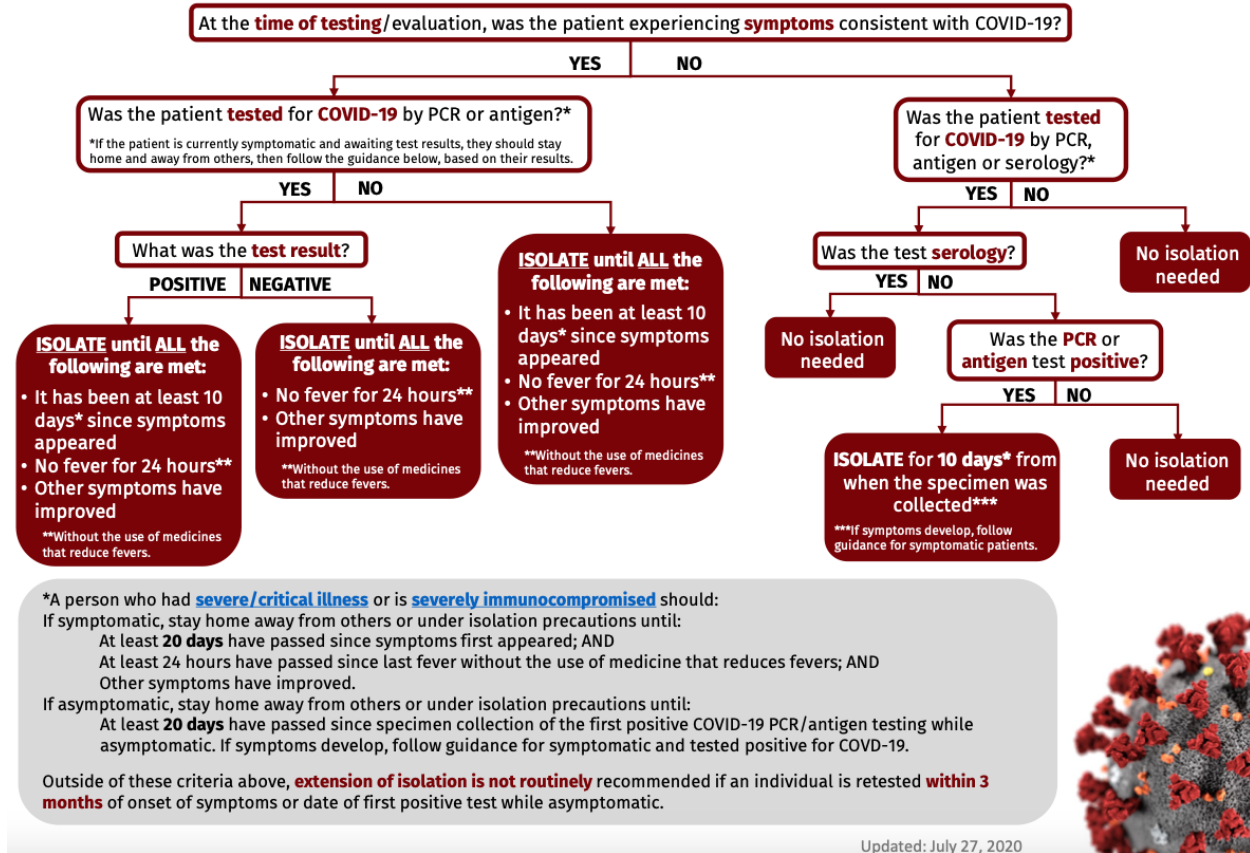
1. If a student, family member or WCC staff has been exposed to COVID-19, please notify the school immediately. We will attempt to communicate with parents and determine exposure risks to staff and student at the school. If parents are not reachable or decline to discuss the matter, we will operate under the presumption that there is a possible COVID-19 exposure.

2. We will assess possible exposure:

- Who may have had contact with the individual or their family in the last two weeks;
- Assess which classes or entire school should close for two weeks
- We will determine who should receive notice of potential COVID-19 exposure and report; maintaining appropriate FERPA and HIPAA confidentiality.

