



*Cartwright  
School District  
#83*

**MITIGATION  
PLAN**

August 2020

## TABLE OF CONTENTS

STAFFING ASSIGNMENTS .....	6
TRAINING AND COMMUNICATION .....	6
Training .....	6
Communication .....	7
PROTOCOLS: STUDENTS .....	8
Face Coverings .....	8
Before School Arrival .....	9
At-Home Daily Health Screenings .....	10
Buses .....	11
School Arrival .....	11
Drop-off/Pick-up .....	12
Physical Distancing .....	12
Classroom Layout .....	12
Hallways .....	12
Playgrounds .....	12
Cafeterias & Lunch .....	13
Bathrooms .....	13
Front Offices .....	13
Hand Washing .....	13
Student Belongings/Materials .....	14
Trips and Activities .....	14
Specialized Classes .....	14
Visitors and Volunteers .....	15
PROTOCOLS: EMPLOYEES .....	16
Face Coverings .....	16
Exposure Assessment and PPE .....	17
Daily Active-Screening .....	17
Handwashing .....	18
Physical/Social Distancing .....	18

School and District Visitors .....	18
PROTOCOLS: CLEANING AND DISINFECTING .....	19
PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST .....	20
Potential School Closures.....	21
ADDITIONAL RESOURCES .....	21

## Covid-19 Protocols and Plan for Re-Opening Cartwright 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. (ADE's [Roadmap for Reopening Schools](#), and the Arizona Department of Health Services' Safely [Returning to In-Person Instruction](#)). The protocols that follow are based on CDC, ADE, ADHS, and Maricopa County Public Health guidelines. They are aligned to current Federal, State and Local mandates, proclamations and/or orders. All the previously stated agency guidelines and Federal, State and Local mandates, proclamations, and/or orders may change at any given time and, thus, may change the protocols that are in this document.

The following protocols are to be implemented across all Cartwright School District sites. In order to execute the districtwide protocols and because each site is unique, individual schools and sites may have specific information that pertains to their site.

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

## STAFFING ASSIGNMENTS

All messages to students, parents, staff, and the community regarding opening, possible closure, and other COVID-19-related information will be made at the district level. The Community Relations department, in conjunction with the Superintendent, will coordinate all public communication. District Operations will ensure that each site has posters with messaging on hand-washing, face-covering, and social are 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.

At each school or site, the Lead Maintenance 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/medical aid, or other designee will coordinate and implement the protocols set forth in the **Protocols-Employees** section of this document for screening of staff. That individual will be responsible for ensuring all staff adhere to protocol when reporting to work every day and communicating any reported case of COVID-19 among the school population to the COVID-19 Reporting Team.

The Director of Special Services will coordinate with all sites 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.

## 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 this plan. 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, as part of the registration process, a documented acknowledgement from parents/families regarding these protocols and agreeing to screen their children daily before sending them to school.

Each school and district 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.

The COVID-19 Points of Contact are:

District Office- Thomas Foster-De Oro, District Risk Manager  
District Office- Dr. Heather Cruz, Assistant Director of Human Resource  
District Office- Irma Ramos, HR Administrative Specialist  
Marc T. Atkinson Middle School- Carolyn Carlile, Assistant Principal  
Byron A. Barry School- Leslie King, Director of Early Childhood Programs  
Frank Borman School- Sierra McAllister, Principal  
Cartwright Elementary School- Vicki Wingfield, Principal  
Cartwright Early Childhood Center- Tracy Moy, Teacher on Special Assignment  
Cartwright Employee Daycare- Kristie Scharer, Administrator  
Raul H. Castro Middle School- Theresa Trujillo, Principal  
G. Frank Davidson School- Christine Tamayo, Principal  
Desert Sands Middle School- Michael Clark, Principal  
Glenn L. Downs School- Amanda Hernandez, Administrative Specialist  
Estrella Middle School- Dr. David McNeil, Principal  
Charles W. Harris School- Dr. Guillermo Heredia, Principal  
Heatherbrae School- Craig Horpedahl, Principal  
Holiday Park School- Katherine Hoornstra, Principal  
John F. Long School- Leticia Castro, Principal  
Palm Lane School- Scott Nigh, Principal  
Manuel Pena Jr. School- Casey Newman, Principal  
Peralta School- Christine Ramirez, Principal  
Justine Spitalny School- Janet Hecht, Principal  
Starlight Park School- Dr. Felicia Durden, Principal  
Sunset School- Jeremy Chandler, Principal  
Bret R. Tarver School- Dr. Joy Weiss, Principal  
Tomahawk School – Marilyn Bond, Principal

