

Return-to-School Plan

for

School Year 2020-21

Based on guidance from the Centers for Disease Control (CDC), the Arizona Department of Health Services (ADHS), and the Mohave County Department of Public Health (MCDPH) and applicable federal, state, and local agencies.



INTRODUCTION

This plan has been created to reopen our school offices and classrooms in such a manner to keep our students, employees, and families safe and to reduce the impact of COVID-19 conditions on our campuses and on our buses. We are committed to having our schools return to “normal” as soon as possible in light of the following guiding principles.

GUIDING PRINCIPLES

To ensure the continued well-being of our employees and students, the following guiding principles have been the framework for the Return to School Plan:

- Plan & implement safety measures for employees and students
- Establish and teach health guidelines/hygiene protocols to employees, students, and parents
- Maximize teaching and learning for all students
- Communicate plans to employees, students, families, and the public

COVID-19 TASK FORCE

Bullhead City Elementary School District COVID-19 Task Force has developed this manual and will continue to develop more detailed plans for reopening the BCESD school sites. The Task Force, chaired by the Superintendent, includes all site Principals; the Directors of Curriculum/Professional Development, English Learners, Special Education, Transportation, and Technology; the Director of Public and Community Relations; and Preschool Coordinator. The managers of Chartwells, the food service contractor, and ABM, the maintenance/custodial contractor, collaborated relative to their areas of responsibility and expertise. Information from surveys of employees and parents has been incorporated in many parts of the plan. Much of this work has been and continues to be done remotely.

This work has included the following:

- Plans and protocols to optimize the safety of students, staff and visitors
- Plans to optimize on-site and alternative distance academic programs depending on various situations
- Plans to optimize human, material, and technological resources needed to carry out the plan

Additional sub-committees have and will continue to develop details in the following areas:

- Instructional and Technology Coaches: Will develop and coordinate professional development for new and returning staff in regards to safety protocols, for determining and mitigating learning gaps, and for coordinating scope and sequence modifications.
- Health Attendants: Will continue to refine the re-entry plans for students, staff, and parents into buildings and will address parents’ concerns about students’ safety at school sites.
- Counselors: Will develop systems to address the social-emotional well-being of students and work to address parents’ concerns about those issues.
- Special Education Director, Teachers, and Service Providers: Will address parents’ concerns about services for special education students and those with 504 plans.

COMMUNICATON METHODS

The recent survey of parents indicated that most learned of BCESD closure plans via the following which the District will continue to use to disseminate the most up-to-date information. Parents,



students, and employees should understand that circumstances can change on very short notice, so it is imperative that all messages be listened to or read carefully and completely.

- Phone auto-dialers from the District pertain to all sites and will sometimes refer to the website for more detailed announcements.
- Emails from the District pertain to all sites, may have more details than auto-dialers, and will sometimes refer to Facebook or the website for details.
- The District Facebook page will give alerts and may indicate that additional information is available on the BCESD website.
- The District website will have the most comprehensive and up-to-date information.
- Site-specific auto-dialers and emails will give specific site information.
- Information from specific employees other than District leaders and Principals (teachers, bus drivers, secretaries, etc.) will be helpful for classroom level information but may not be the most up-to-date.

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and possible timelines will be sent to all employees, students, and families before implementation. Please refer to the summary.

Phase	Timing	Items
Phase 1 SY2019-20	March - May	<ul style="list-style-type: none"> • School buildings closed to the public • Distance learning for students • Meals provided for students • District Office closed to the public
Planning	May - June	Prepare detailed plans for <i>all possible</i> Phases for SY2020-21 using Decision Tree for Opening School Sites (see page 12): <ul style="list-style-type: none"> • To reopen school offices to the public • To resume on-site learning • To anticipate possible limited on-site learning • To anticipate possible distance/off-site learning • To prepare buildings and buses • To order supplies & equipment • To plan training for employees
Phase 3 <u>Preferred Plan</u> for Opening SY2020-21	June - July	June 29 ~ Open school offices at <i>noon</i> with hygiene protocols* June 30 ~ Kindergarten Registration with hygiene protocols* July 6 ~ Open Summer School with hygiene protocols* Late July ~ Back-to-School Events with hygiene protocols* July 29 ~ Open on-site school with hygiene protocols* *Based on recommendations from CDC, ADHS, federal, state and local agencies (see Decision Tree)
Phase 2 <u>Hybrid Plan</u> for Opening OR Emergency Change	TBD (announced at earliest possible date)	June 29 ~ Open school offices at <i>noon</i> with distancing & enhanced hygiene* protocols June 30 ~ Kindergarten Registration with distancing & enhanced hygiene protocols* July 6 ~ Open Summer School with distancing & hygiene protocols* Back-to-School Events cancelled



