



**Shonto Preparatory Schools**  
**Reopening Plan**  
**SY 2022-2023**

Governing Board approved on July 29, 2022

**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. 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 will 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 opening, possible closure, and other COVID-19-related information. The Support Services Department will ensure that each site has posters with messaging on hand-washing properly wearing facemasks, 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, 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 site is unique, specific information will be outlined in each site's plan.

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 housekeeping staff and, as appropriate, students and staff.

At each school, a site administrator 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:

- Communicating any reported case of COVID-19 among the school population to the Supervisor/Administrator 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 Superintendent or designee 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 the athletic director, coaches will develop protocols that incorporate applicable Northern Arizona Interscholastic Conference (NAIC), 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, 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 if requested.
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.
3. The District will require, as part of the school entry process a documented acknowledgement from parents/families regarding these protocols.

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: Marlita Haviland, Principal
- Shonto Preparatory Technology High School: Cheryl Grass, Principal
- Residential Program: Justice M. Beard, Residential Manager

Procedures and communication regarding COVID-19 exposure can be located 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.

The District will require universal masking. Students will be required to wear a surgical facemask, subject to the health condition exception stated below\*. Students will not be required to wear face coverings when eating or drinking.

## **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 facemasks on his/her own will not wear facemasks, and parents and staff, including the use of a face shield, will discuss alternate methods of protection.

\*Any student who has a medical condition, which restricts them from using a facemask, will be required to show documentation from a licensed physician and filed with the school nurse's office. This will require the student to wear a face shield.

Students may bring their own surgical facemask to and from school. Schools will also have a supply of facemasks available to provide for students who do not have their own and for students who arrive without a facemask. The District will also provide face shields as requested by individuals.

It is understandable that some students may require time to adjust to wearing facemasks. Staff will use the following guideline as a basis to assist a student having difficulty transitioning to wearing a facemask during the day. Ensure that 3 to 6 feet social distancing is occurring while student is wearing face shield:

1. A student will not use a face shield for more than a 5-minute period at a time before transitioning back to wearing a facemask. This will be a standard practice, which will apply to all students.

This will be the exception and not the norm.

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 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.

## **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 100.0 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle or body aches;
- sore throat;
- headache;
- fatigue;
- change in congestion or runny nose not related to allergies\*;
- cough;

- vomiting;
- diarrhea;
- new loss of taste or smell.

\*This list may not include all possible symptoms but may be used as a baseline. 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 Principal letters on the District and school websites, and via OneCall text 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 and of 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 to the Front Office. 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.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

### **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 facemask. 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 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 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 have been informed of students with symptoms of runny nose or cough are related to allergies they will 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 facemask.

- Students will need to be wearing a mask. If necessary, one will be provided.
- Bus driver will give temperature checks to students prior to entry of the bus.
- Bus driver will instruct students to load the bus from back to front to avoid students passing one another.
- 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. Seats will be marked and sectioned off for seating. Other seating arrangements maybe made such as allowing siblings to sit together.
- Bus driver will keep the seat immediately behind them unoccupied if feasible.
- While the bus is in operation, the expectation is students are to be in their assigned seat, wearing their facemask 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.

Note: 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**

Communication will be shared with parents during the student re-entry process, 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 twice daily: Once after the morning routes and once in the afternoon. If time permits, additional cleaning maybe completed 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, those students who did not ride the bus will proceed to the entrance of the school building, where a Wellness screening process will occur following the current protocol in place.

Wellness Screening Process:

K-8 Entry Protocol	Central Building, High School Building, and Residential Building Protocol
<ol style="list-style-type: none"><li>1. Students/staff will enter the school building into the foyer.</li><li>2. A Wellness screening questionnaire will ask the following health screening questions.<ol style="list-style-type: none"><li>a. Are you feeling well?</li></ol></li><li>3. Screener will take the student/staff temperature, and record it on form. Temperature will be taken according to the manufacturer recommendations.</li></ol>	<ol style="list-style-type: none"><li>1. Students/staff will enter the school building into the foyer.</li><li>2. A Wellness screening questionnaire will ask the following health screening questions.<ol style="list-style-type: none"><li>a. Are you feeling well?</li><li>b. Have you been in close contact with someone who is sick or has tested positive for the COVID virus?<ol style="list-style-type: none"><li>i. If a “yes” answer, a response will be required.</li></ol></li><li>c. Are you currently experiencing any of the following symptoms within the past 5 days such as: coughing, fever, shortness of breath, body aches?<ol style="list-style-type: none"><li>i. If a “yes” answer, a response will be required.</li></ol></li></ol></li><li>4. Screener will take the student/staff temperature, on the forehead, and record it on form. Temperature will be taken according to the manufacturer recommendations.</li><li>5. Students/staff will enter the school building into the foyer.</li><li>6. Screener will take the student/staff temperature and record it on form. Temperature will be taken according to the manufacturer recommendations.</li></ol>



