

**Sun Valley  
Academy**



**School Reopening  
Mitigation Plan  
2021-2022**

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## **INTRODUCTION**

Sun Valley Academy (SVA) will ensure the recommended health and safety actions are in place throughout the 2021-2022 academic year, which is predicated on the ADHS Safely Returning to In-Person Instruction Benchmarks. SVA will be prepared for a safe and healthy school environment for our scholars and staff through preparation, training, and continuous monitoring. Normal procedures for student and/or employee requests for reasonable accommodations due to a disability will be followed.

The protocols outlined below will be implemented across all School sites.

### **I. REOPENING PROCESSES**

#### **A. STAFFING**

1. At the School level, the site Principal will coordinate all messages to the public regarding reopening, possible closures, and other COVID-19 related information. The Director of Operations will ensure each campus has sufficient numbers of posters with messaging on handwashing, covering coughs and sneezes, mask use, etc., which will be placed throughout each building. In addition, posters will be located at site entrances reminding individuals not to enter if sick.
2. At each campus, the site Principal and Director of Operations or designee will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for the implementation of the protocols.
3. At each campus, The Director of Operations, a contracted (full-service) janitorial company, a full-time Building Maintenance Coordinator, and the site Office Manager will collaborate to effectively and efficiently execute the implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to appropriate staff members daily.
4. At each campus, the site Principal and the school nurse/health aide, or another designee will coordinate and implement the protocols for screening students and staff. The aforementioned individuals will be responsible for:
  - Communicating any reported cases of COVID-19 among staff members to the Director of People & Culture and among students and families to the Director of Operations.
  - Informing the Director of Operations if absences of students and staff on any given day is above 10% or if there appears to be a cluster of respiratory-related illnesses.
5. The Special Education and 504 team will coordinate with site-based case managers to ensure the needs of students are being met in the context of implementing these safety protocols.

## **B. TRAINING**

1. All staff members will be trained on the proper implementation of SVA COVID-19 mitigation protocols. Training will include proper use of PPE and supplies, cleaning and disinfecting, and other measures. Trainings must be debriefed with supervisors and teams. The required trainings are listed below:
  - Coronavirus Awareness
  - CDC Coronavirus Guidelines
  - Cleaning and Disinfecting Your Workspace

## **II. IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSITIVE COVID-19 TEST**

1. Immediately report the situation to the school Principal. The Principal will report all necessary information to the Director of Operations and the Director of People & Culture. 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 students, staff, or visitors and arrangements will be made to send the employee home safely. If the employee can self-transport, the employee should leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or another method of transport to get the employee home or to a healthcare provider. 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 and sent to the nurse's office. The nurse/health aide or designated staff assigned to supervise the student will wear PPE or a cloth face covering and will maintain six feet distance from the student at all times unless there is an emergency. A parent/emergency contact will be called immediately to pick the student up. If the student appears to be in medical distress, 911 will be called.
4. Close off any areas that the symptomatic employee or student was in for a prolonged period; clean and disinfect those areas and all surfaces in the area. During that time, if feasible, open windows or outside doors to increase air circulation in the specified areas.
5. Determine whether other employees or students may have been exposed to the symptomatic individual. If so, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if

possible, and (if not considered an essential worker) self-quarantine per the most current CDC Guidelines. All exposed individuals, including essential workers, will be required to self-quarantine if any symptoms develop.

