



## **COVID-19 Protocols and Procedures - Roadmap for Opening**

*based on the Guidelines from the Centers for Disease Control (CDC) and the Arizona Department of Education (ADE)*

This plan was developed based on guidelines available in July 2020. These protocols and procedures may change based on recommendations or mandates by the CDC, ADE, and/or local, county, or state authority.

### **Communication and Education**

Leading Edge Academy will proactively communicate with families, students, staff, and community stakeholders on the importance of physical distancing and adopting behaviors that reduce the spread of viruses.

Communication efforts will be done in the following ways:

- Email communications (prior to school starting and into the school year as reminders)
- Social media - communicate efforts being taken by the school
- Posters and signage in common areas, classrooms, restrooms
- Signage and physical markers on the floors and hallways

Staff and families will be encouraged to report confirmed cases of COVID-19 for individuals attending or working at Leading Edge Academy, as well as within their homes.

### **Health Protocols**

#### *Staff*

- Daily - Staff will complete a temperature check upon arrival and will be sent home if they have a temperature above 99.5 and/or are displaying respiratory illness symptoms.
- Staff must wear a face covering when unable to keep physical distance from other individuals.
- Reminders will be continually communicated to staff to stay home if they feel sick or have any symptoms.
- Staff will be trained on health and safety protocols and proper hygiene and sanitation practices. Staff will be expected to teach and remind students of these same protocols and practices.

#### *Students*

- Daily - Students will complete a temperature check upon arrival and will be sent home if they have a temperature above 99.5 and/or are displaying respiratory illness symptoms.
- Students must wear a face covering unable to keep physical distance from other individuals.
- Students will be taught and reminded of health and safety protocols and proper hygiene and sanitation practices.

#### *Supplies*

- Additional cleaning supplies will be purchased to ensure the building is disinfected daily and high traffic areas are cleaned throughout the day.
- Hand sanitizer will be readily available in all classrooms and throughout the building. Students and staff will use hand sanitizer at minimum upon entry and exit of the classroom.

- Masks have been purchased and will be provided should an individual display symptoms and need to be isolated.
- Face Shields have been purchased and will be provided to all employees.
- A designated space will be available for individuals who display symptoms.

### **Cleaning Protocols**

- Cleaning and disinfecting procedures will be intensified in all schools.
- High touch surfaces will be sanitized throughout the day.
- Playground equipment will be sanitized regularly.
- Teachers will not permit sharing of school supplies among students. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener or manipulative), a staff member will wipe down the item with disinfectant regularly.

### **Physical Distancing Protocols**

- Signage and floor arrows will be utilized to facilitate physical distancing.
- Modified layouts will be used in classrooms when possible so students are not facing one another.
- The number of students in common areas such as cafeteria and playground will be minimized to promote physical distancing.
- While flexible seating is normally strongly encouraged in classrooms, teachers will be asked to use assigned seating to minimize the mixing of students.
- Smaller classroom sizes will continue to be maintained so that physical distancing can be promoted as much as possible.

### **Lunch/Recess**

- Lunch will be delivered to and eaten in classrooms when physical distancing is not possible in the cafeteria. Schedules will be created to minimize the mixing of classes.
- Recess schedules will be developed to allow for smaller groups of students and to minimize the mixing of classes.

### **Field Trips, Events and Visitors or Guest Speakers**

- No field trips will be approved for the first semester. At that time, the leadership team will review recommendations from experts and local governing authorities to determine if field trips can resume safely. Virtual field trips will be strongly encouraged in alignment with the instructional model and mission of the school.
- School-wide assemblies will be held to account for physical distancing and virtual platforms for assemblies will be encouraged when appropriate.
- Large-scale school events such as “Back to School Night” or fall carnivals will be held in a manner that takes into account physical distancing or will be held utilizing a virtual platform. Small-scale activities like parent-teacher conferences may take place over the phone or by other virtual platform.
- No visitors or guest speakers will be allowed beyond the school lobbies unless they are deemed necessary for school business. This includes parent volunteers. Virtual guest speakers will be strongly encouraged to continue to enrich the learning environment.

## **Athletics**

- Daily - Athletes will be required to complete a temperature check before each practice and/or game.
- Additional protocols and procedures will be developed in compliance with the Canyon Athletic Association (CAA) or the Arizona Interscholastic Association (AIA).

## **Drop Off and Pick Up**

- As students are dropped off, they will report to their classroom or other designated area to allow for physical distancing.
- For pick up, students will be dismissed from their classroom or other designated area to allow for physical distancing.

## **Additional Considerations to Adopt**

- **COVID-19 Parent Acknowledgement Form** – As part of an updated health policy, parents will sign an acknowledgment form indicating they understand the symptoms of COVID-19 and will keep their child home if their child displays any symptoms.
- **Staggering Drop-Off and Pick-Up Times**- Staggering drop-off and pick-up times may be considered if it becomes evident that physical distancing cannot be maintained with our current schedule.
- **Virtual Learning Model** - All families were provided information regarding a virtual learning option if they do not believe a return to brick and mortar school is best for their student or family at this time. Families will be able to opt in and out of the virtual learning option at each quarter.
- **1:1 Student Device Plan** – A plan has been developed and implementation has begun that would allow most students to be issued their own technology device for learning. This plan will improve our abilities to maintain sanitation protocols and will allow for creative instructional methods during this COVID-19 pandemic. Implementation of this plan will also better prepare Leading Edge Academy for any possible future brick and mortar closure and full digital learning implementation.