

Hazard Safety and Mitigation Plan Revised – Covid-19 Pandemic

March 1, 2021

This bio-hazard safety and mitigation plan as revised to align with guidance from the Centers for Disease Control and Prevention, February 12, 2021 “Operational Strategy for K-12 Schools through Phased Mitigation¹” March 1, 2021 by Paideia Academies Inc in response to bio-hazard risk presented by the current pandemic conditions of Covid-19 in the Maricopa County region. The safety and mitigation plan addresses five key areas of operations: A) Maintaining healthy environments, B) Promoting behaviors that reduce spread, C) Maintaining healthy operations, D) Monitoring employee and student health, and E) Plan for reopening and emergency closure of the campus facilities.

A – MAINTAINING HEALTHY ENVIRONMENTS

Task	Specific Instructions
1) Following best practices for cleaning and sanitizing the school building.	a) All chemicals used for cleaning and disinfecting are approved on the Center for Disease Control website. b) Custodians trained and monitored in best practices protocols for cleaning and disinfecting the building paying special attention to high-touch areas. c) Using the hospital-grade machines, lead custodian will disinfect high-touch areas throughout the building on a rotational schedule throughout the day. d) Using the hospital-grade machines, the cafenadium tables will be cleaned and disinfected after each class has eaten and before the next class sits down. e) Each classroom and office supplied with disinfecting spray bottles (<i>730 hydrogen peroxide hospital grade disinfectant</i>) with instructions to spray high-touch areas (<i>chairs, tables, work supplies, door handles and frame etc.</i>) following each transition. Chemical is NOT TO BE WIPED OFF for 5 minutes after spraying.
2) Floor markings installed to direct foot-traffic flow and help students and staff maintain a safe distance.	a) Special attention to arrival and dismissal times and passing periods to ensure that students and staff in the facility common areas are able to stay six feet apart. b) Hallway markings guide traffic in a two-lane pattern much like street traffic with students staying far to the right of the hallway when passing: Stay Right, Face Forward, Single File, Mask Up
3) Regular inspections and repairs of all building systems to ensure the building is ready to go.	a) HVAC system inspected and tuned prior to school opening and quarterly for maximum airflow. b) HVAC Bipolar Ionizer system installed in high occupancy rooms and hallways. c) Filters replaced during the months of July, October, February, May.
4) Prominently displayed signs of COVID-19 symptoms and steps for preventing the spread of the virus.	a) Symptoms of Covid-19 b) Cover your cough c) Handwashing d) Do Your Part – <i>Mask Up, Wash Hands, Cover Cough, Stay Home when ill, 6’ Apart</i> e) Prominently displayed in restrooms, hallways, classrooms, foyers
5) Reconfigured shared spaces to encourage social distancing practices.	a) Classrooms – Reconfigure so no students are closely facing another and no more than 4 at a table b) Offices – all meetings moved to Zoom. Wear face covering when face-to-face interaction is required and stand at the door when possible to communicate. c) Meeting rooms – all meetings moved to Zoom. If required to meet in person, social distance at 6 feet and wear face covering. d) Cafenadium – Breakfast and lunch inside only during inclement weather. All tables facing north to reduce face-to-face interactions between students. e) Playground – staggered recess to reduce the number of students on the playground.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#print>

- 6) Protective panels installed for frontline office team members.
 - a) Plexiglass partitions installed in all reception areas.
 - b) Plexiglass partition installed in cafenasium serving windows.