A staff member will visually check each student for symptoms prior to students entering the classroom. Any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent to the School Nurse. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the School Nurse observes that there are no other symptoms, the School Nurse 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 School Nurse observes that there are no other symptoms, the School Nurse 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 exceptions and with expressed permission from a site administrator that is provided for good cause.

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	- Communicate with front office
Residential	- check in with residential

### **Enhanced Physical Distancing**

#### **Basic Physical Distancing Practices**

Staff members will educate and remind students regularly to maintain, if feasible, at least 3 to 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 as far apart as feasible and will have desks and tables faced in the same direction, if feasible.

#### **Hallway**

Hallways will be marked with adhesive tape 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/sanitize 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 use a multiple number of spaces during lunch including eating in classrooms, in the cafeteria and outside. Students may take off their mask while they are eating their meal. If feasible, students will be assigned seats at least 3 feet of distance between individuals. 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.

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

- If students line up for lunch service, only one class will be permitted to line up at a time, and markings will be placed on the floor to indicate where students should stand to maintain social distance.
- Prohibit students 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 will be installed and adhesive tape placed on the floor 3 feet from the front desk. Signage directing visitors not to come closer than the tape markings 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,
- 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 facemask and face shield.

CDC signs will be posted to show proper washing.

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

## **Student Belongings/Materials**

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

## **Trips and Activities**

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

## **Sports**

The Shonto Preparatory Technology High School (SPTHS) and K-8 Athletic Departments Mitigation Plan for Practices and Home/Away Games is a living document that can/will change based on current health and safety information.

All health and safety procedures are based on current guidance issued by Navajo Nation, IHS, and State/Local Health agencies, CDC, K-8/SPTHS Administration and the Shonto Governing School Board. The K-8/ SPTHS Athletic Department will abide by and implement this plan for the safety and health of all stakeholders.

Practices, games and sport season(s) can be placed on hold for a period of time or canceled if and not limited to:

1. School is canceled due to new health and safety procedures issued by any or all of the agencies listed above.
2. There are one or more positive cases of COVID-19/Variant on campus.
3. One member of a team (coaches, student-athletes and team manager) is confirmed positive for COVID-19/Variant.
4. If a team member (coaches, student-athletes and team manager) has symptoms consistent with COVID-19/Variant. All team members will have to quarantine for 5 days and have a Primary Care Provider clearing you and a Negative COVID-19/Variant test.

## **SPTHS / K-8 Home Game Procedure Plan**

All athletes, coaches, officials and spectators are required to adhere to these procedures:

If you do not feel well or experiencing symptoms consistent with COVID-19/Variant or are lab confirmed positive to have COVID-19/Variant, to, please stay home.

## **Housekeeping**

- 1) School housekeeping will also ensure that all facilities are cleaned and disinfected. The disinfected will be sprayed at least one hour before the team has arrived.

## **Spectators**

- 1) Prior to entering the building you must be wearing a facemask and continue wearing it throughout the entire event.
- 2) Will complete a health screening questionnaire and temperature check. Then, the spectator may purchase tickets. \*
- 3) Social distancing guidelines of 3 to 6 feet or more are required at all times.

## **Athletes, Coaches and Athletic Officials**

- 1) Prior to entering the building all athletes, coaches and officials must be wearing a facemask and continue wearing it throughout the entire event.
- 2) All athletes, coaches and officials will be screened prior to competition. The screening will include a COVID-19/ variant screening questionnaire and temperature checks. \*
- 3) Social distancing guidelines of 3 to 6 feet or more are required at all times.
- 4) Hand washing and sanitizing often are required for all involved.
- 5) There will be two (2) game balls (Football, Volleyballs, Girls/Boys Basketballs) at each game. The game balls will be cleaned with approved disinfectant wipes at least (before the game, half time, when the ball bounces out of boundary and after the game). Unless more times are needed.