## PROTOCOLS: STUDENTS

Protocols are established based on CDC and ADE Guidelines along with any federal, state or local orders. These practices are put in place for the safety of all.

### Face Coverings

*Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.*

The District requires face-covering for all, in any fashion. Students will be required to wear a cloth or surgical face mask (subject to the health condition exception stated below)\*. Students **will not be required** to wear face coverings when eating or drinking.

*\*Any student who has difficulty breathing or who is incapable of physically removing the facemasks on his/her own will not wear facemasks, and an alternate method of protection will be provided, including the use of a face shield.*

Students may bring their own cloth or surgical facemask to and from school. Schools will be provided two reusable-masks upon reopening also, and a supply of disposable surgical masks will be available for students who arrive without a face covering. The District will also provide face shields as needed.

It is understandable that some students may require time to adjust to wearing face masks. Staff will use their professional judgement to assist a student having difficulty transitioning to wearing a face mask during the day by having a student use a face shield for a designated time before transitioning back to wearing a face mask. ***This will be the exception and not the norm.***

## Before School Arrival

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## At Home- Daily Health Screenings and Reporting

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;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- change in congestion or runny nose not related to allergies\*;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

*\*This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. 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, should self-report symptoms, and must keep students at home if any symptoms are present or 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.

For the health and safety of other students, teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 should not come to school.

Parents/families are required to report a positive COVID-19 test for a student, or any person residing with a student. Review the REPORTING PROCEDURES FOR COVID- 19 SYMPTOMS OR A POSITIVE TEST section of this document.

If a parent believes their child has been exposed to COVID-19 but has not been tested or experiencing COVID-19 symptoms, they must inform their school principal for further guidance.

## **On Buses**

Students will stand together, at the bus stop, while still observing social distancing guidelines. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained.

If a bus driver or monitor screen/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 nurse or medical aid.
- If the parent is at the bus stop, the driver or monitor will inform the parent that screened/visible symptoms are observed and advise the parent that the child should call in sick 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 monitor 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.

## **Bus Seating**

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

Drivers, monitors, and students will be required to wear a face covering.

- 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.

Transportation will follow the same face covering guidelines outlined for all students and staff. If students are not wearing a face covering when entering the bus, then one will be provided for them.

### **Additional Bus Information**

A communication will be shared with parents during registration, which outlines standard busing information as well as special considerations under COVID-19.

Students will be expected to utilize provided hand sanitizer when entering and exiting buses.

School buses will be disinfected with an EPA-approved product after every scheduled run. If time permits, additional cleaning may be done throughout the day. After disinfection activities are completed, windows will be opened to allow the bus to ventilate and air-dry.

### **School Arrival**

Upon arrival at school, each student will proceed directly to their assigned classroom.

A staff member will visually check each student for symptoms prior to students entering the classroom. Any student with observable/visible symptoms will be sent to a secondary screening location. At this secondary location, a more thorough assessment of a student's condition will be observed. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/medical aid observes that there are no other symptoms, the nurse/medical aid 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/medical aid 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**

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with expressed permission from a site administrator that is provided for good cause. 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 to be scheduled for a time outside of general arrival and dismissal. If a parent walks a student to school, the parent will not be allowed to enter the school or grounds and must drop off the student outside of the school campus. If parents/families ride a bike to school with student bike riders, parents will not be allowed to enter the school grounds and must drop off the student outside of the campus.

