

Glendale Union High School District Mitigation Plan

Student Protocols

Before Arriving to School

For the health and safety of our faculty, staff, students, parents/guardians, and families, we are requiring that families conduct a daily health screening prior to leaving for school.

Students must not come to school if they exhibit any of the following symptoms or have a positive COVID-19 test:

- 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 a daily runny nose or congestion due to allergies should not be kept at home.

If a student may have been or has been exposed to COVID-19 or is experiencing COVID-19 symptoms a parent/guardian must notify the school nurse.

Additional information can be found on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Face Coverings

Following guidance from the CDC, Arizona Department of Health Services, and the city of Glendale and Phoenix, GUHSD will require universal face coverings. Students will provide their own cloth mask or surgical mask that covers the mouth and nose area. Students may remove their face coverings for certain activities and while eating or drinking.

Students who have documented breathing difficulties from a medical provider or who are incapable of physically removing the face masks on his/her own will not be required to wear face masks, and alternate methods of protection will be discussed by parents and staff, including the use of a face shield.

The campus Social Workers will work with these students and families to provide face masks, when needed. Free reusable masks can be ordered from the state at [Free Face Mask](#)

Arrival to School

Students should arrive at school no earlier than necessary to get breakfast from the cafeteria or for their first period of the day or to meet with a teacher/sponsor.

Students being dropped off should be dropped in the school designated area and leave the area immediately.

Students driving to school should park and leave the parking lot immediately.

Students riding a bike to school should lock their bike in the designated bike rack and leave the area immediately.

Each student is responsible to make sure they have completed his/her self-check each morning before leaving for school. If any faculty or staff member sees visible symptoms of COVID-19, that staff member will send the student to the nurse's office for further examination. The school will determine if the student may stay at school.

Physical Distancing on campus

A consistent message of physical distancing will be practiced at each school. All students will be expected to maintain physical distancing whenever possible.

Student Belongings

Students should limit the number of items that they carry to and from school. Items that move between school and home should be sanitized regularly.

Schools will limit the sharing of items to the greatest extent possible during class. Items that must be shared should be cleaned between uses.

Transportation Protocols

Bus Stop

Students will be required to maintain physical distancing practices and should wear a mask while waiting for the bus at the bus stop.

Boarding the bus

Signage will be posted on the bus indicating students must wear a mask to board the bus. If a bus driver or assistant observes any visible COVID-19 symptoms the following procedures will be followed:

The driver will contact dispatch and dispatch will attempt to call parents/guardians.

- If contact is made dispatch will get permission for the student to walk home from the bus stop.
- If contact is not able to be made or the parent does not give permission for the student to walk home from the bus stop, the student will be required to check in at the nurse's office when arriving at school.

If a student has chronic allergies or asthma, parents/guardians should inform staff of the condition. Students with these chronic conditions will be permitted to ride the bus.

Bus Seating

GUHSD will transport all students who rely on busing services to get to and from school. Students will be asked to fill the bus from back to front and sit one student per seat. Students living in the same house will be asked to sit together (2 per seat max). The seat immediately behind the driver will be left unoccupied.

Departing the bus

Buses will be unloaded from front to back in an orderly fashion, and students will be expected to leave the bus stop or bus unloading area immediately. If two or more buses arrive at the school at the same time, only one bus will be unloaded at a time in order to allow for physical distancing in the bus unloading area.

Sanitizing the bus

Buses will be sanitized and cleaned between every use. After buses are cleaned and sanitized, windows will be opened to allow for the buses to ventilate.

Campus Protocols

Classroom Layout

All schools will attempt to physically distance to the greatest extent possible in classes. Student desks will face a uniform direction when feasible, and group work that does not allow for physical distancing will be limited in class. Students will be assigned to the same desk each time they are in a classroom. Student desks will be sanitized by custodial staff each night and disinfectant will be available in each classroom.

Passing Periods

During passing periods students will be expected to maintain physical distancing. A school may designate some hallways and sidewalks as one-way or may close certain sidewalks that do not allow for social distancing.