6. Employees who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until:
  - a. 24 hours have passed since your fever has gone away without fever-reducing medications **and**
  - b. Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
  - c. 10 days have passed since symptoms first appeared **and**
  - d. You have a negative COVID-19 test or written authorization/medical clearance to return by a health care professional
7. Employees who are exposed to COVID-19 must provide the Office of People and Culture with test results within the timeframe outlined below to ensure proper contact tracing can be completed quickly and efficiently.
  - a. Vaccinated Staff: testing is required on day 5 of an exposure
  - b. Unvaccinated Staff: testing is required on day 5 of an exposure
8. The CEO reserves the right to deem staff as essential workers. School administration and instructional staff are identified as essential workers, therefore, may be required to continue working at the designated school site during the quarantine period (if symptom free).
  - a. Essential workers who remain symptom free will be required to complete a COVID-19 test with the school nurse, health aide, or designated staff member **on day 5 of the original exposure**. If the testing date falls on a weekend or holiday, the COVID-19 test should be completed immediately upon the first day back to work.
  - b. Essential workers who develop symptoms will be requested to complete the quarantine process at home and provide a negative COVID-19 PCR test to the Office of People and Culture prior to returning to campus.
9. Students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until:
  - a. 24 hours have passed since your fever has gone away without fever-reducing medications **and**
  - b. Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
  - c. 10 days have passed since symptoms first appeared

### **III. STEP TWO PROTOCOLS FOR HAVING STUDENTS ON CAMPUS**

#### **A. DAILY SCREENING**

Students and parents will be informed that students must not come to school if they

have **any** of the following symptoms:

- Fever (greater than or equal to 100.4 F) or subjective chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Cough
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

### **1. Daily Screening at Home**

- Parents will be informed in registration documents, on the school website, and/or via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present.
- Parents will be assured that students will have the opportunity to make up work missed due to symptoms of COVID-19.
- Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

### **2. Daily Screening at School**

- Upon arrival at school, any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken 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 aide or staff designee observes there are no other symptoms, the designated staff member will contact the parent to inquire as to whether the student has had any other symptoms or if there have been any COVID-19 exposures in the home, and 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 aide or staff designee observes that there are no other symptoms, the designated staff member will contact the parent to inquire as to whether the student has had any other symptoms or if there has been any COVID-19 exposures in the home; if not, the student may return to class.

## **B. HANDWASHING**

Reinforcement through announcements, teacher reminders, and posters will be utilized to remind students and staff that hands should be washed or sanitizer should be used when arriving to school, after touching items others have touched, after using the restroom, before and after eating, and before going home.

All students and staff will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (hand sanitizer if there is no sink available)
- after being outside for physical activity
- before and after lunch
- before leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

## **C. ENHANCED SOCIAL DISTANCING**

Students will be educated and reminded regularly by staff members to maintain three to six feet distance between individuals at all times possible.

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day. Schedules for middle school students may be designed to allow the same groupings of students to move from subject to subject as much as possible.

Class sizes will be reduced as much as possible within the constraints of the number of students enrolled and the physical layout of the school; the class size average is 25 scholars.

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

- Each school will review current duty procedures to expand the number of staff available for duty during drop-off and pick-up to provide additional capacity for assisting students and families. Each school will review current layouts to consider potential expansion of drop-off and pick-up locations to ease the potential of crowding.
- Pick-up and drop-off procedures at all schools must be reviewed to determine possible modifications, if necessary, that could include staggered times and alternate locations for walker/parent drop-off and pick-up. Two options could possibly be implemented to ensure physical distancing procedures are followed. These two options may be utilized independently or in conjunction with one another:

- Implement staggered drop-off times so that not all students arrive on campus at the same time. Stagger pick-up times similarly. School administrators should determine the staggered arrival and pick-up times in a way that best meets the individual school's needs and reduces the number of students in common areas at the same time.
  - As an example, grades K-4 could be scheduled to arrive between 7:30 and 7:45 a.m., with grades 5-8 scheduled to arrive between 7:45 and 8:00 a.m. OR students with last names A–L could be scheduled to arrive at 7:30 a.m., etc. The latter approach will be helpful for families with multiple children at the same site.
- Parents may be required to drop-off and pick-up students without getting out of the car, unless expressed permission from a site administrator is provided for good cause. If parents are prohibited from exiting the car, in special cases, a parent could be granted permission to get out of the car during drop-off and pick-up. However, the student(s) should arrive to and leave school before or after assigned times for the majority of students.