Pregame game meetings and post-game gestures of sportsmanship will be conducted in ways to help reduce the risk of spreading COVID-19/Variant.

Consistent with school notification requirements and confidentiality limitations, SPTHs will conduct contact tracing and notify all teachers, staff, and families of students-athletes in a school, if there is a Team case of lab-confirmed COVID-19/Variant.

\*If any person is exhibiting symptoms consistent with COVID-19/Variant and/or has a temperature of 100.0 F will be denied entry into the event.

\*\*Fans during a SPTHs/ K-8 athletic activities event will be asked to follow all safety procedures and guidelines at all times. However if "Fans" do not follow the procedures, they will/can be asked to leave the event.

## **SPTHs / K-8 Away Game Procedure Plan**

All athletes, Coaches and Bus Drivers are required to adhere to these procedures:

WE are asking everyone "If you do not feel well, experiencing symptoms consistent with COVID-19/Variant or are lab confirmed positive to have COVID-19/Variant, the student is required to stay home.

- 1) There will be an "Away Game Trip List" that will be filled out as a team is loading the bus:
  - A. Coaches, Bus Driver and student-athletes names, temperature and answers to questionnaire.
  - B. Before departing, a copy will be given to Security and Student Health Services and the Head Coach keeps the original.
  - C. At the receiving school their AD will also get a copy of Away Game Trip List for their records.

2) If the student has a fever of 100 F or higher and/or answers yes to any of the screening questions will immediately be separated and placed in the SPTHS / K-8 holding room. Their parent is called to pick-up their student-athlete immediately and will not be able to attend.

3) In order to return the student-athlete must:

A. Must complete the "AIA COVID – 19 Return to Play Form" (Your Coach or AD will have a copy of this form)

B. The completed "Return to Play Form" must be turned into your Coach, AD and Student Health Service Office.

C. Coaches/Student-Athletes must follow all medical advice and directions.

4) Hydration during games is a must. (Everyone must have their own water bottles, absolutely no sharing)

5) Coaches and their team will practice team appropriate social distancing guidelines of 6 feet or more and the use of face covering when not actively participating.

6) Coaches will conduct pregame meetings and post-game gestures of sportsmanship in ways to help reduce the risk of spreading COVID-19/Variant.

7) Consistent with school notification requirements and confidentiality limitations, SPTHS will conduct contact tracing and notify all teachers, staff, and families of students-athletes in a school, if there is a Team case of lab-confirmed COVID-19/Variant.

#### **SPTHS /K8 Team Practice Procedure Plan**

All athletes, Coaches and Bus Drivers are required to adhere to these procedures:

1) All athletes and coaches if you do not feel well, are experiencing symptoms consistent with COVID-19/Variant or have a fever are to Stay Home.

2) All athletes and coaches will be given a COVID – 19/Variant screening questionnaire and have their temperature taken daily before practices. Which will be recorded on the teams' daily attendance log.

3) If the student has a fever of 100.0 or higher and/or answers yes to any of the screening questions: Will be immediately be separated given a face covering (if they did not have one) and placed in the SPTHS /K-8 holding room. Their parent/s will be called to pick-up their student-athlete immediately.

4) Coaches and their team members will need to regularly and frequently clean and disinfect their practice area/equipment.

5) In order to return the student-athlete must:

A. Must complete the "AIA COVID – 19 Return to Play Form" (Your Coach or AD will have a copy of this form)

B. The completed "Return to Play Form" must be turned into your Coach, AD and Student Health Service Office.

C. Coaches/Student-Athletes must follow all medical advice and direction.

- 6) Coaches and their team will monitor practice and locker room congregation to ensure will use appropriate social distancing and the use of face covering when not actively practicing or participating.
- 7) Hydration during practices and games is a must. (Everyone must have their own water bottles, absolutely no sharing)
- 8) House Keeping/Custodians will also ensure that all facilities are regularly and frequently cleaned and disinfected.
- 9) Consistent with school notification requirements and confidentiality limitations, SPTHS / K-8 will conduct contact tracing and notify all teachers, staff, and families of students-athletes in a school, if there is a Team case of lab-confirmed COVID-19/Variant.

