
SHONTO
PREPARATORY
SCHOOLS REOPENING
PLAN FOR SY 23/24

BOARD APPROVED JUNE 2023

TABLE OF CONTENTS

STAFFING ASSIGNMENTS4

 Training4

 Communication4

PROTOCOLS: STUDENTS5

 Face Coverings5

 Buses6

 School Arrival7

 Front Offices7

 Hand Washing7

PROTOCOLS:

 EMPLOYEES7

 Face Coverings7

PROTOCOLS: CLEANING AND DISINFECTING7-12

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST
.....12-13

Plan and COVID-19 Protocols for Opening Shonto Preparatory School & Shonto Preparatory Technology High School

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. The protocols that follow are based on CDC “step” guidelines—specifically, steps 2 and 3. They are aligned to current Federal, State, Local, and Navajo Nation mandates, proclamations and/or orders. CDC guidelines and Federal, State, Local and Navajo Nation 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 school sites under the jurisdiction of the Shonto Governing Board of Education Inc. 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.

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 will be updated as needed. If a major change occurs, employees, parents and families will be notified.

STAFFING ASSIGNMENTS

At the district level, the Superintendent and Principals, will coordinate all messages to students, parents, staff, and the community regarding-COVID-19-related information. The Support Services Department will ensure that each site has posters with messaging on hand-washing properly wearing face masks, and social distancing posters located throughout each building, along with posters at site entrances reminding individuals not to enter if sick.

At each school or site, the Director of Support Services or their designee, will coordinate implementation of cleaning and sanitation protocols, including ensuring that sufficient cleaning supplies are available to

Communication

Prior to students returning to campus, the following protocol will take place:

1. Parents/families will be provided a copy on the district school website of this plan and a hardcopy can be provided.
2. The District will send communication to all parents/families that outlines the symptoms for which parents must screen each morning, and the expectation that students will not be sent to school or placed on the bus if they are exhibiting symptoms.

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 Offices: Melanie Dewakuku, Superintendent
- Shonto Preparatory School K8: Building Administrator
- Shonto Preparatory Technology High School: Cheryl Grass, Principal
- Residential Program: Justice M. Beard, Residential Manager

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

SIGNAGE

Examples of Signs that may be placed throughout the offices and school sites are:



PROTOCOLS: STUDENTS

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

Face Coverings

FDA approved surgical masks shall be used. Washing/sanitizing hands is recommended before and after putting on and taking off a mask.

Steps to properly wear your face mask

1. Wash your hands or hand sanitizer before and after touching the mask.
2. Make sure the mask fits to cover your nose, mouth and chin.
3. Make sure you can breathe and talk comfortably through the mask.

*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.

Students may bring their own surgical face mask to and from school. Schools will also have a supply of face masks available to provide for students who do not have their own and for students who arrive without a face mask.

Note: Surgical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students and staff wearing face masks, the greater the

overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but will be permitted.

On Buses

Students will stand together, at the bus stop, while still observing social distancing guidelines. Signage will be posted on the exterior of the bus which communicates to parents which symptoms may be seen with COVID-19 and that students exhibiting symptoms should not enter the bus. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained. While on the bus all students will be required to wear a face mask. If a student does not have a mask then one will be available for them along with a sanitation station prior to students entering the bus.

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

- The driver will contact security 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 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 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 the Front Office 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 Entry and Bus Seating

Shonto Preparatory School & Shonto Preparatory Technology High School will transport those who rely on busing services and will spread out riders as much as possible to create distance given bus capacity. Drivers, aides and students will be required to wear a face mask.

- Students will have the option to wear a mask. If students do not have one then one will be provided.
- The bus driver will instruct students to load the bus from back to front to avoid students passing one another.
- While the bus is enroute students are expected to be seated in the assigned seating, wearing their face mask (optional) and keeping their hands and feet to themselves.
- Upon arrival at the school building students will begin to unload from front to back. Bus driver will assist in this unloading procedure.

Additional Bus Information

Hand Sanitizer will be available for students to use

School buses will be disinfected with an EPA-approved product twice daily: Once after the morning routes and once in the afternoon. 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

Each school will have more specific drop-off/pick-up procedures since each campus is unique.

Elementary	- Students are walked to the buses or parking area.
High School	- Loading/Drop off zone
Residential	- check in with residential

Front Offices

Plexiglas dividers have been installed.

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:

- before lunch.

CDC signs will be posted to show proper washing.

*SPS staff will need to observe students while using the alcohol sanitizer.

PROTOCOLS: EMPLOYEES

Surgical Face masks are optional for employees

PROTOCOLS: CLEANING AND DISINFECTING

Protocols are established based on CDC Guidelines along with any federal, state, local and Navajo Nation 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. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. An EPA-registered hospital grade cleaner, electrostatic sanitizers 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, 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. The recommendation is to follow according to training protocols for cleaning and disinfecting instructions or directions. Steps have also been listed below.