		<p>July 29 ~ Open school year with hybrid learning model (on-site & on-line) and distancing & enhanced hygiene protocols.* Common areas (cafeterias, libraries, playgrounds, gyms) will be closed.</p> <p>*Based on recommendations from CDC, ADHS, federal, state and local agencies (see Decision Tree)</p>
<p>Phase 1 <u>On-line Learning</u> Opening or Emergency Change</p>	<p>TBD (if school buildings are closed)</p>	<ul style="list-style-type: none"> • School buildings closed to the public • On-line learning for students • Meals provided for students (delivery method depends on USDA) • District Office closed to the public

EMPLOYEE AND STUDENT SAFETY

Visitor Restrictions:

- Phase 3: Visitation is allowed with hygiene protocols (temperature taken, health screening questions, masks preferred, respect for others’ space, hand washing/sanitizing) for the first four weeks. Refusal to be screened is cause for denial of visitation.
- Phase 2: Only employees and supplemental services personnel are allowed beyond school offices.
- Phase 1: Only employees are allowed on campuses within health and safety protocols.

Travel Restrictions:

- District-related staff travel outside the District must have 3-week prior authorization of the Superintendent.
- Student travel (e.g., field trips, activity trips) is discontinued until further notice.

Screening: Health Attendants and designated personnel at other sites will conduct screenings.

- All Phases: To prevent the possible spread of COVID-19, employees returning to work on June 29 (or thereafter) will complete a self-screening form and have a temperature taken. Employees will continue to monitor their own health and stay home if they are ill. *All screening information will be kept confidential per HIPAA by a health attendant at each site and Human Resources.*
- Phase 3:
 - Students will be screened for fever and asked questions about symptoms during the first four weeks of Phase 3.
 - Students with temperatures above 100°F or with other symptoms will be sent home.
 - Parents and Visitors:
 - Will have temperature screened and will be asked questions about symptoms during the first four weeks of Phase 3.
 - Will be denied access to campus if they have a fever above 100°F or other symptoms or if they refuse screening.
- Phase 2:
 - Employees:
 - Temperatures will be taken as they arrive on campus.



- Questions will be asked regarding symptoms.
- Employees with temperatures above 100°F or with other symptoms will be sent home.
- Employees will wear approved face masks/coverings
- Students:
 - Temperatures will be taken as they arrive on campus and prior to going to classrooms.
 - Questions will be asked regarding coughs, chills, headaches, sore throats, etc.
 - Students with temperatures above 100°F or with other symptoms will be sent home.
- Parents and Visitors:
 - Will only be allowed in site offices
 - Social distancing will be required
 - Masks are preferred and will be available
 - Hand sanitizer will be used prior to entering offices and upon leaving.

Health Protocols (all phases): BCESD will continuously monitor the use of spaces at each site to reduce exposure to risks. Some areas, including playgrounds, cafeterias, and libraries will be closed in Phase 2 and may be closed in Phase 3 until risk of infection diminishes. BCESD will supply alcohol-based hand sanitizers throughout common areas and in classrooms, cleaning sprays, wipes, and masks. Signage indicating accessibility and protocols will be clearly visible.