3. Outbreak Protocol - An "outbreak" of the virus is when 2 or more people (staff or students) have positive tests within a 14-day period. The school will investigate and determine if the self-contained class or entire campus be moved online for two weeks to prevent further sickness.

Arizona COVID-19 Guidance 'Release from Isolation' Flow Chart



*A person who had **severe/critical illness** or is **severely immunocompromised** should:
 If symptomatic, stay home away from others or under isolation precautions until:
 At least **20 days** have passed since symptoms first appeared; AND
 At least 24 hours have passed since last fever without the use of medicine that reduces fevers; AND
 Other symptoms have improved.
 If asymptomatic, stay home away from others or under isolation precautions until:
 At least **20 days** have passed since specimen collection of the first positive COVID-19 PCR/antigen testing while asymptomatic. If symptoms develop, follow guidance for symptomatic and tested positive for COVID-19.

Outside of these criteria above, **extension of isolation is not routinely** recommended if an individual is retested **within 3 months** of onset of symptoms or date of first positive test while asymptomatic.



Updated: July 27, 2020

LEVEL 1

- Students **must** bring their own water bottles. We will only have access to a touchless water dispenser made only for water bottles. Students will **not** have the option to drink from it, except to fill up their water bottles. Please put your child's name on the water bottle.
- Students will **not** be allowed to purchase snacks or water from the office. We also will not have lunch provided to students who forget one. Please be sure to check your child's lunch every day, to ensure they have enough food for the day.
- We will **no longer** have community supplies in our classroom. All materials, including folders, crayons, glue sticks, markers and pencils will be given to the students. They will **not** be allowed to share these materials. I will provide additional materials as they need them. They will be stored in individual pencil bags, kept in a classroom seat sack on the bag of their chairs. They will **not** need to retrieve materials from their backpacks because all school supplies will be left in the classroom.
- Because of the smaller class size, Level 1 will be allowed to bring a small backpack and they will be stored on every other hook in our hallway. To increase social distancing, they will unpack and pack up in groups of 2 or 3. The only belongings they will need to bring to school will be **an extra set of clothes, class folder for homework, a lunch box, and a water bottle**. No toys or stuffed animals of any kind will be allowed. Please let me know if there is anything else you feel that your child needs to bring to school.
- Students will be assigned a spot in the classroom. Their spots will change during the school

year, but **not** during the day. Due to the size of the class, they will share tables in small groups. Carpet or rug time will be minimal, and students will be spaced for social distancing. They will also have a touchless hand sanitizer pump that they will be **required** to use during classroom entry, departure and all transitions, including lunch and recess. We will also be practicing handwashing procedures and will have frequent opportunities to wash hands during the day. Tables will be sanitized before and after snacks and lunch.

- Unfortunately, **students will not have the same ability to move about the classroom.** They will be required to stay in their spot/seat unless given permission to get up and use the restroom, water, etc. This will decrease the likelihood of contact with other students not at their table as well as prevent lines from forming or students congregating.

LEVEL 2

To help keep students safe and healthy the following will be observed in our classroom:

- All students should have a classroom sweatshirt or sweater they keep at school.
- No Backpacks - The school will provide a fabric carrying pouch to carry all necessary folders and documents that need to travel to and from school.
- All students will have individual supplies including supplies needed for classroom work or projects, classroom headphones, textbooks, and manipulatives when feasible. If sharing is necessary groups will be no larger than 3 and the manipulatives will be sanitized immediately after use.
- Each student will have an individual space to store all items needed for the school day including coat, extra clothes, sweater or sweatshirt, lunch box, water bottle, and classroom supplies.
- Each student will be provided with a spill-proof water bottle that they will keep at school and will be sanitized with a water/bleach solution or dishwasher each night.
- Students will be seated at a safe distance from each other as space allows.
- If group work is conducted, groups will include the same members each quarter and will be no larger than 5 members and documentation will be kept of who is a member of each group.
- Flexible seating will continue; however, students may only change their spot after classroom sanitation has occurred (morning and after lunch)
- All electronic devices will be sanitized before passing on to a new student.
- The table used in small group instruction will be sanitized in between each new group.
- Only one student will be allowed in the bathroom at a time with a monitoring system in place to keep the facilities clean and hands sanitized.
- All students must wash their hands with soap or use sanitizer upon every time they enter the classroom.