#### **In Order to Return**

1) Coaches: In order to return if you are lab-confirmed positive for COVID-19/Variant, or may have been exposed to or have symptoms of COVID-19/Variant MUST Follow SPTHS / K-8 return guidelines which could, but not limited to:

- A. Having documentation of a Negative COVID – 19/Variant test
- B. Obtain documentation from your Primary Care Provider clearing you to return
- C. At least 5 days have passed since the on-set of initial symptoms and a negative COVID-19/Variant test.
- D. The individual has improved symptoms.(e.g., cough, shortness of breath) At least one day (24 hours) have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications.

2) Student-Athletes: In order to return if you are lab-confirmed positive for COVID-19/Variant, or may have been exposed to or have symptoms of COVID-19 MUST Follow AIA and SPTHS / K-8 return guidelines which could, but not limited to:

- A. Must complete the “AIA COVID – 19 Return to Play Form” (Your Coach or AD will have a copy of this form)
- B. The completed “Return to Play Form” must be turned into your Coach, AD and Student Health Service Office.
- C. Coaches/Student-Athletes must follow all medical advice and directions.

3) Consistent with school notification requirements and confidentiality limitations, SPTHS / K-8 will conduct contact tracing and notify all teachers, staff, and families of students-athletes in a school, if there is a Team case of lab-confirmed COVID-19/Variant.

## **COVID – 19/Variant Questionnaire**

Questions that could be asked: Have you recently experienced any of the following in ways that are not normal for you?

- I. Temperature of 100.0 F or greater
- II. Any new loss of taste/smell? III. Not feeling well today
- IV. Any coughing or any problem with breathing today (new cough not related to asthma or allergies)?
- V. Do you have a sore throat today?
- VI. Do you have a headache today and when did it start?
- VII. Do you have diarrhea, vomiting, or abdominal pain today? Has anyone in the household tested positive with COVID-19/Variant and in isolation?

Any person exhibiting symptoms consistent with COVID-19/Variant and/or has a temperature of 100 degrees F (or Higher) will be denied entry in an effort to prevent the spread of COVID-19/Variant

### **Specialized Classes**

Because electives and special area classes are vital to the social and emotional wellbeing of students, they are permitted. Some classes, such as PE, Art, Computer, and CTE, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets. Facemasks must be worn at all times.

### **Visitors and Volunteers**

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. The high school parents may enter the building to address school related business or specific needs of students, but must remain in the front office lobby. Parent volunteers will not be used in the classroom at the Shonto Preparatory Elementary and Shonto Preparatory Technology High School during the COVID-19 health crisis. Those who are contracted to assist with the operation and supervision during the school day, (i.e., those contracted to supervise during recess, must follow all protocols including verifying that they have not been exposed to COVID-19 and attest to not having any of the defined symptoms.

## **PROTOCOLS: EMPLOYEES**

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

### ***Face Coverings***

***FDA approved surgical masks are to be used.***

The District will require universal masking. Employees will be required to wear a surgical facemask. Staff members are required to universally mask 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 the District's Human Resources Technician or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a facemask.

Unless a health condition prevents it, custodial staff will be required to wear surgical facemasks and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools and district facilities. Universal masking, wearing of surgical face masks, will be required for employees and subject to the health condition exception stated below\*. Employees will not be required to wear face coverings when eating or drinking.

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

Employees may bring their own surgical facemask to and from school. Schools and sites will have a supply of facemasks available to provide employees who do not have their own and for employees who arrive without a facemask. The District will also provide face shields as needed.

Note: Wearing surgical face coverings does not replace the need to maintain physical distancing of at least 3 to 6 feet whenever possible. 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 are 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 Screening**

Prior to employees returning to campus, they 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 employees that outlines the symptoms for which employees must screen each morning, as well as the expectation that employees will not report to work if they are exhibiting symptoms. The District will require, as part of the employee orientation and on a quarterly basis, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

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 100.0 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 will take his/her temperature, if feasible, at home and assess whether or not she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work. When the employee arrives at work, the employee will confirm they do not have any of the symptoms listed above.