Cafeteria and Lunch areas

Schools will use the cafeteria and outside eating areas in order for students to physically distance to the greatest extent possible. A table that would typically seat 8 students should only have 4 students seated at the table. Students will need to wear their mask at lunch unless actively eating or drinking. Students will not be able to share food items and outside food may not be delivered to the school. A student may bring his/her lunch from home.

Bathrooms

Students should only enter the bathroom if there is an open stall/urinal and should wear a face mask at all times. Posters will be displayed reminding students of proper hand washing.

Front Office

Physical distancing will be required in all office spaces. Plexiglass dividers and physical distancing will be used for the safety of all students, parents, and staff.

Trips and Activities

Field trips and Club trips have been postponed at this time. Other essential student activities and travel will be addressed on a case by case basis.

Elective/Specialized Classes

Elective and specialized classes will be allowed. Some classes may require alternative lesson plans to limit the sharing of supplies, decrease contact, and to reduce the aerosol of respiratory droplets. Face masks will be worn to the greatest extent possible. Administration and teachers will work together to provide opportunities in these classes while maintaining the safety of everybody involved.

Visitors and Volunteers

GUHSD will limit nonessential visitors and volunteers at all campuses. All visitors and volunteers will be required to follow all safety procedures and protocols that have been put in place.

Social Emotional Services for Students and Families

School Social Worker Services are support services provided by mental health professionals for students and families. These services are available to all students who are experiencing social, emotional and/or behavioral difficulties in school or at home during remote learning.

The School Social Workers are dedicated to GUHSD values and are key members of the school team. School Social Workers help improve students' chances for success in school -- and in life. They assess and address social, emotional and behavioral factors that may stand in the way of students' ability to learn fully. They apply social work principles and methodologies in the educational environment with the primary goal of removing barriers that prevent a student from fulfilling his or her academic potential.

A variety of services are offered for students, families, and the community include, but are not limited to:

- Supporting Groups
- Medications
- Individual Counseling
- Mental Health Referrals
- Family Supports
- Behavior Supports
- financial Assistance (School Lunches, supplies, etc.)
- Referrals for AHCCCS, Food Stamps, DES, Food Banks
- Clothing Closet (offer free clothes and shoes for the family)
- Adopt-a-Family Holiday Assistance
- Provide crisis intervention to include conducting suicide risk assessments and threat assessments, also responding as part of crisis teams to support schools impacted by traumatic events.

Other Resources along with contact information for each campus social worker can be found on each campus website under the Social Emotional Support (guhsdaz.org/social_emotional_services)

On-Site Online Learning Option

The on-site online learning opportunity beginning Aug. 17, 2020.

In addition to the above protocols, students attending On-site Online learning will be required to follow the following additional protocols

Entering Campus

- Students will need to enter campus through a centralized location
- Students will need to answer health check questions before entering the campus
- Student will be directed to an on-site learning location depending on waiver completion

Student Attendance

- Class attendance will be taken by the virtual teacher

- On-site learning attendance log will be handled by the on-site teacher/staff

Student Health Checks/On-going Education

- There will be an expectation that temperatures will be taken at home before coming onto campus
- Students will answer the health check questions before entering campus
- Students/families will answer the health check questions before boarding the bus
- There will be daily health safety announcements

Waiver Process

- Students will need a completed waiver to attend the on-site learning location but they will not be turned away if they don't have a completed waiver
- Students without a waiver will go to an alternative location and parents will be contacted
- Students without a waiver will be assigned to a common location
- On-site learning teachers, office staff and administration will need a list of students who have previously completed waiver

Employee Protocols

Before Arriving to Work

For the health and safety of our faculty, staff, students, parents/guardians, and families we are requiring employees to conduct a daily health screening prior to leaving for school.

Employees, prior to coming to work will take his/her temperature, if feasible, at home and assess whether or not he/she is experiencing any of the symptoms listed below. If an employee is experiencing any of the symptoms listed below they should not report to work and should contact a supervisor.

