



Tuba City Unified School District No. 15

COVID-19 STUDENT PROTOCOLS

Be Safe, Be Kind, Be Healthy

INTRODUCTION

The mitigation strategies outlined herein are required under Executive Order 2020-51 issued by the Governor of Arizona to be adopted prior to opening a school building for on-site support services or in-person instruction and posted on the District's website.

These strategies have been adopted based on information from the Center for Disease Control, (CDC) Navajo Department of Health, Coconino County, and the local healthcare provider, Tuba City Regional Health Care. The protocols are regularly reviewed and updated as necessary based on the evolving nature of the COVID-19 pandemic and the responsive guidance from these entities.

K-12 SCHOOL GUIDANCE FOR COVID-19

The Arizona Department of Health Services (ADHS) has developed recommendations for K-12 schools to prepare for and respond to community spread of COVID-19 based on CDC's K-12 Operational Strategy and Indicators for Dynamic Decision Making, and Arizona Department of Education's Roadmap to Reopening Schools. TCUSD will continue to partner with the local health department. The K-12 School Guidance for COVID-19 is attached as Appendix A.

COMMUNICATION

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of district established protocols that relate to students and visitors. As part of this process, the district will send communication to all parents that outlines the symptoms parents should screen for each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents regarding these protocols.

SITE ADMINISTRATORS

The principal of each school shall be designated as the site administrator for their respective school and act as the point of contact for all inquiries. These designations shall remain in effect unless otherwise delegated by the site administrator and approved by district administration.

The site administrator shall be responsible for:

- coordination and enforcement of established COVID-19 protocols;
- addressing parent/guardian questions and/or concerns;
- Immediate communication of any suspected or confirmed case of COVID-19 among the school population to the superintendent.

ISOLATION & QUARANTINE

Isolation is used to separate a person confirmed with COVID-19, whether symptomatic or asymptomatic, and also for those exhibiting symptoms consistent with COVID-19 in the absence of a confirmed positive test. The standard isolation period is 10 days.

Quarantine is used for a person who has been in close contact with someone confirmed with COVID-19 or who feels they are at risk for any other reason. The standard quarantine period is 14 days.

The beginning and end dates of an isolation/quarantine period will vary depending on the circumstances.

DAILY HEALTH SCREENINGS

TCUSD will implement a three phase continuum of screening to provide multiple opportunities to identify students who may be exhibiting symptoms consistent with COVID-19. The goal is to identify such students before they enter the school facility and risk exposing other students and staff.

Phase One: At Home

The importance of staying home when sick cannot be emphasized enough. Students and parents/guardians should be mindful of the symptoms of COVID-19. A student exhibiting any of the following symptoms should not report for on-site learning or school functions, or even arrive for transportation on buses. Notification should be made to the appropriate school site.

- Fever 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
- Diarrhea

Regular reminders will be provided to families of the expectation to screen students for symptoms each morning, to self-report the presence of any symptoms, and that students must stay home if any symptoms are present. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

Phase Two: On the Bus

Temperature checks will be administered to all children boarding the bus. In the event of an elevated temperature reading, a secondary thermometer may be utilized to confirm the reading taken on the first, if available. A temperature registered at 100.4F or higher will disqualify the student from boarding the bus.

Staff will also visually evaluate each student. If a student is exhibiting symptoms consistent with COVID-19, the following steps will be taken:

- If the parent/guardian is at the bus stop, the student will return to them.
- If the parent/guardian is not at the bus stop, the student will be provided with a mask if they do not have one already, and will be situated as best as possible to be socially distanced from other persons. When the student arrives at the school, they will be brought to the school nurse/ health aide, or site administrator for further evaluation.

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

Phase Three: At School

Students (or a parent/guardian on behalf of the student) will be screened daily using a questionnaire to identify if the student is currently experiencing COVID -19 like symptoms, and/or has previously been diagnosis with or exposed to someone confirmed with COVID-19.

Temperature checks will also be administered. In the event of an elevated temperature reading, the student will be instructed to sit in a shaded area for a period of five (5) minutes, (if being conducted when the outside temperature is elevated) at which point a follow-up reading should be taken. If available, a secondary thermometer may be utilized to confirm the reading taken on

the first. A temperature registered at 100.4F or higher will disqualify the student from entering the school site.

If the staff conducting the health screening has any concern regarding the health of a student including information obtained from the questionnaire and/or an elevated temperature reading, the student will be sent home with their parent/guardian and instructed to report for evaluation by a healthcare professional. In the case the parent/guardian has already exited the premises, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. The student's parent/guardian or emergency contact will be notified as soon as possible to pick up the student.

