



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.

**PUBLIC HEALTH BENCHMARKS**

The Arizona Department of Health Services (ADHS) has developed health benchmarks specific to the safe return of in-person, teacher led classroom instruction. These benchmarks are in regards to the degree of community spread. ADHS recommends county-specific public health benchmarks as follows, and the corresponding delivery model indicated at the bottom:

<b>Benchmarks</b>	<b>Minimal</b>	<b>Moderate</b>	<b>Substantial</b>
Cases	<10 cases/100,000	10-100 cases/100,000	>100 cases/100,000
Percent Positivity	<5%	5-10%	>10%
COVID-like illness	<5%	5-10%	>10%

  

<b>Recommended Delivery</b>	<b>Traditional</b>	<b>Hybrid</b>	<b>Virtual</b>

**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:

- 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**

All buses will have clearly visible signage communicating to parents that students should not enter the school bus with any of the above symptoms.

A bus driver or aide, wearing appropriate personal protective equipment (PPE), will visually check each student prior to the student boarding the bus. If a student exhibits visible symptoms including but not limited to runny nose, cough, shortness of breath, vomiting, 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—if possible—will be situated as best as possible to be socially distanced from other persons. When the students arrives at the school, they will be brought to the school nurse for further evaluation.

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

### **Phase Three: At School**

Any student with visible symptoms including but not limited to runny nose, cough, shortness of breath, vomiting, will be taken to the school nurse for further evaluation. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health aide observes that there are no other symptoms, the nurse/health aide will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health aide observes that there are no other symptoms, the nurse/health aide 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.
- **DR. HU REC: PARENT/GUARDIAN TAKE CHILD TO TCRHCC**

### **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 should not get out of the 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 (students, staff, instructional aides) 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 teacher staffing 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.** The number of students allowed in the bathrooms at one time will be no larger than the number of stalls/urinals in the bathroom. Students will be instructed by staff to use every other stall/urinal whenever possible. Posters will be displayed reminding students to maintain social distancing and of proper handwashing techniques.

## **FACE COVERINGS**

Face coverings are one of many important mitigation strategies to help prevent the spread of COVID-19. All persons, including students are required to wear face coverings at all times, unless otherwise exempt as stated below.

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.

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.

### **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. Hand sanitizer should not be used as a replacement to hand washing. Hands should be washed and/or sanitized 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.

### **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 below should 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, with the exception of one staff member to supervise the student. The staff member shall wear PPE or a face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The student's parent/guardian or emergency contact will be notified as soon as possible to pick up the student. 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.

- 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 defined as being within 6 feet unmasked for a total of 15 minutes or more in a 24 hour period. Any individual(s) with close contact exposure will be notified (or, in the case of students, their parents) and instructed to quarantine for a period of 3-5 days from the exposure, report for testing, and continue quarantine until results are received. Negative test results will allow students immediate return to on-site learning activities.

The name of the individual who became sick will not be divulged to the extent possible.

- For a student who has tested positive with COVID-19, it is important to note that return to the school site will 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 return to the site once either of the two scenarios below have occurred:

#### Scenario one

- At least 3 days (72 hours) have passed since recovery, which is defined as: (a) resolution of fever without the use of fever-reducing medications; and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged.

**OR**

#### Scenario two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens).

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 isolate/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 facility and/or county health department. 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. Groups considered essential include the following:

- TCUSD staff when conducting their duties and responsibilities
- Students
- 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