- 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 a daily runny nose or congestion due to allergies should not be kept at home.

If an employee may have been or has been exposed to COVID-19 or is experiencing COVID-19 symptoms the employee must notify his/her immediate supervisor.

Additional information can be found on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Face Coverings

Following guidance from the CDC, Arizona Department of Health Services, and the city of Glendale and Phoenix, GUHSD will require universal face coverings. Employees will provide their own cloth mask or surgical mask that covers the mouth and nose area. Employees may remove their face coverings when working in an isolated area and while eating or drinking. A mask must be worn at all other times.

Employees who have documented breathing difficulties from a medical provider or who are incapable of physically removing the face masks on his/her own will not be required to wear face masks, and alternate methods of protection will be discussed with Human Resources and the direct supervisor.

Employees are expected to provide their own cloth or surgical face mask. Schools will have masks available for employees who arrive without a mask. Free reusable masks can be ordered from the state at [Free Face Mask](#)

Arriving to Work

When arriving to work all employees will check in with a supervisor and affirm that they are not experiencing any COVID-19 related symptoms and have not been exposed to someone with COVID-19. A daily record of all employees will be maintained by the school.

Employees are required to report to a supervisor or human resources if they or a person who resides with them have tested positive for COVID-19.

If an employee is not experiencing symptoms and has not been tested, but believes he/she has been exposed or lives with someone who has been exposed to COVID-19 he/she must report to human resources for guidance.

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;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

Physical Distancing

Employees are required to maintain a distance of at least 6 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, or requires a two-person restraint), the staff member will resume physical distancing as soon as safely possible, wash his/her hands, and disinfect any surfaces he/she touched.

Cleaning Protocols

Cleaning will be maintained to the greatest extent possible throughout the day. Custodial schedules will be adjusted so that routine cleaning can be done throughout the school day and after school hours. EPA registered cleaner and disinfectant will be used daily and multiple times throughout the day in high touch and

high traffic areas. Additionally, employees will have access to cleaners and disinfectants throughout the day should they choose to clean their work areas more frequently.

Social Emotional Services for Faculty and Staff

If an employee of GUHSD is in need and feels they need additional social emotional services, part of the 2020-2021 benefit package includes The United Healthcare's Employee Assistance Program. This program is designed to help employees and family members successfully manage life's challenges by identifying options and making informed decisions. Members can access 3 in-person visits with an in-network counselor at no out of pocket expense per incident.

Issues commonly addressed through the EAP benefit include:

- Changes at home, work, or school-relocation, job stress, interpersonal problems, empty nest, aging parents
- Family conflict-divorce, custody, blended family, domestic violence issues
- Grief-accidents, illness, victim of crim, loss of a loved one
- Personal growth - interpersonal skills (relationship and/or communication) for work or family
- Dependence or codependency issues - alcohol, drugs, gambling

Reporting Procedures for 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 may be updated and 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:

- If a student: School Principal
- If an employee: Immediate Supervisor or Human Resources

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 healthcare 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 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.

The site supervisor will contact Human Resources for guidance on determining if 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 it is determined that those who were potentially exposed should be notified, the notification will recommend the following:

- monitor their health closely for symptoms of COVID-19,
- contact their health care provider if possible,
- self-quarantine if symptoms develop

Cleaning of an area that was exposed to COVID-19

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.

Returning to School/Work after experiencing symptoms or positive test

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to school/work until CDC, state, and county health department guidelines have been met. Because guidelines may change the return to school/work guidelines will be explained to employees and students and parents/guardians on a case by case basis.

Communicating and Consulting with State and County Health Departments

The GUHSD Lead Nurse and Human Resources will be the two main points of contact with the State and County departments of Health while working on active positive cases within the district or an increased number of cases in the region. The district will follow any guidance provided to the district by these departments.

Potential School Closure

At this time the state and county health departments have not provided specific guidance on the criteria for closing an individual school or district as a result of a COVID-19 outbreak at a campus or in a region. The district is prepared to work with these agencies in the event of an outbreak and to communicate with the employees and families of the district.