- If the student has a runny nose and the designated staff member observes that there are no other symptoms, the staff will inform the site administrator who 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 remain at the school site.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide or site administrator 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.

SOCIAL DISTANCING

Social distancing means keeping a safe space between yourself and other people who are not from your household. The established safe social distance is at least 6 feet. (about 2 arms lengths)

Staff will regularly educate and remind students to maintain at least 6 feet of distance between themselves and others at all times. This strategy will also be layered to include visual signage posted in common locations.

On the Bus

Bus transportation seating. Students will be assigned one student per row* and directed to sit in the seat closest to the window. Students will be required to wear face coverings at all times unless exempted for medical reasons. (see section *FACE COVERINGS*)

*Students who live in the same residence (i.e. siblings) will sit together.

To the greatest extent possible, an empty row will be left between each student. Maximum ventilation will be maintained at all times, including open windows (weather permitting). Bus ventilation systems will be set to non-recirculating mode.

At School

Drop-off/Pick-up procedures. When dropping off/picking up students, parents/guardians are required to stay in close proximity to their vehicle to limit movement and reduce the potential for interaction with individuals from outside their household.

To the extent possible, classrooms will have no more than the number of individuals (combination of students and staff) that can be accommodated with at least 6 feet of distance between them at their desks. Class sizes may be reduced to allow for more physical distance between individuals. Non-instructional activity spaces may be converted to “classrooms” as needed so long as the school has sufficient teaching staff to do so.

To the extent possible, students will remain with the same groupings (cohort) and the same staff throughout the day.

Students will not work in physical groups; teachers will be encouraged to utilize technological means, including iPads, to facilitate group work and collaboration among students.

Schedules for middle and high school students will be designed to allow the same groupings of students to move from subject to subject as much as possible.

Physical guides such as signage and floor markers will be utilized to remind students to maintain at least 6 feet of distance between themselves and others and to indicate the flow of foot traffic; physical barriers and environmental alternations will be made to classrooms and communal areas when reasonably possible to promote social distancing.

Playgrounds. Students will not be permitted to use playground equipment. Individual classes may be assigned specific time slots for students to be taken outside for physical movement, with social distancing to be maintained at all times. Separate classroom cohorts will not be allowed to mingle during outside activity time. Staff are encouraged to be creative in employing techniques to maintain social distancing during unstructured time. Teachers and students are required to wash their hands following activities.

Lunch rooms. Lunches will be served in classrooms and on disposable food service items (trays, plates, etc.), if possible. If disposable items cannot be used, have food service staff collect all items while wearing gloves. Prohibit students from sharing lunch items with one another.

If a classroom has a student with a known food allergy, a 504 plan will be developed to provide the 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).

Bathrooms. Students will be instructed to use every other stall/urinal to promote social distancing and limit the number of students in the restrooms at any one time. Stalls/urinals not being used will be blocked off to create physical barriers between usable stalls/urinals.

Posters will be displayed reminding students to maintain social distancing and of proper handwashing techniques.

FACE COVERINGS

All persons, including students, are required to correctly wear face coverings at all times.

Face coverings are most important when students are indoors and social distancing is difficult to maintain. Students will not be required to wear face coverings when social distancing is maintainable, including during outside physical activity.

Students will also not be required to wear a face covering when eating or drinking. However, masks should only be removed for the shortest duration of time necessary to perform the act of eating or drinking.

Any student who has difficulty breathing and/or has documentation from a healthcare provider indicating they are unable to wear a face covering, or who is incapable of physically removing the face covering on his/her own will not be required to wear a face covering. Alternate methods of protection will be discussed by parents and staff, including the possible usage of a face shield.

Students should bring their own face coverings to and from school when possible. Face coverings will be provided to students who arrive to campus without the proper face covering.

*Students may consider utilizing a two (2) mask system by wearing a disposable mask underneath a cloth mask in order to add layers of material to stop more respiratory droplets from entering/exiting the mask.

HAND WASHING

Students are required to wash their hands with soap and water for at least 20 seconds periodically throughout the day and at the critical times listed below. Hand sanitizer with at least 60% alcohol should be used to supplement hand washing or in situations where hand washing with soap and water is not possible. (i.e. on the bus) Hand sanitizer should not be used as a replacement to hand washing. Hands should be washed regularly, including the following:

- upon arrival at school;
- after being outside for physical activity;
- before and after eating;
- after sneezing, coughing, or blowing nose;
- after physical contact with others;
- After removing your face covering;
- All other reasonably appropriate times.