## **2. Classroom Layout**

Students will be educated and reminded regularly by staff members to maintain three to six feet distance at all possible times. Due to the size of a classroom or the furniture used in a classroom, three to six feet of physical distancing may not be possible. Where possible, students should sit in individual desks three to six feet apart, If six feet apart is not possible, desks will be positioned as far from one another as possible.

- Students are required to wear a cloth face covering unless a health condition prohibits wearing the face covering (see Face Coverings section).

Large tables for groups of students will not be used unless they are the only option. Students will not be physically grouped to work together. However, teachers are encouraged to use technology to facilitate group work and group learning where appropriate for the age, subject, and capabilities of the students.

## **3. Hallways**

Students will be educated and reminded regularly by staff members to maintain three to six feet distance at all possible times.

Hallways will be marked with signage 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 hallways.

#### 4. **Communal Spaces (Playgrounds, Lunch Rooms, Bathrooms, Front Office)**

##### a. Playgrounds

- Students will be educated and reminded regularly by staff members to maintain three to six feet distance at all possible times.
- Individual classes may be assigned specific time slots to take students outside for physical movement with social distancing maintained at all times during outside time.
- Depending on the most current Coronavirus community spread data, per the site's zip code, student use of the playground equipment and classroom bins with equipment could be revoked if necessary to reduce the chance of a potential school outbreak.
- Teachers are encouraged to be creative in employing techniques to maintain social distancing during unstructured time. Classes sanitize hands when going to recess and when coming back in the school building.

##### b. Cafeteria/MPR (Breakfast & Lunch)

- Students will be educated and reminded regularly by staff members to maintain three to six feet distance at all possible times.
- Staff and students will be required to wash hands or utilize hand sanitizer prior to entering and leaving the Cafeteria/MPR for breakfast and lunch.
- Condiments and utensil bins will not be available. Individually wrapped condiments and utensils will be provided.
- Breakfast and lunch will be eaten in the Cafeteria/MPR, with increased safety measures, including the following:
  - Marked tables indicating where students may sit
  - Limit multipurpose room seating to the number of assigned seats
  - Lunch periods will be staggered to reduce the number of students in one area at a time
- Outdoor eating areas to promote proper social distancing protocols may be offered if a school can accommodate for such an option.
- Breakfast and lunch will be served on disposable food items (trays, plates, etc.), if possible. If disposable items cannot be used, the food service staff will collect items while wearing gloves.

- Students are prohibited from sharing food items with one another.

c. Bathrooms

- Students will be educated and reminded regularly by staff members to maintain three to six feet distance at all possible times.
- Students will enter bathrooms in a group no larger than the number of stalls/urinals in the bathroom and will be directed to maintain social distancing. When washing hands students will be asked to keep an empty sink between them if possible.
- Posters reminding students of proper handwashing techniques will be placed in all bathrooms.

d. Front Office

- There is a protective shield at the front office receptionist area to form a barrier between the front office staff and campus visitors. Signage will be utilized to ensure proper social distancing measures are followed at all times.

## **5. Visitors to School**

Schools will limit nonessential vendors, visitors and volunteers. Parent volunteers could potentially not be utilized during the COVID-19 health crisis.

## **6. Face Coverings**

Sun Valley Academy requires the use of face coverings (mask/shield) for all staff and students over the age of two.

Students are required to wear cloth face coverings except when eating/drinking or unless a health condition prevents it. If a health condition prevents wearing a cloth face covering, the school will require documentation from a physician (MD, DO, PA) or Registered Nurse Practitioner. The school will then work with the parent and student to find an appropriate alternative. Cloth face coverings are not surgical masks or other medical personal protective equipment.

Both students and staff are required to wear cloth face coverings, subject to the health condition exception stated above.

Students should bring their own cloth face coverings to and from school, and the face

coverings should be labeled with the student's name or decorated in an identifiable way so it can be easily located.

