



**Scholarship
Character
Humanity**

**LAKE HAVASU UNIFIED SCHOOL DISTRICT #1
Parent/Student Roadmap to Reopening
20-21 School Year**



2200 Havasupai Blvd
Lake Havasu City, AZ 86403

LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

July 2020

Dear LHUSD School Community,

We recognize that reopening schools continues to be a concern for our entire school community. We appreciate the valuable input we received from our parents, guardians, and staff through the surveys distributed in June to help us better plan for the 20-21 school year. We believe we have created a plan that addresses many of the concerns that were raised throughout this process.

This plan is a working document as we know things continue to change. There will be parts of this plan that you may not agree with, but please know we continue to be focused on the safety and well-being of all students and staff. We will make changes as we receive new guidance or directives and will keep all parents, families, and staff informed.

While this year continues to present challenges we look forward to welcoming our students and staff back as soon as possible. Your support is greatly appreciated and required to successfully navigate the upcoming year as we continue our commitment to a focus on scholarship, character, and humanity.

Sincerely,



Rebecca Stone, Ed.D.
Superintendent

Updated 8-11-2020

ACKNOWLEDGEMENTS

LHUSD would like to recognize all the statewide stakeholders who shared their valuable time and expertise in the development of this document. We also thank all those who served on the task force to review and provide thoughts and feedback.

Task Force for Reopening Schools Chair

Dr. Rebecca Stone – Superintendent


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Plan and COVID-19 Protocols for Opening LHUSD Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. (Please review ADE’s [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow are based on CDC “step” guidelines—specifically, Steps 2 and 3. They are aligned to current Federal, State and Local guidance, which may change at any given time requiring changes to the protocols in this document.

Safely Returning to In-Person Instruction




Cases

New cases per 100,000 population

Minimal: less than 10

Moderate: 10 - 100

Substantial: greater than 100




Percent Positivity

Percent of positive COVID-19 tests

Minimal: less than 5%

Moderate: 5 - 10 %

Substantial: greater than 10%




COVID-Like Illness

COVID-19 ER visits & hospitalizations

Minimal: less than 5%


Moderate: 5 - 10%

Substantial: greater than 10%




Initial Opening
ADHS recommends schools or school districts meet all 3 benchmarks at the county level in moderate or minimal transmission category for two weeks in order to begin hybrid learning.

Are new cases in minimal or moderate transmission category for two weeks?
or
Is there a two-week decline in the number of new cases?

NO →  Substantial transmission: Maintain virtual learning


↓ **YES**

Is the percent of positive COVID-19 tests less than 7% for two weeks?


NO →  Substantial transmission: Maintain virtual learning


↓ **YES**

Are ER visits and hospitalizations for COVID-19 in minimal or moderate transmission for two weeks?

NO →  Substantial transmission: Maintain virtual learning

↓ **YES**

 **Opening benchmarks met
Consider Hybrid learning model**



Monitoring Benchmarks
ADHS recommends schools work with their local health departments. After transitioning to a hybrid model, schools should consider resuming virtual learning when one or more benchmark categories are in substantial transmission.

The following protocols are to be implemented across all LHUSD sites. In order to execute the districtwide protocols and because each site is unique, individual schools and sites will have specific information that pertains to their site. Parents and families will be notified of individual school plans.

Normal procedures for students who qualify for homebound or chronic illness services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

Because information, recommendations and mandates change frequently, information and procedures throughout this document may be updated. If a major change occurs, staff and families will be notified.

STAFFING ASSIGNMENTS

At the district level, the Superintendent or designee, will coordinate all messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information. The Superintendent or designee will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout each campus, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, a site administrator or designee will coordinate physical distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols. Because each district facility is unique, site specific information will be outlined in each site's plan.

The Maintenance Supervisor will develop and train the lead FSP (Facilities Service Person) at each site on district COVID-19 cleaning protocols. At each school site, the lead FSP or lead custodian will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to custodial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse, or other designee will coordinate and implement the protocols set forth in this document for screening of students and staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the Emergency Operations Coordinator (Mrs. Wolter) who will inform the Superintendent.
- informing the site supervisor if absences of students and staff on any given day are far above average or if there appears to be a cluster of respiratory-related illnesses.

The Director of Special Programs and 504 Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

In conjunction with district administration, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Communication

Prior to students returning to campus, parents/families will be sent a copy (or directed to review a copy on the district or school website) of the parent/student roadmap. As part of this process, the District will send communication to all parents/families that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting symptoms. The District will require that parents sign the acknowledgement form at the end of this roadmap regarding these protocols and agreeing to screen their children daily before sending them to school.