- Employees:
 - Employees will avoid ad-hoc interactions/gatherings, non-essential meetings, or casual visiting in hallways, walkways, classrooms, or offices; social distancing, masking, handwashing/sanitizing will continue within the guidelines of each phase.
 - Break rooms and lounges will be arranged for social distancing. For use of shared appliances (coffee machines, microwaves, refrigerators), hands should be washed before and after use and the appliance should be wiped by the user after each use.
 - Employees will be trained in the personal protection protocols for each Phase and will be expected to follow all protocols.
 - Employees will be expected to disinfect their own workspaces multiple times throughout the day, especially commonly touched surfaces.
 - Employees should report possible exposure to COVID-19 to HR and follow the protocols given to them.
 - If an employee becomes ill at work or exhibits symptoms of COVID-19 at work, s/he will be asked to leave work to go home or to a health center.
 - Employees returning to work from an approved medical leave will contact HR and may be required to submit a healthcare provider's release before returning to the work site.
 - Employees will be provided criteria for returning to work if they have been diagnosed with COVID-19.
- Students:
 - Students will be taught hygiene protocols including hand sanitizing, avoidance of touching their faces, personal and classroom workspaces, and respect for each other's supplies.
 - As much as possible, students will only be with the students in their own classrooms. Breakfast and lunch will take place in classrooms at least the first four weeks of Phase 3



and during Phase 2. If classes travel to “specials”, plans will include reduction of exposure to students from other classes.

- On buses, students will stay seated as assigned in accordance with the protocol of each Phase.
- Parents and Visitors:
 - Parents/visitors are expected to follow the signage and protocols given.
 - Parents are expected to support the District protocols by reinforcing those protocols with their children.
 - Parents are expected to keep students at home if they are ill.

CLEANING/DISINFECTION OF FACILITIES AND BUSES (ALL PHASES):

The safety of employees and students is the first priority. Deep cleaning and disinfection will occur before BCESD sites open, establishing a sanitary baseline for each site. BCESD will continue to adhere to all necessary safety precautions throughout the school year.

GENERAL DISINFECTION MEASURES		
Category	Area	Frequency
Classrooms	Classrooms	Throughout the day by teachers; at the end of each day by custodial staff
Other workspaces	Offices, copy rooms, restrooms, work rooms	Throughout the day by employees; at the end of each day by custodial staff
Appliances	Refrigerators, microwaves, coffee machines	Wash hands before using; touch points wiped after each use by user
Electronic Equipment	Copier machines, shared computers, TVs, telephones, keyboards	Wash hands before using; avoid sharing; if shared, wiped after each use by user; at end of day by last user
General Use Objects	Handles, light switches, sinks, restrooms, entry doors	Twice a day in high use areas by custodial staff
Buses	Seats, handles/railings, window controls	After each group of students uses the bus (at least twice a day) by transportation staff
Common Areas (when in use)	Cafeteria, library, conference rooms, gyms, lobbies, hallways, locker rooms	At end of each day; between groups by custodial staff

Special protocols will be implemented in the event that an active employee or student is identified as positive for COVID-19 based on testing at the discretion of the Board.



SIGNAGE

Signage will be placed throughout the District (school sites, buses, offices, etc.) reminding employees, students, parents, and visitors of the hygiene protocols being followed at any given time.

FOOD DELIVERY

Employees may bring their own food. However, no food will be brought to be shared. Delivery of food by non-employees (family members or vendors) to sites is prohibited until further notice. Employees who leave work sites during the work day must be screened immediately upon return by Health Attendant or designated personnel.

PREVENTIVE MATERIAL INVENTORY

Each site will have an employee designated to monitor supplies of soap in classrooms, hand sanitizer, paper towels, tissues, masks and gloves. This person is authorized to contact the Warehouse Manager directly for additional supplies.

Custodial staff (ABM) is responsible for maintaining soap and paper towels in restrooms and locker rooms.

TRANSPORTATION PROTOCOLS

Buses must be disinfected following morning bus routes and following afternoon bus routes. If afterschool programs are in operation, buses must be disinfected following those routes.

Bus drivers must follow the same Health Protocols as other employees.

COVID-19 CASE FORM

If an employee or student becomes ill at a school site, s/he will report immediately to the Health Office on site and receive a mask and gloves. The Health Attendant will isolate the person to help protect other employees and students. The Health Attendant will follow an initial assessment protocol to determine the possibility of COVID-19 and initiate proper notifications.