#### **D. STUDENT BELONGINGS/MATERIALS**

For younger grades, student belongings will be kept on individual hooks, in bins or in cubbies labeled with each student's name. Belongings should be sent home for cleaning each day.

School supplies should not be shared among students. Where a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or blocks/toys), the item must be wiped down with disinfectant by a staff member after each use.

#### **E. CLEANING AND DISINFECTING**

All frequently touched surfaces, such as door handles, sink handles, water dispensers, desks, and learning tools must be cleaned and disinfected daily. If/when any of the following are permitted for use, playground, sports equipment, and any other shared items must be cleaned and sanitized daily.

The Building Maintenance Coordinator and nightly janitorial company will provide increased cleaning of surfaces and bathrooms throughout the day and/or after school hours.

The nightly janitorial company will:

- Sanitize and wipe desks and chairs in the classrooms
- Sanitize all high-contact areas and surfaces such as doorknobs, light switches, handrails, water dispensers, etc.
- Disinfect each classroom, restroom, office and other common areas
- Fog workspaces or other common areas as necessary

#### **F. FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES**

In-person field trips are an option as long as CDC Coronavirus Guidelines can be properly applied. In addition, teachers have the option to participate in virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may be held in-person or virtually. Virtual school-wide assemblies, with student groups remaining in their classrooms, may be encouraged to increase safety while promoting a sense of community among students and staff.

Extracurricular activities will be canceled unless the activity can be conducted in compliance with these protocols and the recommended CDC Coronavirus Guidelines.

## **G. SCHOOL NURSE/HEALTH AIDE**

All student health information will be maintained confidentially. The school nurse/health aide or designated staff member shall report information that a student has had a positive COVID-19 test or has become sick with a presumptive COVID-19 case to the Principal.

When there is an individual with symptoms onsite, the school will send the individual to the health office immediately. The school nurse/health aide or designated staff member will isolate the individual, and contact the parent for pickup. The staff designee will call 911 if there is breathing distress or other conditions that warrants it.

## **H. ACKNOWLEDGMENT OF SCHOOL PROTOCOLS**

Parents may be asked to sign an Acknowledgement of School Protocols prior to their child's return to in-person instruction.

# **IV. STEP TWO PROTOCOLS FOR EMPLOYEES ON CAMPUS**

## **A. EXPOSURE ASSESSMENT**

Prior to allowing employees to report to work, school administration, in conjunction with relevant site supervisors and department supervisors, will assess each worksite to determine whether personal protective equipment ("PPE") is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, such PPE will be provided to staff at no cost and staff will be trained on its correct use.

## **B. DAILY SCREENING**

Employees may not report for work if they have any of the following symptoms and must self-report any symptoms that develop during the day:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose (unless the employee has seasonal allergies and no other symptoms)
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

An employee's temperature may be taken daily by a designated staff member when the employee reports to work. If the designated staff member has access to a non-contact thermometer, such device will be used. If the designated staff member does not have access to a non-contact thermometer, s/he will wear gloves, will change gloves between each temperature check, and will wear a cloth facemask. Thermometers will be disinfected between uses according to the manufacturer's instructions. If an employee's temperature is above 100.4, the employee will be sent home for the day. Employees are directed to stay home if they have any of the symptoms identified above.

### **C. HANDWASHING**

All employees will wash their hands with soap and water for at least 20 seconds, or will use hand sanitizer with at least 60% alcohol at the following times, at a minimum:

- upon arrival at school
- after being outside for physical activity
- before and after lunch
- prior to leaving school for home
- after sneezing, coughing, or blowing nose
- after physical contact with other staff or students

### **D. ENHANCED SOCIAL DISTANCING**

Employees are required to maintain six feet of distance between individuals at all times unless it is not physically possible, or for a student's safety, less space is required. 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 social distancing as soon as safely possible and will wash hands and disinfect any surfaces touched.