CLEANING AND DISINFECTING

Custodial staff will conduct regular cleaning and disinfecting of classrooms and other communal areas including restrooms, with an emphasis on highly touched surfaces. Custodial staff have been specially trained on the use of “disinfectant fogger” machines that are capable of disinfecting the hard surfaces of entire rooms in a short amount of time which will be implemented during regular cleaning and disinfecting procedures.

Teachers will also conduct regular cleaning and disinfecting of their classrooms to bolster mitigation efforts.

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

If a student becomes sick with COVID-19 symptoms or a positive COVID-19 test is reported, the procedures listed will be followed:

- If a student becomes sick outside of the school setting (at home) a parent/guardian should notify the school(s) immediately.
- If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff and evaluated by a school nurse or site administrator. The staff member shall wear a face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. If the evaluation determines there is a real concern of COVID-19, the student’s parent/guardian or emergency contact will be notified as soon as possible to pick up the student to be taken for evaluation by a healthcare provider. 911 will be called if the student appears to be in medical distress.
- The Site Administrator will immediately report the situation to the Superintendent ONLY. Confidentiality must be maintained to the greatest extent possible. TCUSD is subject to the Family Educational Rights and Privacy Act (FERPA) and will honor the privacy of impacted students.
- If it is determined there is a real concern of COVID-9, areas that were exposed to the symptomatic student for a prolonged period will be closed off and cleaned and disinfected. During that time, if feasible, windows or outside doors will be opened to increase fresh air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per [CDC guidelines](#).
- A determination will be made whether other students or staff may have been in close contact with the symptomatic individual. The CDC defines close contact as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. Any individual(s) with close contact exposure will be notified (or, in the case of students, their parents)

and instructed to quarantine for the established 14 day period and self-monitor for symptoms. The name of the individual who became sick will not be divulged to the extent possible.

Student Return after COVID-19 Symptoms or a Positive Test

Return to the school site does not require a provider's note or repeat testing or a negative test result. Students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the school site until:

- a. 10 days since symptoms first appeared, and
- b. 24 hours with no fever without the use of fever-reducing medications, and
- c. other symptoms of COVID-19 are improving.

Students with household members confirmed or suspected to have COVID-19 should not physically attend school or school related functions, including reporting for bus transportation. The student(s) will be required to quarantine for a period to be determined under the circumstances.

Quarantining Classes or Closing School Buildings

TCUSD will report any outbreaks of COVID-19 to the local healthcare facility and the County health department. Having more than one case within a school does not necessarily constitute an outbreak. An outbreak is defined as two or more confirmed COVID-19 cases among students or staff with onsets within a 14 day period, who are epidemiologically linked, do not share a household, and were not identified as close contact of each other in another setting during standard case investigation of contact tracing.

The decision to quarantine a class, close a portion of a school, close an entire school or suspend on-site instruction throughout the entire District will be made in collaboration with the local healthcare agency and county health department. Any District-wide closure will require approval by the Arizona Department of Health Services and onsite student support services will continue throughout the duration of the approved closure. Both the context of the local spread as well as the school's mitigation practices will be considered in such a decision-making process.

Student Belongings/Materials

Student belongings will be kept separate from each other as much as possible; younger age students will be provided cubbies or similar storage devices. Belongings shall be taken home for cleaning and disinfecting each day.

Students will have their own instructional materials as much as feasible to prevent the sharing of items. If a school supply or piece of equipment must be shared by students, a staff member will immediately wipe down the item with disinfectant after each use.

Drinking Fountains

Communal drinking fountains will be altered to be “hands free.” Fountains that are not made hands-free will be prohibited from use. Students will be encouraged to bring their own water bottle to the school site or provided by the District.

Trips and Activities

Field trips will be canceled until further notice. Teachers are encouraged to use virtual learning opportunities (such as virtual tours of museums) to enhance students’ educational experiences.

Large scale, school-wide assemblies will not be held with students in the same physical location until further notice. School-wide assemblies will be held virtually when feasible, with student groups remaining in their classrooms. Superintendent approval is required for any event to include more students in the same physical location than is typical of a standard classroom size.

Small-scale activities such as parent-teacher conferences will take place over the phone or other electronic means as much as possible.

Non-bus Travel

Situations may arise that require staff to travel with students in conventional, non-bus vehicles. As few persons (combination of staff and students) as possible will travel in a single vehicle. Consideration may be given to utilizing multiple vehicles depending on the size of the travelling party.

- **Social distancing:** the greatest distance possible will be maintained between individuals given the restricted size of the vehicle. (i.e. passenger sit in the back seat) an exception will be made for students from the same household;
- **Ventilation:** windows will be kept opened when weather permits. The air ventilation system may also be set on non-recirculating mode to promote an increased flow of fresh air from outside the vehicle;
- **Face coverings:** individuals will be required to wear face coverings at all times unless exempted for medical reasons.