B – PROMOTING BEHAVIORS THAT REDUCE SPREAD

Task	Specific Instructions
<p>1. Face-Covering Policy</p> <p>Required consistent and correct use of cloth Face-coverings while on campus including classrooms, hallways, school offices, restrooms and cafenasium.</p> <p>Encourage Face-coverings while in the community and unable to socially distance</p>	<ul style="list-style-type: none"> a) All adults (to include staff, teachers, support staff, admin, vendors and guests) are required to consistently and properly wear a cloth face-covering at all times with exception of eating or drinking and the exception of the following: <ul style="list-style-type: none"> a. Anyone who has trouble breathing or is unconscious b. Anyone who is unable to remove the cloth face covering without assistance c. Anyone with severe cognitive or respiratory impairments b) Regular instruction and frequent reminders of the proper wearing of the face covering to include: <ul style="list-style-type: none"> a. Must be worn when unable to socially distance of 6 feet b. Must cover mouth and nose when speaking with others or on the phone c. Do not touch your face or covering d. Wash hands frequently in conjunction with wearing a face covering e. Proper care of face covering while eating f. Replacement of face covering each day or wash it after each use c) During or after use, personal face coverings may not be shared with others d) Approved face coverings are cloth masks that are tightly woven fabric such as cotton and cotton blends, breathable, and in two or three fabric layers. e) Masks with exhalation valves or vents, those that use loosely woven fabrics and ones that do not fit properly are not approved. Neck gators are not an approved cloth face covering. f) A clear plastic face shield is not a replacement for a cloth face covering but may be worn as an added protection.
<p>2. Handwashing and sanitizing guidelines and protocols.</p>	<ul style="list-style-type: none"> a) Handwashing guidelines posted in every restroom. b) Educate and frequently remind all of proper handwashing techniques: <ul style="list-style-type: none"> • Wash hands how doctors and nurses wash theirs • Wet & soap • Scrub the entire hand – top, palm, between fingers, thumbs, fingernails • Wash hands with soap for at least 20 seconds • Rinse • Dry with paper towel • Use paper towel to turn off faucet and open the door • Toss the paper towel in the trash as you walk through the door c) Students use the outdoor handwashing stations to properly wash hands each time before entering the building. d) Teachers schedule breaks to use the restroom and be vigilant as possible that students properly wash hands before returning to class. e) Use hand sanitizer with 60% alcohol ONLY when soap and water are not available. Hand sanitizer is not a replacement for hand washing.
<p>3. Respiratory Etiquette – cover your cough</p>	<ul style="list-style-type: none"> a) Cover your Cough signs posted throughout the campus b) Educate and frequently remind all to cover coughs and sneezes with a tissue and throw the tissue in the waste bin. c) Wash hands immediately with soap and water after covering a cough or sneeze or use hand sanitizer if washing hands is unavailable.
<p>4. Physical distancing guidelines and protocols for school / student operations.</p>	<ul style="list-style-type: none"> a) Cohorting to minimize scholar hallway movement as much as possible: <ul style="list-style-type: none"> a. Grades K through 4 remain with single teacher for all instruction b. Grades 5 and 6 split instruction with two teachers – class changes minimized c. Grades 7 and 8 split instruction between three teachers – class changes minimized b) Classrooms: Reconfigure tables so no students are closely facing another and no more than 3 at a table.

- c) Breakfast and lunch outdoors when weather permits:
 - a. Eat first
 - b. Play
 - c. Wash hands
 - d. Enter the building
- d) Cafenadium: When required to eat inside due to inclement weather, all tables facing north to reduce face-to-face interactions between students.
- e) Playground: Staggered recess to reduce the number of students on the playground
- f) Hallway movement: Floor markings in all hallways follow these rules –
 - a. Stay Right, Single File, Face Forward, Mask Up.
 - b. All grade-level class changes orchestrated to minimize student congestion in the hallways.
- g) Student dismissal: From the classroom using the PickUp app.
- h) Offices: All meetings moved to Zoom. Wear face covering when face-to-face interaction is required and stand at the door when possible to communicate.
- i) Meeting rooms: All meetings moved to Zoom. If required to meet in person, social distance at 6 feet and wear face covering.