RESTROOM USAGE DURING THE SCHOOL DAY

Since BCESD school sites differ in configuration, each site will develop protocols for use of restrooms during the school day. Regardless, students will not be allowed to travel alone to restrooms during class time. Restroom breaks will be scheduled by classroom groups. Maximum capacity signs will be displayed.

Employees are expected to clean up after themselves in staff only restrooms.

VISITORS ON CAMPUS

At such time as visitors are allowed beyond office areas of school sites, the safety of employees and students remains BCESD's primary concern. Visitors will be screened for temperature and asked to answer simple screening questions by the Health Attendant or designated personnel before a visit is allowed. Refusal to be screened is cause for denial of visitation.



CAFETERIA AND MEAL PERIODS

To begin this school year, breakfast and lunch will be served in classrooms. This reduces the risks presented by having groups of students in common areas, lessens the need to expect students to practice social distancing outside their classrooms, and reduces the amount of time needed to sanitize those areas.

CLASSROOM ARRANGEMENTS

Phase 3: Classrooms will be arranged so that students are separated as much as possible with all facing in one direction.

Phase 2: Classrooms will be arranged so that students will be approximately six feet apart and all facing in one direction.

Phase 1: Classrooms will be closed.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND EMPLOYEES

The site counselors will develop/provide resources for parents and teachers to access. They will work with students primarily within classrooms or individually in locations where hygiene protocols can be practiced. They will develop/provide surveys for students to determine their social-emotional needs to provide stronger supports.

TRAINING FOR EMPLOYEES AND PARENTS

Employees: In addition to being provided written protocols for each Phase relevant to various employees' roles and responsibilities, virtual training (on-line videos) will be required prior to employees' first day of on-site. These will include, but not be limited to:

- Instruction in BCESD protocols and procedures outlined in this manual
- Instruction in cleaning/disinfection protocols

Parents: In addition to availability of a written copy of this Return to School Plan, a copy will be posted on the District website. A menu of brief PowerPoints, videos, and other documents will also be available on the website.

SECTION 2: ACADEMICS AND DISTANCE LEARNING

The intent of BCESD is to reopen instruction as Phase 3, which will be as close to "normal" school as possible. Given the possibility that BCESD may have to implement a Phase 2 plan or close school buildings (Phase 1) again, plans are developing to make transitions smoothly from any phase to another while maintaining as high a level of education as possible.

PHASE 3 PLANS ~ Near Normal

The modifications in Phase 3 are to mitigate students' and employees' exposure to COVID-19 based on the BCESD Decision Tree for Opening School Sites (page 12). At district direction, the more restrictive modifications* will revert to normal as local cases diminish.

- Students:
 - Present all day Monday through Thursday in typical-size classes
 - Hygiene/health protocols described in Section 1
 - Meals in classrooms*



- Restricted, planned recess activities*
- Specials held with possible changes of location*
- Middle school and junior high students will be grouped in two-teacher or four-teacher teams
- No backpacks except for technology devices*
- Personal items (lunch boxes, cell phones, jackets) will be stored at each student's chair
- Instructional supplies and objects will not be shared and will be stored separately
- After-school tutoring programs will be offered on the days students are on-site
- 21st Century after-school and Flex Friday programs will be offered at the approved sites on the days students are on-site
- Two (2) students per seat on buses
- Accommodations are being planned for students whose parents want them enrolled in BCESD but wish them to start the school year at home or for students who are a high risk
- Employees:
 - On-site unless they are high risk and need an alternative work option
 - Hygiene/health protocols described in Section 1

PHASE 2 PLANS ~ Hybrid Instruction

Plans for Phase 2 incorporate enhanced health/hygiene protocols in accordance with the BCESD Decision Tree for Opening School Sites based on guidance from the Arizona Department of Education, the Arizona Department of Health Services, the Mohave County Department of Public Health, and the Centers for Disease Control. The Governing Board could implement this alternative academic delivery plan if cases continue to rise in Bullhead City or if there are confirmed cases among students or employees.