LEVEL 3

- Students must bring their own water bottles. We will only have access to a touchless water dispenser made only for water bottles. Students will not have the option to drink from it, except to fill up their water bottles. Please put your child's name on the water bottles.
- Students will not be allowed to purchase snacks or water from the office. We also will not have lunch provided to students who forget one. Please be sure to check your child's lunch every day, to ensure they are full and ready to learn.

- Personal technology will not be permitted to use in class. Student cell phones will be stored safely in my desk.
- We will no longer have community supplies in our classroom. All materials, including binders, folders, crayons and pencils will be given to the students. They will not be allowed to share these materials. I will provide additional materials as they need them. They will be stored in individual pencil bags, kept in a classroom seat sack on the bag of their chairs. They will not need to retrieve materials from their backpacks because all school supplies will be left in the classroom.
- To increase social distancing, backpacks will no longer be stored on the hooks in our building hallway. This means that they will need to be left in the classroom. To save space, I ask that you select a small backpack, such as a drawstring bag, or smaller than average size backpack. The only belongings they will need to bring to school will be their class folder for homework, a lunch box, and a water bottle. Please speak to me if you have any other items that you think your child will need to bring from home.
- Each student will be designated a computer number. They will be responsible for ONLY that computer. They will sanitize it before and after use. They will not be permitted to use any other computers in our classroom, except for the one that I will assign to them. The computers will be picked up in the morning and left at their tables until the end of the day. They will then return them to the charging cart, in the classroom, after they have been sanitized.
- Students will be assigned a spot in the classroom. Their spots will change during the school year, but not during the day. Due to the size of the class, they will share tables in small groups. You may bring a mask for your student, if you feel more comfortable with that. They will also have a touchless hand sanitizer pump that they will be required to use during classroom entry, departure and all transitions, including lunch and recess. We will also be practicing handwashing procedures and will have frequent opportunities to wash hands during the day.

LEVEL 4

- Students must bring their own water bottles. We will only have access to a touchless water dispenser made only for water bottles. Students will not have the option to drink from it, except to fill up their water bottles. Please put your child's name on the water bottle.
- Students will not be allowed to purchase snacks or water from the office. We also will not provide lunch to students who forget one. Please be sure to check your child's lunch every day to ensure they have enough food for the day.
- Personal technology will not be permitted to use in class. Student cell phones will be stored safely in the classroom.
- We will no longer have community supplies in our classroom. All materials, including folders, crayons and pencils will be given to the students. They will not be allowed to share these materials. I will provide additional materials as they need them. They will be stored in individual pencil bags, kept in a classroom seat sack. They will not need to retrieve materials from their backpacks because all school supplies will be left in the classroom.
- Backpacks will still be stored in our cubbies; however, they will not be able to access their backpacks regularly throughout the day (Only in the morning, at lunch, and at the end of the day). The only belongings they will need to bring to school will be their binder with their planner, a lunch box, and a water bottle. Please speak to me if you have any other items that you think your child will need to bring from home.