Specialized Classes

Some classes, such as science labs, choir, band, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

Visitors to School Campuses and Facilities

Nonessential visitors and volunteers will not be permitted into district facilities. Those considered essential include only the following:

- TCUSD staff when conducting their duties and responsibilities
- Students only when attending on-site services, classroom instruction or with a confirmed appointment with TCUSD staff/administration;*
- TCUSD consultants and contractors when accompanied by TCUSD staff
- EMS personnel

Parents/guardians will not be allowed to enter the school campus/facility beyond the designated drop-off and pick-up area except with a confirmed appointment with school administration and/or teacher. When possible, confirmation of such meeting will be provided to the parent/guardian to be provided upon arrival at the school site.

Contact information will be posted at the entrance-way to each campus and facility for visitors who arrive without an appointment.

District Office: 928-283-1001

TC High School: 928-283-1050

Nizhoni Accelerated Academy: 928-283-1070

TC Junior High School: 928-283-1040

TC Elementary School: 928-283-1020

Cameron – Dzil Libei Elementary: 928-283-1080

Gap – Tsinnabaas Habitiin Elementary: 928-283-1090

Maintenance Department: 928-283-1140

Exceptional Student Services- 928-283-1160 or 928-283-1162

PEEP Program – 928-283-1028

Security – 928-679-0148

Transportation – 928-283-1130

Recommended Implementation of Mitigation Strategies and K-12 School Learning Modes by Level of Community Transmission

Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
Key Mitigation Strategies: Universal and correct use of masks is required; physical distancing of 6 feet or more, to the greatest extent possible ¹ ; handwashing and respiratory etiquette ² ; cleaning and maintaining health facilities; contact tracing in combination with isolation and quarantine.			
Sports and extracurricular activities: physical distancing of 6 feet or more, to the greatest extent possible ³	Sports and extracurricular activities: physical distancing of 6 feet or more	Sports and extracurricular activities: occur only if they can be held outdoors, with physical distancing of 6 feet or more	Sports and extracurricular activities: virtual only
Diagnostic testing⁴: Symptomatic students, teachers, and staff and close contacts referred for diagnostic testing			
K-12 schools open for full in-person instruction		Elementary schools in hybrid learning mode or reduced attendance ⁵ Middle and high schools in hybrid learning mode or reduced attendance Middle and high schools in virtual instruction unless they can strictly implement all mitigation strategies and have few cases. Schools that are already open for in-person instruction with successfully implemented mitigation strategies can remain open, but only if they continue to strictly implement mitigation strategies and have few cases ⁶	
The items listed below include recommendations for schools choosing to perform routine COVID-19 screening testing as well as adjusted learning modes.			
Screening testing for teachers and staff⁷: Routine screening testing of teachers and staff offered once per week			
Screening testing for students⁸: None	Screening testing for students: Routine screening testing of students offered once per week		
K-12 schools open for full in-person instruction		K-12 schools in hybrid learning mode or reduced attendance	

¹If physical distancing of at least 6 feet among all students, teachers, and staff within a class, cohort, or pod is not possible at all times, schools should ensure physical distancing between classes, cohorts, and pods.

²Individuals should wash their hands for at least 20 seconds. If soap and water aren't available, hand sanitizer that contains at least 60% alcohol can be used. Encourage staff and students to cover coughs and sneezes with a tissue and immediately throw the tissue out and wash hands.

³School officials should implement limits on spectators and attendees for sports, extracurricular activities, and school events as consistent with recommendations for masking and physical distancing for each phase.

⁴Diagnostic testing for SARS-CoV-2 is intended to identify the occurrence of SARS-CoV-2 infection at the individual level and is performed on individuals with or without suspected COVID-19 infection in accordance with the test's authorization and labeling. Diagnostic testing includes PCR and antigen tests.

⁵Hybrid learning or reduced attendance is intended to maximize physical distance between students. Schools may consider hybrid learning models or instructional modes where substantial percentages of students are in virtual-only instruction. At all levels of community transmission, schools should provide families the option to participate in virtual learning if a student or family member is at risk of severe illness from COVID-19.

⁶Strict implementation of mitigation strategies refers to policies that require consistent and correct use of masks, physical distancing of at least 6 feet to the greatest extent possible, and all other key mitigation strategies.

⁷Screening testing is intended to identify infected asymptomatic individuals who may be contagious so that measures can be taken to prevent further transmission.

⁸Schools may consider testing a random sample of at least 10% of students or may conduct pooled testing of cohorts/pods for screening testing in areas of moderate and substantial community transmission.