The goals will be to continue consistent instructional and learning opportunities while increasing safety protocols.

- Students:
 - Present on-site Monday & Wednesday OR Tuesday & Thursday in half-size classes
 - Continued learning will be required on off-site days using Google Classroom, live-streamed classes, real-time recorded lessons, or work assigned on district supplemental on-line programs (Clever). This is "work done at home" not "homework". The specifics will be different for students at each level ~ elementary (similar across 3 sites), middle school, and junior high ~ and instructions will be given at the time.
 - Students within families will be scheduled for the same pair of days
 - Enhanced health/hygiene protocols will be used: 6 foot spacing of chairs, limited travel on campus, etc. (See Section 1)
 - Meals in classrooms
 - Limited specials
 - No backpacks except for technology devices
 - Personal items stored at each student's chair
 - Instructional items will not be shared and will be stored from day to day
 - Afternoon & Flex Friday programs will be held with limited participation



- Plans are to increase significantly the number of technology devices for check-out to qualified students for use on off-site days and for high-risk students
- One (1) student per seat on buses
- Pre-school, Life Skills, and Life Skills Academy Students
 - Half-days, Monday through Thursday
 - Students will be assigned to either a morning or an afternoon session
 - Breakfast & lunch will be offered to morning students; lunch & supper will be offered to afternoon students
- Employees:
 - On-site unless high risk
 - Enhanced health/hygiene protocols (see Section 1)

PHASE 1 PLANS ~ On-line Instruction

If school sites are closed to students, BCESD will primarily use on-line learning using internet and technology devices. Serious effort will be made to have sufficient Chromebooks (or similar devices) available for qualified students to check out. Similarly, BCESD will provide internet access throughout the District during designated school hours.

The platform for direct on-line instruction will be shared with parents before school sites open and a schedule will be provided on the BCESD website.

- Students:
 - Continued learning will be required using Google Classroom grades K-8, live-streamed classes, and real-time recorded lessons. This is “work done at home” not “homework”. The specifics will be different for students at each level ~ elementary (similar across 3 sites), middle school, and junior high ~ and instructions will be given at the time.
 - Meal programs will continue, either “grab and go” or “on wheels” as announced at the time
 - No students will be allowed at school sites
 - Site offices will be closed to the public
- Special Education students, English Learners, and other students with specific needs:
 - Students are expected to participate in virtual learning to the best of their ability
 - Plans accommodating or modifying to meet individual students needs will be available in addition to virtual program
- Exceptions: In the rare instances where students may not have internet access or devices are not available:
 - Paper packets will be offered.
 - Distribution and collection procedures which employ health/hygiene protocols will be shared with these families.
 - Students/parents will receive frequent phone calls from school personnel to support instruction and learning.
 - Completed work will be required to be returned as directed.
- Employees:
 - On-site employees will work on-site: teachers will teach; paraprofessionals will assist; office personnel will conduct school business via email, phone, internet, etc.



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- Teachers will provide direct instruction using the instructional protocols outlined to them before the school year begins.
- Transportation employees will work as needed.
- Exceptions: employees at high risk who will have alternative duties.

ATTENDANCE

By Arizona statute, students are counted “present” only when they are in a seat at a school site. This will apply for official school district information to the Arizona Department of Education and will be used for budget purposes unless otherwise determined by the Arizona Legislature.

GRADING POLICIES

To receive credit for courses for this school year, students are expected to complete assignments and demonstrate proficiency in the grade level standards via assessments in accordance with the existing grading policy (see District website). This applies to Phases 1, 2, and 3.