Restroom Cleaning: Order and Frequencies

THIS IS A HIGH-PRIORITY AREA AND MUST BE CLEANED ON A DAILY BASIS

Notes:

The average daily cleaning time for a restroom with 2 or 3 stalls is approximately 20 minutes. The average daily cleaning time for a restroom with 4 or 5 stalls is approximately 30 minutes. The average daily cleaning time for a restroom with 6 stalls or more is approximately 40 min.

Suggested Restroom Cleaning Methodologies:

Remember that disinfecting is the key to a healthy restroom. Use only those products approved by the department and use in accordance with manufacturer's instructions. Allow the disinfectant to work using the standard 10-minute dwell time for proper disinfection. Be sure to wear appropriate personal protection equipment (particularly rubber or vinyl gloves) for restroom cleaning. Bleach is not approved as a disinfectant as it can cause significant damage to porcelain and tiled surfaces.

Toilets and Urinals:

Apply cleanser following the manufacturer's instructions. Swab the bowl and urinal thoroughly, inside and out. Disinfect all exterior surfaces, including toilet seat bottom, top, underside and walls adjacent to toilets and urinals. Allow ten-minute dwell time. Disinfect and wipe clean all chrome parts.

Sinks:

Remove any debris and rinse the sink with cold water. Wipe surfaces and fixtures with approved disinfectant using a soft sponge or rag. Allow ten-minute dwell time. Rinse the sink upon completion and wipe dry all chrome fixtures, as well as under sink, along trap and walls.

Mirrors:

Clean mirrors with approved glass cleaner, using a lint-free cloth, paper towel or squeegee. Remove excess in a manner so as not to streak.

Dispensers:

Restock all paper towels, toilet tissue and hand soap dispensers. Clean the dispenser with an approved disinfectant. Make sure that all dispensers are operational.

Walls/Partitions/Doors and Horizontal Surfaces:

Clean walls, partitions, doors and horizontal surfaces with a neutral cleaner and approved disinfectant to remove smudges, spots or graffiti. Wipe dry.

Trash Receptacles and Sanitary Boxes:

Empty all trash receptacles and sanitary boxes daily. Clean and disinfect sanitary box handles daily. When washing receptacles, be sure to spray inside the container, then disinfect and wipe clean.

Floors:

Sweep the entire floor prior to wet-mopping with an approved disinfectant solution. Put out wet floor signs prior to mopping. Mop with overlapping passes to cover all areas to be cleaned. Remove wet floor signs when the floor is dry.

Classroom Cleaning: Order and Frequencies

THIS IS A HIGH-PRIORITY AREA AND MUST BE CLEANED ON A DAILY BASIS

Notes:

The average daily cleaning time for a classroom with 45 seats is approximately 25 minutes

The average daily cleaning time for a classroom with 50-60 seats is approximately 35 minutes

The average daily cleaning time for a classroom with 65-100 seats is approximately 1 hour

Suggested Classroom Cleaning Methodologies:

Studies show that students learn best in a clean and healthy classroom environment. Use only those products approved by the department and use in accordance with manufacturer's instructions. Allow any disinfectant to work using a ten-minute dwell time. Wear appropriate personal protection equipment (particularly rubber or vinyl gloves) for classroom cleaning or disinfecting.

Tile Floors:

Sweep the entire floor prior to wet-mopping with approved neutral cleaner and/or disinfectant solution. Put out wet floor signs. Mop with overlapping passes to cover all areas to be cleaned. Remove wet floor signs when the floor is dry.

Carpeted Floors:

Adjust vacuum head to carpet pile so as not to wear down brushes prematurely. Vacuum in overlapping passes to cover all areas. Be sure to vacuum under chairs, tables and desks. Spot vacuuming is allowed when a full vacuuming is not necessary. Be sure to report any carpet stains or tears to your shift supervisor.

Trash Receptacles:

Empty all trash receptacles and replace liners as necessary (i.e. when food, drink or tissues are present). When washing the container, be sure to spray disinfectant inside the container and wipe dry.

Furniture:

Clean all chairs, desks and table tops with an appropriate neutral cleaner and disinfectant on a daily basis. Remove any gum or graffiti and re-align the furniture.

Walls/Partitions/Doors and Horizontal Surfaces:

Clean walls, partitions, doors and horizontal surfaces with a neutral cleaner and approved disinfectant to remove smudges, spots or graffiti. Wipe dry. Wipe all window ledges with a damp cloth.

Corridor Cleaning: Order and Frequencies

Suggested Corridor Cleaning Methodologies:

Use only those products approved by the department and use in accordance with manufacturer's instructions. Allow any disinfectant to work using a ten-minute dwell time. Wear appropriate personal protection equipment (particularly rubber or vinyl gloves) for classroom cleaning or disinfecting.

Tile Floors:

Sweep the entire floor prior to wet-mopping with approved neutral cleaner and/or disinfectant solution. Put out wet floor signs. Mop with overlapping passes to cover all areas to be cleaned. Remove wet floor signs when the floor is dry.

Carpeted Floors:

Adjust vacuum head to carpet pile so as not to wear down brushes prematurely. Vacuum in overlapping passes to cover all areas. Be sure to vacuum under chairs, tables and desks. Spot vacuuming is allowed when a full vacuuming is not necessary. Be sure to report any carpet stains or tears to your shift supervisor.