- 5) **Physical distancing guidelines and protocols for school guests and visitors.**
 - a) School guests and visitors not permitted beyond the foyer of each campus without special purpose and permission from the school principal.
 - b) School guests and visitors must have normal temperature, no signs of Covid-19 infection, maintain 6' distance and wear a face-covering over mouth and nose at all times within the building.

- 6) **Staff and students stay at home when ill / exhibiting COVID-19 symptoms**
See item D.3
 - a) Educate parents and staff of the symptoms of Covid-19 through scheduled email and video messages:
 - Educate parents to screen children each day before leaving for school
 - Educate staff to self-screen each day before leaving for campus work
 - b) Post signs conspicuously in the foyer and around campus of the Covid-19 symptoms
 - c) Require teachers and staff to remain at home if symptomatic:
 - Follow quarantine guidelines as directed by the school nurse
 - Teachers - Emergency sub plans via Google classroom
 - Staff may work from home if possible until symptom free

C – MAINTAINING HEALTHY OPERATIONS

Task	Specific Instructions
1. Cancel large groups of students, faculty and family members from gathering in shared spaces <u>until it has been deemed safe to do so.</u> Move events to virtual platform that are conducive to that environment	a) Award ceremonies and graduations – discontinue awards until the pandemic is over b) Open House / Back to School night – virtual open house by classroom and campus c) Parent/teacher conferences – virtual by classroom teacher d) School assemblies to include Morning Leadership Assembly – virtual school-wide e) Staff meetings, PLC, Leadership Cohort – virtual f) Sporting events – canceled g) School dances and other social events – canceled h) Class field trips – canceled
2. Minimize student movement	a) Grades K through 4 remain with single teacher for all instruction b) Grades 5 and 6 split instruction with two teachers – class changes minimized c) Grades 7 and 8 split instruction between 3 teachers – class changes minimized d) All class changes orchestrated to minimize student congestion in the hallways e) Student dismissal from classrooms
3. Stock classrooms and common meeting and gathering spaces with cleaning and disinfecting supplies.	a) Face tissue boxes b) Soap for dispensers in classrooms w/sinks and restrooms c) Paper towels d) Hand sanitizer e) Hand washing stations with soap f) Disinfectant Spray Bottles (<i>let sit for 5 minutes</i>)

4. Ensure the school is stocked with personal protective equipment.	<ul style="list-style-type: none"> a) Face masks – cloth covering only b) Gloves c) Gowns where needed d) Hand sanitizer
5. Eliminate shared items in the classroom.	<ul style="list-style-type: none"> a) Personal supply Ziploc for each scholar b) Provide or have students provide personal supplies (i.e. pens, pencils, crayons, scissors, glue sticks, etc.) c) Limit the touching of certain items such as remotes, light switches, projectors, other technology items to the teacher d) Ensure items that must be shared are sanitized according to spray instructions after each use
6. Teachers and students clean their personal workspace and tools regularly.	<ul style="list-style-type: none"> a) Incorporate a daily routine of having students help clean their classrooms and learning tools b) Using disinfectant spray, routine disinfecting of high-touch areas between each out-of-class transition – spray and let sit. DO NOT WIPE OFF for 5 minutes.
7. Provide students with the opportunity to wash their hands throughout the day.	<p>Teachers incorporate hand washing into their daily schedules</p> <ul style="list-style-type: none"> a) Before entering the school from recess b) Before consuming food c) Regular intervals during school
8. Lunch room procedures re-arranged for physical distancing and sanitized for student and worker protection.	<ul style="list-style-type: none"> a) Plexiglas shields installed in the food service line b) Provide grab and go lunches c) Ensure food service workers are wearing gloves and masks d) Eat meals outside while providing more spacing between students at tables e) Disinfect all tables with hospital grade machine between each class