The district and each school site has a person designated to be the COVID-19 point of contact. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

Procedures and communication regarding COVID-19 exposure is found in the final section of this document.

PROTOCOLS: STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

BEFORE SCHOOL ARRIVAL

At Home- Daily Health Screenings

Students must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- cough
- fatigue
- headache
- muscle or body aches
- sore throat
- congestions/runny nose
- nausea/vomiting
- diarrhea
- new loss of taste or smell

This list may not include all possible symptoms. A student with a daily runny nose or congestion due to allergies **should not be kept at home.*

The District will inform parents/families via registration documents, on the District and school websites, and via email reminders that they must screen students for the above symptoms each morning and must keep students at home if any symptoms are present or they have a household member who has contracted COVID-19. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

Note: Schools will not give out attendance awards or take attendance into consideration for student citizenship grades for the duration of the COVID-19 health crisis.

Getting On the Bus

Students will stand together, at the bus stop, while still observing physical distancing guidelines. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained. Signage will be posted on the bus to communicate to parents which symptoms may be seen with COVID-19 and that students exhibiting symptoms should not enter the bus.

If a bus driver or aide observes a student exhibiting visible COVID-19 symptoms:

- The driver will contact their dispatcher who will notify the school that a potentially symptomatic student is arriving and should see the school health associate or nurse.
- If the parent is at the bus stop, the driver or aide will inform the parent that visible symptoms are observed and advise the parent that the child should stay home or that the school's health office may be contacting the parent when the child arrives at school if the parent refuses to take the child home from the bus stop.
- The driver or aide will, if possible, ensure that the student is socially distanced.

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 related to allergies should be permitted to ride the bus.

LHUSD will transport those who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity:

- Students will be required to wear a face covering while riding the bus.
- The bus driver will instruct students to load the bus from back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will instruct students to take seats that are spaced from one another as ridership allows. Depending on the number of students riding the bus, spacing students may not be possible.
- The driver will keep the seat immediately behind them unoccupied if feasible.
- Siblings may sit together.
- The post trip protocol will include wiping down all high touch surfaces.

SCHOOL ARRIVAL

Public access will be limited to no more than 4 entry points per site. After 8:00 am each site will have one entry point. Hand sanitizer will be located within 10 feet of each entry point and throughout the building in high traffic areas.

Upon arrival at school, each student will proceed to the designated area.

A staff member will visually check each student for symptoms prior to students entering the classroom. Any student with visible symptoms of a cough, shortness of breath, or signs of a fever, will be sent 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 associate observes that there are no other symptoms, the nurse/health associate 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 associate observes that there are no other symptoms, the nurse/health associate 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.

Drop-Off/Pick-Up Procedures

Each school will have specific drop-off/pick-up procedures that consider the age and development of students as well as their unique campus layout.

In general, students will be dropped off and picked up from school **without parents getting out of the car**. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students, depending on the situation.

If a parent walks or rides bike to school with their student, the parent will not be allowed to enter the school and must drop off the student outside the school.

ENHANCED PHYSICAL DISTANCING

Basic Physical Distancing Practices

Staff members will educate and remind students regularly about physical distancing, to the extent possible both inside and outside of the classroom. Students and staff should strive to maintain a distance of 6 ft from others, but at a minimum should maintain at least an arm's length distance from others.

Elementary students will remain with the same groupings and the same staff for most of the day. Schedules for secondary students will be created to allow, as much as possible, the same groupings of students to remain with each other.

Classroom Layout

All schools will attempt to physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, if feasible.

Hallways

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.

Playgrounds

Physical activity continues to be a vital part of a student's school day. Teachers will require students to wash their hands before and after recess. No more than two grade levels at a time will be scheduled for recess. Classes will rotate through playground structures and field areas to allow for as much physical distancing as possible. If playground equipment is used, cleaning will be aligned to CDC recommendations.

Cafeterias and Other Areas During Lunch

Schools when possible will use a number of spaces for eating during lunch including the cafeteria, outside, and in other designated locations, proper physical distancing is more important than ever. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food cannot be delivered to the school.