### **E. CLOTH FACE COVERINGS**

All staff members are required to wear cloth face coverings during interaction with students or other staff unless they cannot do so for health reasons, in which case the employee should notify his/her supervisor to discuss strategies for reducing employee interactions with students or staff and to discuss other options to maintain safety protocols. Employees should contact the School's ADA expert or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering. A doctor's note will be required for staff members who are unable to wear a mask or shield due to health reasons.

If a staff member is alone in his/her work area, the cloth face covering may be removed but must be on before students or other staff arrive and the work area must be disinfected.

Janitorial staff is required to wear cloth face coverings or other personal protective equipment

(as available and appropriate), unless a health condition prevents it while cleaning and disinfecting the schools.

Wearing cloth face coverings does not replace the need to maintain social distancing of at least six feet whenever possible, and maintaining social distancing does not replace the need to wear a cloth face covering.

## **F. CLEANING AND DISINFECTING**

All frequently touched surfaces in work areas, such as door handles, sink handles, water dispensers, desks, and learning tools must be cleaned and disinfected daily. Staff members are expected to clean and disinfect workspaces when they arrive to work and just before leaving work.

The janitorial company will clean, sanitize and disinfect all classrooms, offices, etc. nightly.

## **V. STEP THREE PROTOCOLS FOR HAVING STUDENTS ON CAMPUS**

### **A. INTRODUCTION**

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. Consult with local health officials for guidance. When a district, or a specific school site, progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

### **B. SOCIAL DISTANCING**

Social distancing protocols may be relaxed somewhat during Step 3. Staff members will continue to educate and regularly remind students to maintain three to six feet of distance between individuals at all times possible. However, increased social interaction among classes is permissible.

Note: Nonessential vendors, visitors and volunteers at school may continue to be prohibited. If vendors, visitors and volunteers are permitted on campus, they will be limited in number and must agree to adhere to SVA's social distancing, mask and other protocols.

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

If staggered drop-off and pick-up times with specific time slots assigned to families was adopted, school sites may revert to a single drop-off/pick-up window for all families. If a drop-off/pick-up process with a prohibition on parents getting out of the car was adopted, this may be lifted.

## 2. Communal Spaces

- Playgrounds: Step 3 protocols permit classes to have staggered use time on playground equipment.
- Cafeteria/MPR will remain open for breakfast and lunch, with increased safety measures, including the following:
  - Students will be educated and reminded regularly by staff members to maintain three to six feet distance at all possible times.
  - Staff and students will be required to wash hands or utilize hand sanitizer prior to entering and leaving the Cafeteria/MPR for breakfast and lunch.
  - Condiments and utensil bins will not be available. Individually wrapped condiments and utensils will be provided.
  - Tables will be marked indicating where students may sit
  - Limit multipurpose room seating to the number of assigned seats
  - Lunch periods will be staggered to reduce the number of students in one area at a time
  - Outdoor eating areas ensuring social distancing at all times may be offered if a school can accommodate for such an option.
  - Breakfast and lunch will be served on disposable food items (trays, plates, etc.), if possible. If disposable items cannot be used, the food service staff will collect items while wearing gloves.
  - Students are prohibited from sharing food items with one another.

## **C. TRIPS & ACTIVITIES**

Field trips that can comply with the protocols in this document will be permitted *only* if the area to be visited is at a Step 3 of community mitigation. Teachers should continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School assemblies may be held in staggered groups to ensure that social distancing protocols can be maintained. Unless social distancing can be maintained with all students in the same room, school-wide assemblies must be held virtually with student groups remaining in their classrooms.

#### **D. ESSER III FUNDING**

Sun Valley Academy will utilize ESSER III funds to provide financial relief from additional expenses incurred due to the COVID-19 pandemic. These expenses include, but are not limited to, costs associated with increased student and staff technology needs, the purchasing of personal protective equipment (PPE), programming for learning loss (i.e. summer school, before and after-school tutoring, and social-emotional support), increased staffing support, such as counselors and social workers, increased and improved sanitation measures, the purchasing of COVID-19 building signage, etc.