D – MONITOR STAFF AND STUDENT HEALTH – PREPARING IF/WHEN SOMEONE GETS ILL

Task	Specific Instructions
1. Monitor Absenteeism	<ul style="list-style-type: none"> a) Monitor weekly staff absence rates in comparison to the previous year rate b) Student absence rates in comparison to the previous year rate c) Analyze comparative attendance data rates to monitor for potential outbreaks
2. Attendance and sick leave policies are flexible enough to encourage individuals who are ill to stay home	<ul style="list-style-type: none"> a) Attendance and PTO policies updated to match Covid-19 requirements. b) Perfect attendance for scholars canceled until end of pandemic conditions. c) Truancy measures eliminated when illness is related to Covid-19 conditions.
3. Screening for Temperature and Covid-19 Symptoms	<ul style="list-style-type: none"> a) Screen all adults and students before entering campus for fever and Covid-19 symptom questions b) Staff/scholars who present Covid-19 symptoms will not be permitted on campus: <ul style="list-style-type: none"> • Fever ≥ 100.4 • Subjective chills • Abnormal Cough • Shortness of breath or difficulty breathing • Unusual Fatigue • Muscle or body aches <p style="margin-left: 40px;">Unusual Headache New loss of taste of smell Sore throat Non-allergy congestion or runny nose Nausea or vomiting Diarrhea</p>

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4. **Ensure school staff is trained to recognize signs that a staff member or student is ill and how to report**
See item D.3
- a) Covid-19 symptom [self-checker available through CDC website link](#) and made available to employees.
 - b) People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.**
 - c) If a staff member recognizes Covid-19 signs in a staff member or student, that person will notify the nurse immediately.
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5. **Infection Control Measures –**
- COVID-like Symptoms Immediate Isolation Protocol**
- If any scholar/staff member develops any symptoms consistent with Covid-19 or any respiratory symptom that is not known to be part of a chronic – previously identified condition i.e., asthma, allergies – they should:
- a. Quietly and quickly separate from other children/staff
 - b. Student is to be taken to nurse by staff member - contact front office or admin for assistance
 - c. Student/Staff isolated in the nurse’s office 6’ distanced and with face covering as tolerable until able to leave campus
 - d. Student immediately leave campus with parent
 - e. Student should stay at home according to #5 Stay at Home Policy.
 - f. Employees shall remain excluded from the facility until completion of isolation period outlined in the Employee Guidelines During Covid-19
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6. **Stay at Home Policy**
- Staff/Students who exhibit symptoms but have not tested positive must stay home and away from others *until three days (72 hours) have passed* and without the use of fever-reducing medications the following has consistently occurred:
- a. Fever returned to normal, and
 - b. All Covid-19 symptoms have abated to include chills, shakes, sore throat and body/muscle aches have gone away, and
 - c. All respiratory symptoms to include coughing, shortness of breath, difficulty breathing and
 - d. Loss of taste and smell have returned to normal
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7. **Reporting when a student or staff member has tested positive for COVID-19.**
- The Arizona Administrative Code R9-6-203 requires an administrator of a school, childcare establishment, or shelter to report communicable diseases to the local health department. For each individual with a disease, infestation, or symptoms of a communicable disease listed in the reporting table, or an outbreak of the communicable disease or infestation, an administrator of a school, child care establishment, or shelter shall submit a report to the Arizona Department of Health Services ([located in OneDrive/Admin/School Health and Safety/BioSafetyPlan](#)) that includes:
- 1. The name and address of the school, child care establishment, or shelter;
 - 2. The number of individuals with the disease, infestation, or symptoms;
 - 3. The date and time that the disease or infestation was detected or that the symptoms began;
 - 4. The number of rooms, grades, or classes affected and the name of each;
 - 5. The following information about each individual with the disease, infestation, or symptoms:
 - a. Name;
 - b. Date of birth or age;
 - c. If the individual is a child, name and contact information for the individual’s parent or guardian;
 - d. Residential address and telephone number; and
 - e. Whether the individual is a staff member, a student, a child in care, or a resident;
 - 6. The number of individuals attending or residing at the school, child care establishment, or shelter; and
 - 7. The name, address, telephone number, and, if available, email address of the individual making the report.
- The school administrator will notify parents of the specific classroom(s) of the infected scholar or teacher advising parents to:
- 1. Watch for Covid-19 symptoms
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2. Get tested for Covid-19 at nearest facility such as CVS
3. Advise contact with Arizona Department of Health Services for contact tracing
4. Follow guidelines school of quarantining the class and switch to online learning