Each school will have more specific drop-off/pick-up procedures since each campus is unique. This information will be communicated in advance.

## **Physical Distancing**

### **Physical/Social Distancing Practices**

Staff members will educate and remind students regularly to maintain, if feasible, at least 6 ft. of distance between individuals outside of the classroom.

Elementary students will remain with the same groupings and the same staff for most of the day. Schedules for middle school 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 physically distance desks and tables and have them face in the same direction, to meet CDC guidance. Additionally, the district has purchased physical desk partitions to increase the safety of the student when at their desk.

### **Hallways**

Hallways will be marked 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 and masks will

be required. Because each school is unique, each school will specify playground procedures including use or non/use of playground equipment.

### **Cafeterias and Other Areas During Lunch**

Schools will primarily serve breakfast and lunches in classrooms. Because masks cannot be worn while eating, proper physical distancing is more important than ever. Additionally, the physical desk-dividers will add a layer of safety. Students will be prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food will not be delivered to the school.

When eating in the classroom, students with food allergies may need 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).

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

- Marking areas/tables indicating where students may sit.
- Staff will ensure students sit with a minimum of 6 feet between each other.
- Limit cafeteria seating to the number of seats required to maintain social distancing while they are eating.
- Students will be prohibited from sharing lunch items with one another.

### **Bathrooms**

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear facemasks at all times. Posters reminding students of proper handwashing techniques will be displayed.

### **Front Offices**

Plexiglas dividers have been installed and adhesive marking placed on the floor to promote social distancing in the Front Office. Signage directing and informing visitors of COVID-19 related information 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 with at least 60% alcohol 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,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask.

### **Student Belongings/Materials**

Sharing of technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff or students will clean the item after each use. Parents should also clean student belongings before/after school. Schools may also limit the use of backpacks.

### **Trips and Activities**

Field trips will be canceled. 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 cancelled or reconfigured in order to maintain physical distancing. Small-scale activities such as parent-teacher conferences may take place over the phone or by other electronic means.

Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document. To assist in the prevention of potential spread, Madison will not offer field trips nor bus transportation to athletic events. If athletic events are scheduled, parents will be responsible for providing student transportation until such time that physical distancing in transit is no longer required.

### **Specialized/Special Area Classes**

Because electives and special area classes are vital to the social and emotional well-being of our 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. Face masks must be worn at all times. Travel/transitions to other classrooms will be minimized to only

those classes that are critical to learning for that particular special area.

### **Visitors and Volunteers**

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents, visitors, and volunteers will report to the front office and not go beyond unless authorized by the site administrator. These individuals are subject to district health screening and must follow all safety protocols including physically distancing and wearing a facemask.

## PROTOCOLS: EMPLOYEES

Protocols are established based on CDC and ADE Guidelines along with any federal, state or local orders. These practices are put in place for the safety of all.

### Face Coverings

*Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.*

The District will require universal masking. Employees will be required to wear a cloth face covering or surgical face mask. Staff members are required to wear a face covering during interaction with students or other staff unless they cannot do so for health reasons. In these cases, employees will notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols including the use of a face shield. Employees will contact their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face covering.

Unless a health condition prevents it, custodial staff will be required to wear cloth or surgical face masks and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools and district facilities.

Any employee who has a medical condition that is made worse by wearing a face covering, an alternative methods of protection will be provided, including the use of a face shield.

Employees may bring their own cloth face covering or surgical face mask to and from school. The District will provide at least two face coverings for all employees. Schools and sites will have a supply of disposable surgical face masks for employees who arrive without one. The District will also provide face shields as needed.

*Note: Wearing cloth and surgical face coverings does not replace the need to maintain physical distancing. Accordingly, the greater number of employees wearing facemasks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with facemasks, which provide additional protection for the wearer, will not be required, but will be permitted.*

## **Exposure Assessment and PPE**

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19.