Trash Receptacles:

Empty all trash receptacles and replace liners as necessary (i.e. when food, drink or tissues are present). When washing container, be sure to spray disinfectant inside the container and wipe dry.

Drinking Fountains:

Spray disinfect in and around drinking fountains. Wipe clean. Spray and wipe smudges, spots and graffiti from fountains. Use a cleaner that is appropriate for the fountain surface.

Walls/Partitions/Doors and Horizontal Surfaces:

Clean walls, partitions, doors and horizontal surfaces with a neutral cleaner and approved disinfectant to remove smudges, spots or graffiti. Wipe dry. Wipe all window ledges with a damp cloth. Disinfect all elevator buttons with a rag or sponge. Allow dwell time but do not over-wet the area being disinfected.

Ceiling Area/Light Fixtures and Air Vents:

Use an extension dust wand to clean areas that are too high to reach.

Windows:

Wash windows with the appropriate cleaner and a clean cloth or squeegee, removing the cleaner in a manner so as not to leave streaks. Close all windows at the end of the evening.

School District Vehicle Sanitation

The Support Services Department will enforce mask wearing, social distancing and hand hygiene for personnel while on Shonto Preparatory School (SPS) campus as prescribed in the current CDC protocol guideline. Employee temperature measurement will be included in the COVID-19 procedure. The

procedures will be developed and implemented with personal safety of the employee and facilities of SPS campus.

The initial step will be to keep the vehicles of SPS cleaned on a routine schedule to CDC standard. This will consist of two cleaning schedules, prep and post operations of SPS vehicle(s).

Purpose: To ensure that school vehicles are kept clean and sanitized before and after each use

Procedure:

The following process shall be followed by all personnel who operate a School District Vehicle, there shall be no deviation from this SOP.

School Motor Pool Vehicles:

1. Requests must be made in School dude at least 2 days prior.
2. Once a request is received, a school vehicle will be assigned to the trip ticket.
3. Vehicle will then be cleaned and sanitized by an assigned SPS staff member.
4. When an employee comes to pick up a vehicle binder, a cleaning/disinfectant bag will also be assigned to the employee/driver.
5. Once the employee/driver arrives at the assigned vehicle they shall take the time to disinfect the vehicle prior to use.
6. After the vehicle has been used and is returned to the bullpen area, the employee/driver shall disinfect/clean the vehicle before returning the vehicle binder back and cleaning/disinfectant supplies to Support Services.
7. Employee/driver will document the number of items used to ensure that the correct amount is replenished into the supplies.

Facility Staff:

1. At the beginning and end of each shift assigned vehicle shall be whipped down, disinfected and cleaned.
2. 30 minutes at the start of shift and 30 minutes prior to end of shift will be used to perform the required sanitation of the assigned SPS vehicle.
3. A spray bottle containing disinfectant and a box of heavy duty wipes will be provided to use to perform the daily sanitation.
4. Each facility staff shall record the start and end time as well as the number of wipes used to ensure accountability of product usage.
5. Please do not use the assigned heavy duty wipes for other things, they are for vehicle sanitation use only.
6. Lead Facility shall do inspection of all facility workers vehicles at the beginning and end of shift and shall sign off on each inspection.
7. The Director of Support Services may do random inspections on facility vehicles as needed to ensure compliance.

School Buses: (Appendix)

1. A cleaning/sanitation kit will be placed in each bus.
2. If a bus is going to be used, the entire interior of the bus must be sanitized.
 - a. All seating areas, sides, and roof of bus

3. Drivers will document that they have performed the sanitation. Lead driver or designee shall do inspection prior to the bus leaving the bus yard.
4. Upon return, the driver shall sanitize the entire bus again prior to leaving the bus.
5. Drivers shall document the number of items used during the sanitation process such as:
 - a. Number of gloves used
 - b. Number of wipes use
6. Drivers will document the date and time of pre and post sanitation and Lead Driver shall sign off on the form confirming that the sanitation process has been completed.

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 becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

	Student	Staff
Immediately Report the Situation ONLY to	Teacher/Staff will notify the School Principal and School Nurse.	Staff will notify the immediate Supervisor. The immediate Supervisor will notify the Human Resource Office to make any necessary schedule changes. Confidentiality must be maintained to the greatest extent possible.
If a staff/student develops COVID-19 symptoms at work/school	The student will be separated from all other students and staff, and with the exception of one staff member to supervise the student. This staff member will wear additional PPE (a face shield, gloves, etc.) 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.	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 healthcare provider will be arranged by the site supervisor. If the employee appears to be in medical distress, 911 will be called.
Areas Exposed	Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be disinfected. Depending on the situation,	Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be Disinfected. Depending on the situation, the areas of

	the areas of exposure may need to be closed for a 24-hour period.	exposure may need to be closed for a 24-hour period.
Trace Contacting	The site 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). If so, the site supervisor will notify the Human Resources Office. 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.	The site 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). If so, the site supervisor will notify the Human Resources Office. 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-Note: In order to continue to receive funding, only the State and the Navajo Nation has authority to close schools, not the local Governing Boards.