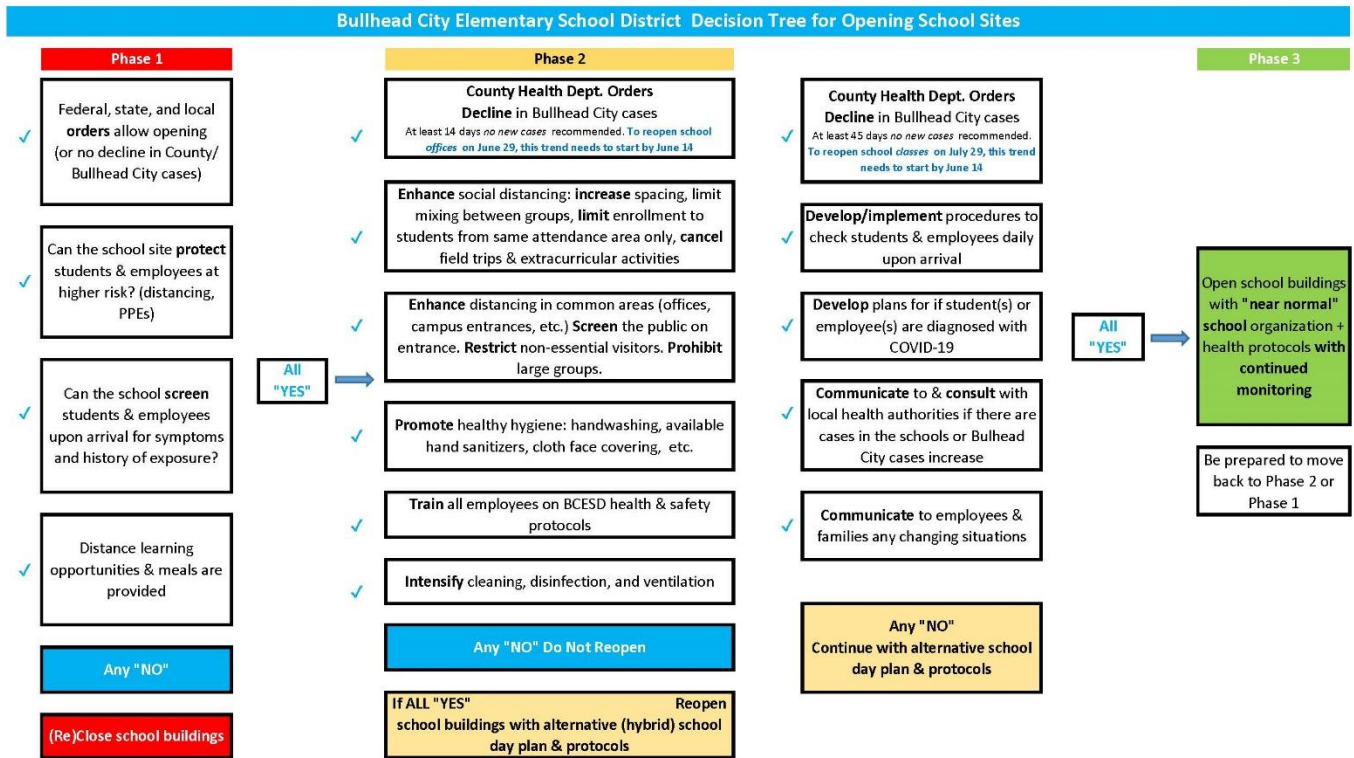
For students not making progress, not completing distance learning work, or opting not to participate in either Phase 1 or 2, the Policy IKA and IKA-R regarding promotion or retention will be followed.

COMMUNICATION

- District Level:
 - The Director of Public and Community Information will coordinate all messages to students, parents, and the community regarding Phase 3, Phase 2, and Phase 1 operation of school sites, including distribution of hygiene protocols for schools and buses to parents.
 - The Director of Curriculum/Professional Development will coordinate all training for hygiene protocols to principals, teachers, paraprofessionals, and office personnel.
 - The Directors of Transportation will coordinate all training for bus drivers and other transportation personnel.
 - The Managers for Chartwells and ABM will coordinate all training for their personnel.
- Site Level:
 - The Principal or designee will coordinate scheduling, facility set up, and all site-related messages to students and parents.
 - The Health Attendant will coordinate implementation of hygiene protocols.
 - The Health Attendant or designee will coordinate availability and distribution of hygiene supplies.
 - The Managers for ABM will coordinate cleaning protocols during and after each school day.



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Documents_TASK FORCE 2020_Opening Decision Tree 06/30/2020