** From the CDC: "Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission."*

When eating in the cafeteria or other areas outside of the classroom, increased safety measures may include the following:

- Marking areas/tables indicating where students may sit
- Assigning students to a specific seat
- Limiting cafeteria seating to the number of assigned seats
- Limiting the number of students in line at a time, as feasible and students will be reminded to maintain proper physical distancing
- Increasing the number of lunch periods

Bathrooms

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom and be reminded to maintain physical distancing. Posters reminding students of proper handwashing techniques will be displayed.

Front Offices

Clear partitions will be installed at each site prior to the start of school to cover the front desk. Signage directing visitors to wear a face covering and maintain physical distancing will be posted.

Hand Washing

All students and staff will wash their hands with soap and water for at least 20 seconds, or use hand sanitizer that meets minimal requirements at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch, and
- after sneezing, coughing, or blowing nose

Face Coverings and PPE

Students and staff are required to wear face coverings at all times with exceptions for times when students and staff can maintain proper physical distancing (6 ft) or are outside in playground settings with distancing until the AZ Department of Health Services determines face coverings are no longer necessary. ([Governor's Executive Order 2020-51](#))

**Any student who has difficulty breathing or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed by parents and staff, including the use of a face shield.*

Student Belongings/Materials

Sharing of school supplies, technology devices, and belongings among students will be very limited and only if it is absolutely necessary. Personal items not required for school should remain at home.

Trips and Activities

Field trips will be suspended. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may not be held with students assembled in the same physical location. As an alternative (if feasible), school-wide assemblies will be held virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Back to School Night" or carnivals will be suspended or reconfigured in order to maintain physical distancing. Small-scale activities such as parent-teacher conferences may take place in person, over the phone or by other electronic means.

Other extracurricular activities/clubs will be suspended unless the activity can be conducted virtually or in compliance with the protocols in this document.

Parent Support Organizations and Booster Clubs are encouraged to utilize virtual meeting formats to allow for large group participation.

Specialized Classes

Because electives and special area classes are vital to the social and emotional well-being of many students, they are permitted. Some classes, such as, choir, band, and PE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

Visitors and Volunteers

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students and the provision of direct services to students. Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child. All visitors and volunteers must follow all safety protocols including wearing a face covering and physically distancing, as feasible.

Cleaning and Disinfecting

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the greatest extent possible. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, cleaner will be available to all staff to be used as needed in between classes, at workstations and in common areas.

Communicating and Consulting with Local Health Authorities

In coordination with the District Emergency Operations Coordinator, the District's Lead Nurse will be the point of contact for the Mohave County Department of Public Health and/or Arizona Department of Health Services if there are verified cases in the district or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

Potential School Closures

The AZ Health Department released benchmarks regarding the level of community spread on August 6, 2020 for consideration when opening or closing schools. The benchmarks include the number of cases, the percent positivity and the percent of hospital visits for COVID-like illness.

The ADHS recommends county-specific public health benchmarks fall within the moderate or minimal spread categories in all three benchmarks for two weeks in order to provide hybrid learning with some students in physical buildings. Specifically, ADHS recommends the following benchmarks be met prior to offering any in-person learning:

- Cases: a two week decline in the number of cases or two weeks with new case rates below 100 per 100,000
- Percent Positivity: two weeks with less than 7% positivity

- COVID-like Illness: two weeks with hospital visits due to COVID-like illness below 10%

In addition, if schools are open and are then ordered by the State to close, the District will implement the Distance Learning Plan for all in person learning students as was done during the closure in March 2020. All online students will continue with online instruction. The Distance Learning Plan is posted on the website.

REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting procedures.

If a person reports they or their child have COVID-19 symptoms or a positive COVID-19 test, the procedures listed below should be followed:

1. Report the situation ONLY to:
 - a. If a student: School Nurse or Principal, who will notify the District Emergency Operations Coordinator
 - b. If an employee: Direct Supervisor, who will notify the District Emergency Operations Coordinator

Confidentiality must be maintained to the greatest extent possible.

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home or to a health care provider will be arranged by the site supervisor. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear appropriate PPE and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The school will immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.
5. The district administration will work with school administration and nurses to determine whether other employees or students may have been exposed to the symptomatic individual (within 6 feet and for a prolonged period of time, typically longer than 15 minutes). If it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine.

Employees or students who have developed COVID-19 symptoms or had a positive

COVID-19 test may not return to the site until they have met the most recent guidelines for releasing from isolation. Because guidelines in this area change regularly these will be communicated to the employee or parent when necessary.