Wellness Screening Process:

1. A Wellness screening questionnaire will ask the following health screening questions.
  - Have you been in close contact with someone who has tested positive for the COVID-19 or that has been sick in the last 5 days?  
If a “yes” answer, a response will be required.
  - Are you currently experiencing any of the following symptoms within the past 5 days such as:
    - Coughing
    - Fever
    - Shortness of Breath
    - Body Aches
 If a “yes” answer, a response will be required.
  - Are you currently experiencing any of the following symptoms within the past 5 days such as: coughing, fever, shortness of breath, body aches?
    - i. If a “yes” answer, a response will be required.
2. Screener will take the staff temperature, according to the manufacturer recommendations.

### **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 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.

### **Enhanced Physical Distancing**

Employees are required to maintain a distance of at least 3 to 6 feet between individuals at all times, unless this is not physically possible or, for a student's or other person's safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

### **District and Schools Visitors**

The District and Schools will limit visitors at each of sites except for the safety and well-being of students and staff, with very limited exception and with expressed permission from a site administrator that is provided for good cause. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report to the front office, not go beyond unless it is necessary and must follow all safety protocols.

### **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.

### **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 tabletops 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 assignment the 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:**

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
<b>Immediately Report the Situation ONLY to</b>	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 for any necessary schedule changes. Confidentiality must be maintained to the greatest extent possible
<b>If a staff/student develops COVID-19 symptoms at work/school</b>	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 everyone 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 another 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.
<b>Areas Exposed</b>	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 exposure maybe closed for a 24-hour period.	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 exposure maybe closed for a 24-hour period.
<b>Trace Contacting</b>	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	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 will be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, quarantine.	Resources Office. If it is determined that those who were potentially exposed will be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, quarantine.
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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 or State/County Health department's guidelines at that moment in time. Because guidelines in this area change regularly, describing the steps would not be prudent.

### **Communicating and Consulting with Local Health Authorities**

In coordination with the Human Resources Department, the Director of Support Services will be the point of contact for the Navajo Nation Department of Health Services, and/or Arizona Department of Health Services if there are verified cases in the facility or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

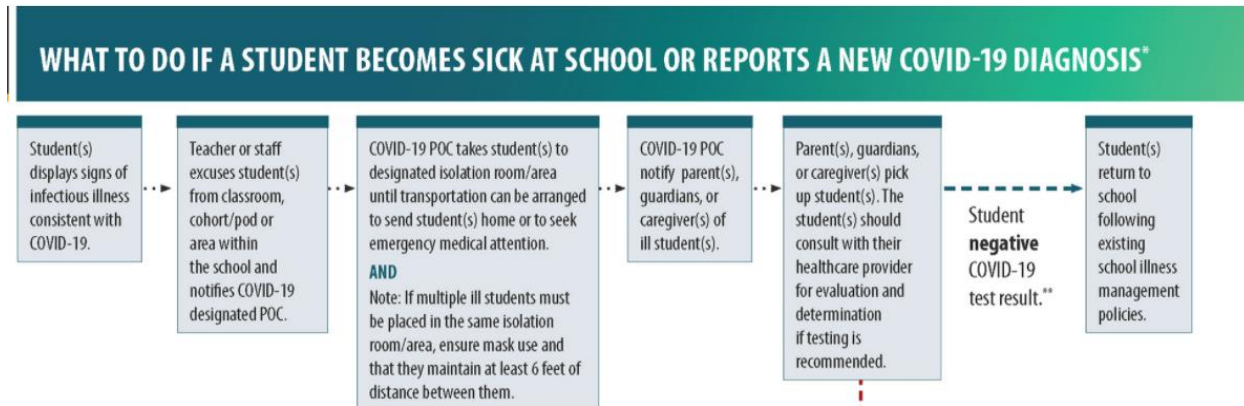
### **Potential School Closures**

At this time and depending on state/local government, Navajo Nation and/or health departments' criteria for closing an individual school, it is not known what would cause a school to close because of a COVID-19 outbreak at a particular campus. Once and if the District obtains that information, it will be communicated to Shonto Preparatory School & Shonto Preparatory Technology High School employees, parents and families. In addition, the District will prepare to close the entire district, as was done in March 2020, if ordered by the State or Navajo Nation.

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.



## PROCEDURES FOR IDENTIFYING IF STUDENTS ARE POSITIVE.



### ADDITIONAL RESOURCES

[Steps for Determining Close Contact and Quarantine in K–12 Schools \(cdc.gov\)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>

The Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Arizona Department of Health Services <https://www.azdhs.gov/>