## **Daily Active-Screening**

This plan will be made available for all employees to review. As part of this process, the District has communicated to all employees what symptoms are to be monitored and observed every morning, as well as the expectation that employees will not report to work if they are exhibiting symptoms (or feeling sick). The District has required that all employees review the District's COVID-19 Memorandum and adhering to participating in an Active-Screening process before reporting to work every day.

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- fever of 100.4 and higher or chills,
- shortness of breath or difficulty breathing,
- muscle aches,
- sore throat,
- headache,
- fatigue,
- change in congestion or runny nose not related to allergies,
- cough,
- vomiting,
- diarrhea, or
- new loss of taste or smell.

Additionally, An employee should take his/her temperature, if able, at home and assess whether or not he/she is experiencing any of the stated COVID-19 symptoms prior to arriving at work. When the employee arrives at work, each employee will confirm they do not have any of the symptoms listed above through Active-Screening. The confirmation will be documented and maintained by each site administrator, or designated individual.

Employees are required to report to their site administrator and the Human Resources Department if they or any person in their household, have tested positive for COVID-19. If an employee believes that they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from their immediate supervisor, site administrator, the Human Resources Department, or District Risk Management.

### **Handwashing**

Employees are required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at a minimum:

- upon arrival at school or district facility;
- before and after putting on and taking off a face mask;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

### **Physical/Social Distancing**

Employees are required to maintain a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, for an individual's safety. If a situation arises that requires a staff member to come into contact with a student or another staff member (for instance, if a student is having a physical emergency, or requires a two-person restraint), the staff member will resume physical/social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

### **School and District Visitors**

The District will limit nonessential visitors at each of each sites except for the safety and well-being of students and staff. Staff visitors will report to the front office, not proceed unless it is absolutely necessary and/or authorized by the site administrator. District Visitors will follow all protocols when visiting schools.

## **PROTOCOLS: CLEANING AND DISINFECTING**

Protocols are established based on CDC and ADE 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 highest and most consistent standards possible. Custodial schedules will be adjusted to place focus on cleaning and disinfecting routinely high-touch surfaces throughout the day. An EPA-registered hospital grade cleaner and disinfectant will be used daily on frequently high-touch surfaces in all areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with cleaner to be used as needed in between classes, at workstations and in common areas. Sports equipment and any other shared items (if they are being used) will be cleaned between uses by teachers and/or custodial staff utilizing district-provided approved cleaning products.

## **REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST**

The CDC's, ADHS, and Maricopa County Public Health Services' 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 becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation **ONLY** to:
  - a. If a student: School Principal or COVID-19 Point of Contact
  - b. If an employee: Immediate Supervisor, Site Administrator, or COVID-19 Reporting Group

***Confidentiality will 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 and/or staff, and sent home if the employee is able to self-transport. 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 administrator and/or 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/or staff, with the exception of one staff member to supervise the student. This staff member will wear additional PPE (a face shield, gloves, gown, etc.) and maintain a safe distance 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. If the student appears to be in medical distress, "911" will be called.
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.

# **Cartwright School District #83 Mitigation Plan (August 2020)**

5. The site administrator/supervisor will 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, and not wearing face covering). If so, the site administrator/supervisor will notify the COVID-19 Reporting Group. 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 CDC, ADHS, or Maricopa Public Health Services' guidelines at that moment in time. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

## **Potential School Closures**

At this time and depending on state government and/or health departments' criteria for closing an individual school, it is not known what would cause a school to close as a result of a COVID-19 outbreak at a particular campus. Once and if the District obtains that information, it will be communicated to the Cartwright School District employees, parents and families. In addition, the District will close the entire district if ordered by the State.

## **ADDITIONAL RESOURCES**

### **The Centers for Disease Control**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### **Arizona Department of Health Services**

<https://www.azdhs.gov/>

### **Maricopa County Public Health Department**

<https://www.maricopa.gov/5460/Coronavirus-Disease-2019>