To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, being within 6 feet of a sick person with the virus for at least 15 continuous minutes with or without the use of a face covering, or being in direct contact with secretions from the sick person.

Student has symptoms and tests positive OR suspects they have COVID-19

If at school student will report to the school nurse and be picked up to go home or get medical care. If life threatening symptoms are present the nurse will call 9-1-1. Student will be isolated until they leave the building. If not at school parent/student, will report to the school nurse.

Parent/student will complete [survey](#) as soon as possible to share required information

The District Emergency Operations Coordinator will coordinate the sharing of information to others who have been in close contact with sick person – see yellow box for next steps

Parent/student should consider contacting their primary care physician. Self-isolate at home for **10 days** from symptom onset and experience at least 24 hours of no fever without fever-reducing medication before returning to school.

Student tests positive but has no symptoms

Parent/student will contact the school nurse. The school nurse will report to the District Emergency Operations Coordinator.

Parent/student will complete [survey](#) as soon as possible to share required information

The District Emergency Operations Coordinator will coordinate the sharing of information to others who have been in close contact with sick person. – see yellow box for next steps

Parents/student should consider contacting their primary care physician, self-isolate at home for **10 days** and monitor for symptoms. Return to school after **10 days** with no symptoms.

Student reports someone at home has tested positive

Parent/Student will complete [survey](#) as soon as possible to share required information

Parent/student will contact the school nurse. The nurse will report to the District Emergency Operation Coordinator.

Parent/student should consider contacting their primary care physician, self-isolate at home for **14 days** and monitor for symptoms. Return to school after **14 days** with no symptoms.

Student has prolonged exposure to someone who has tested positive.

Parent/student will complete [survey](#) as soon as possible to share required information

Parent/student will contact the school nurse. The nurse will report to the District Emergency Operations Coordinator.

Parent/student should consider contacting their primary care physician, self-isolate at home for **14 days** and monitor for symptoms. Return to school after **14 days** with no symptoms.

Student reports someone in their home was exposed to someone who tested positive.

Parent/student will monitor for symptoms, continue normal activities (no need to self-isolate).

[CDC Guidelines for returning](#)

PARENT ACKNOWLEDGMENT

Please read and initial each statement below. Signature by a parent or guardian is required.

1. _____ I understand that during this COVID-19 public health emergency, I will NOT be permitted to enter the facility/school beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present at the facility/school and to limit to the extent possible everyone's risk of exposure.
2. _____ I understand that it is my responsibility to inform other members of my household of the information contained herein.
3. _____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area, I MUST wash my hands and wear a mask before entering. While in the facility, I will practice social distancing and remain 6 feet from all other people, except for my own child.
4. _____ I understand that in order to attend school, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the class and moved to a supervised, secure area. I will be contacted, and my child MUST be picked up within 1 hour of being notified.

Symptoms include:

- Fever of 100.4 degrees Fahrenheit or higher
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Any other symptom of illness, whether or not you believe it's related to COVID-19

While the District understands that many of these symptoms can also be due to non-COVID-19-related issues, we must proceed with an abundance of caution during this public health emergency.

Symptoms typically appear two to seven days after being infected. Your child will need to follow the most recent guidelines for isolation which will be provided to you by the school nurse.

5. _____ I understand that as the parent/guardian, I will need to take my child's temperature prior to coming to school. I understand that, as the parent/guardian, I must also conduct daily self-screening of my child for symptoms prior to the child arriving at school.
6. _____ I understand that over the course of the school day, my child's temperature will be taken if necessary.
7. _____ I understand that my child will be required to wash their hands throughout the day using CDC-recommended handwashing procedures.
8. _____ I understand that my child must wear a face covering throughout the day according to the protocols established by the District.
9. _____ I will immediately notify the Site Point of Contact if I become aware that my child has had close contact with any individual who has been diagnosed with COVID-19. The CDC defines "close contact" as being within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.
10. _____ The Site/District will continue to follow the guidelines of both the CDC and state and local officials. As changes occur, parents and guardians will be notified. The Site Point of Contact will contact the Arizona Department of Health Services if any staff member or student contracts COVID-19 to help make crucial decisions on next steps.
11. _____ I understand that, while present at school each day, my child will be in contact with children and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove the risk of exposure to COVID-19. I understand that the members of my family play a crucial role in keeping everyone at school safe and reducing the risk of exposure by following the practices outlined herein.

I, _____, certify that I have read, understand, and agree to comply with the provisions listed herein.

Child's Name: _____

DOB: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____