E – PLAN FOR EMERGENCY OUTBREAKS AND SAFE REOPENING TO FULL ON-CAMPUS INSTRUCTION

Defining an “outbreak” Having more than one case within a school does not constitute an outbreak. An outbreak is defined by Arizona Department of Health Services as, “two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.”

Task	Specific Instructions
1) Carefully monitor state and local CDC Indicators and thresholds for Community Transmission of COVID-19	<p>Executive Director of the corporation – Weekly monitoring of the ADHS School Dashboard and CDC Covid-19 Data Tracker County View² following two (2) key indicators of community spread and weekly report to Executive Leadership Team.</p> <p><i>CDC and MCDPH recommend the use of two measures of community burden to determine the level of risk of transmission: total number of new cases per 100,000 persons in the past 7 days; and percentage of nucleic amplification tests (NAATs), including RT-PCR tests that are positive during the last 7 days. The two measures should be used to assess the incidence and spread of SARS-CoV-2 in the surrounding community (e.g. county) and in the school itself.</i></p>

Indicator	Low Transmission	Moderate Transmission	Substantial Transmission	High Transmission
Total new cases per 100,000 persons in the past 7 days	0-9/100k	10-49/100k	50-99/100k	≥100/100k
Percentage of NAATs that are positive during the past 7 days	<5.0%	5.0%-7.9%	8.0%-9.99%	≥10.0%

All Schools: *Universal and correct use of masks is required; physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities; contact tracing in combination with isolation and quarantine.*

2) Instructional delivery modes by level of community transmission and adherence to safety and mitigation practices <i>(Executive Leadership Team)</i>	All grades open for full in-person instruction with continued safety and mitigation practices with physical distancing to the greatest extent possible.	Grades K-5 may remain in hybrid learning mode or reduced attendance. Class cohort strategy required. Physical distancing of 6’ to the greatest extent possible.	Grades 6-8 in hybrid learning mode or reduced attendance. Class cohort strategy required.	Grades 6-8 in virtual-only instruction unless strict implement of all mitigation strategies and have few cases. If already open for in-person instruction with successful implemented mitigation strategies can remain open, but only if strict implementation of mitigation strategies and have few cases.
	Extracurricular activities permitted with 6’ physical distancing to the extent possible.	Extracurricular activities permitted with 6’ physical distancing required.	Extracurricular activities permitted only outdoors, with 6’ physical distancing required.	No extracurricular activities

² <https://covid.cdc.gov/covid-data-tracker/#county-view>

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- 3) **Protocol for isolating any individual exhibiting COVID-19 symptoms.** See item D.5 above.
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- 4) **Communication plan for notifying staff, parents and community officials in the event that a student or staff member tests positive for COVID-19.** See item D.7 above.
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- 5) **Guidelines for Quarantining Class, Portion of the School or Closing School Buildings**
(Executive Leadership Team with consultation of campus leadership and MCDPH)
- Immediately, school administrators contact and closely coordinate with the Arizona Department of Health Services for guidance upon learning of any positive cases of COVID-19 with school staff or students.
- The school, with the guidance of the local department of health services considers the following in deciding to quarantine a class, portion of the school, or the school building:
- 1) To what extent are school mitigation practices followed in that classroom or portion of the school? (If school mitigation practices are not being followed – advise to quarantine the class, portion of school or close the building)
 - 2) What is the extent of local spread? (If any of the two indicators are “High Transmission-Red” advise to quarantine class, portion of school or close the building)
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