- Each student will be designated a computer number. They will be responsible for ONLY that computer. They will sanitize it before and after use. They will not be permitted to use any other computers in our classroom. The computers will be picked up in the morning, and left at their tables/ seat sacks until the end of the day. They will then return them to the charging cart, in the classroom, after they have been sanitized.
- Students will be assigned a spot in the classroom. Their spots will change during the school year, but not during the day. Due to the size of the class, they will share tables in small groups. You may bring a mask for your student if you feel more comfortable with that. They will also have a touchless hand sanitizer pump that they will be required to use during classroom entry, departure and all transitions, including lunch and recess. We will also be practicing handwashing procedures and will have frequent opportunities to wash hands during the day.
- Unfortunately, students will not have the same mobility around the classroom. They will be required to stay in their spot/seat unless given permission to get up and use the restroom, water, etc. This will decrease the likelihood of contact with other students not at their table as well as prevent lines from forming or students congregating.
- We will also sanitize desks, seats, and other items as seen necessary throughout the day as well. Students will be allowed to pick out 1 book at a time from our classroom library and must disinfect the book before putting it back for other students to choose.

LEVEL 5

The staff at WCC has thought long and hard on how we are going to keep our students as safe as possible in our classroom - the following is how Level 5 will work to support this:

- Students MUST bring their own water bottles to class. We have installed a touchless water bottle filler. There are no longer any water fountains at school.
- Students will NOT be allowed to go into the office to purchase snacks or water. If they forget their lunch, we will not be able to supply them with one.
- Students will still turn in their phones, but they will be stored in the classroom.
- Students will have their own "buckets" to store their supplies. I have purchased a large pouch for each student that will have all their supplies in there. We will have no community supplies. I will have extras of most supplies if they need additional supplies. If your child wants their own supplies, they are more than welcome to bring their own.
- Each student will be designated a computer that only they can use for the entire year. They will pick up the computer in the morning and keep them in their "buckets" until the end of the day. They will then wipe them down and plug in for charging.
- Students will be able to bring a backpack, but it must be placed over the back of their chair.
- Students will only be changing desks 2x's a day. They will have their morning seats and afternoon seats only after classroom sanitation has occurred in the morning and at lunch.
- Our classroom will only have desks for the students, they will be as close to 6 ft apart from each other as possible.
- All students will sanitize their hands before entering the classroom and before leaving the classroom.

FOOD AND DRINKS

Students bring their own packed lunch for snacks and lunch each day ***as we will not have snacks or water for purchase.*** Microwaves are not available for heating food, so put hot food in a thermos or use ice packs as needed. No soda, juice or caffeinated beverages are allowed – **WATER ONLY.**

SAFETY MEASURES:

- Installation of air purifiers in every building that destroys up to 99% of surface and airborne contaminants and improves indoor air quality for healthier living environments, making each room safer and students healthier.
- Touchless hand sanitizers in every room that students and staff will use as they enter/exit buildings.
- Touchless water dispensers for water bottles will be installed in place of existing water fountains.
- Hand washing stations located throughout campus
- Our cleaning service will complete full in-depth sanitizing cleanings nightly and common areas will be cleaned twice a day (lunch and end of day).
- Student use of clear masks for intervention services with outside parties (i.e. speech, OT, counseling).
- By state mandate, anyone over the age of five **MUST** wear a mask unless they are social distancing in class or outside.

Preventative Behaviors and Habits

- If you are sick or are feeling sick, stay home and self-isolate.
- Fortify your vitamins and minerals.
- Vitamin A, C, and D are all good for supporting the immune system, and work better if taken regularly. Other natural immune boosters include: Elderberry, Colostrum, and Zinc.
- Drink plenty of water containing electrolytes - Smart water, Gatorade, Pedialyte, are all examples of liquids with high amounts of electrolytes that will help keep your body hydrated. Wash your hands for a minimum of 20 seconds.
- When washing your hands, be sure to scrub in between your fingers, back of hands, wrists, and under your nails.
- Hand sanitizer with more than 60% alcohol can be used to clean hands if they are not soiled.
- Always wear a mask when you are not able to obey the 6 feet rule.
- Masks should cover from the bridge of your nose to under your chin.
- Masks work best when there is a good seal between the mask and skin.
- Do not share food, drinks, or anything with another person.
- Cover your mouth if you cough or sneeze with the upper portion of your arm/shirt.