



## Hazard Mitigation Plan – Covid-19 Pandemic

This bio-hazard mitigation plan is operationalized beginning August 3, 2020 by Paideia Academies Inc in response to bio-hazard risk presented by the current pandemic conditions of Covid-19 in the South Phoenix area. The mitigation plan addresses five 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) Follow best practices for cleaning and sanitizing the school building.	<ul style="list-style-type: none"> <li>a) All chemicals used for cleaning and disinfecting are approved on the Center for Disease Control website.</li> <li>b) Custodians trained and monitored in best practices protocols for cleaning and disinfecting the building paying special attention to high-touch areas.</li> <li>c) Using the hospital-grade machines, lead custodian will disinfect high-touch areas throughout the building on a rotational schedule throughout the day.</li> <li>d) Using the hospital-grade machines, the cafenasium tables will be cleaned and disinfected after each class has eaten and before the next class sits down.</li> <li>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.</li> </ul>
2) Floor markings installed to direct foot-traffic flow and help students and staff maintain a safe distance.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
3) Regular inspections and repairs of all building systems to ensure the building is ready to go	<ul style="list-style-type: none"> <li>a) HVAC system inspected and tuned for maximum airflow prior to school opening.</li> <li>b) Filters replaced during the months of July, October, February, May.</li> <li>c) Install Global Plasma Solutions – Bipolar ionizer – in the cafenasium</li> </ul>
4) Prominently display signs of COVID-19 symptoms and steps for preventing the spread of the virus.	<ul style="list-style-type: none"> <li>a) Symptoms of Covid-19</li> <li>b) Cover your cough</li> <li>c) Handwashing</li> <li>d) Do Your Part - <i>Wash Hands, Cover Cough, Stay Home when ill, 6' Apart</i></li> </ul>
5) Reconfigure shared spaces to encourage social distancing practices.	<ul style="list-style-type: none"> <li>a) Classrooms – Reconfigure so no students are closely facing another and no more than 4 at a table</li> <li>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.</li> <li>c) Meeting rooms – all meetings moved to Zoom. If required to meet in person, social distance at 6 feet and wear face covering.</li> <li>d) Cafenasium - Recess first then go into cafenasium. All tables facing north to reduce face-to-face interactions between students</li> <li>e) Playground – staggered recess to reduce the number of students on the playground</li> </ul>
6) Install protective panels for frontline office team members.	<ul style="list-style-type: none"> <li>a) Plexiglass partitions installed in all reception areas</li> <li>b) Plexiglass partition installed in cafenasium serving window</li> </ul>

## B – PROMOTING BEHAVIORS THAT REDUCE SPREAD

Task	Specific Instructions
<p><b>1. Face-Covering Policy</b></p> <p><b>Require Face-coverings while on campus and unable to socially distance</b></p> <p><b>Encourage Face-coverings while in the community and unable to socially distance</b></p>	<p>a) All (to include students, staff, teachers, support staff, admin, vendors and guests) are required to wear a cloth face-covering when unable to maintain physical distance of 6 feet with the exception of the following:</p> <ul style="list-style-type: none"> <li>• Children younger than 5-years old</li> <li>• Anyone who has trouble breathing or is unconscious</li> <li>• Anyone who is unable to remove the cloth face covering without assistance</li> <li>• Anyone with severe cognitive or respiratory impairments</li> </ul> <p>b) Regular instruction and frequent reminders of the proper wearing of the face covering to include:</p> <ul style="list-style-type: none"> <li>• Must be worn when unable to socially distance of 6 feet</li> <li>• Must cover mouth and nose when speaking with others or on the phone</li> <li>• Do not touch your face or covering</li> <li>• Wash hands frequently in conjunction with wearing a face covering</li> <li>• Proper care of face covering while eating</li> <li>• Replacement of face covering each day or wash it after each use</li> </ul> <p>c) During or after use, personal face coverings may not be shared with others</p> <p>d) A clear plastic face shield is not a replacement for a cloth face covering but may be worn as an added protection.</p>
<p><b>2. Handwashing and sanitizing guidelines and protocols</b></p>	<p>a) Handwashing guidelines posted in every restroom.</p> <p>b) Educate and frequently remind all of proper handwashing techniques:</p> <ul style="list-style-type: none"> <li>• Wash hands how doctors and nurses wash theirs</li> <li>• Wet &amp; soap</li> <li>• Scrub the entire hand – top, palm, between fingers, thumbs, fingernails</li> <li>• Wash hands with soap for at least 20 seconds</li> <li>• Rinse</li> <li>• Dry with paper towel</li> <li>• Use paper towel to turn off faucet and open the door</li> <li>• Toss the paper towel in the trash as you walk through the door</li> </ul> <p>c) Students use the outdoor handwashing stations to properly wash hands each time before entering the building.</p> <p>d) Teachers schedule breaks to use the restroom and be vigilant as possible that students properly wash hands before returning to class.</p> <p>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>
<p><b>3. Respiratory Etiquette – cover your cough</b></p>	<p>a) Cover your Cough signs posted throughout the campus</p> <p>b) Educate and frequently remind all to cover coughs and sneezes with a tissue and throw the tissue in the waste bin.</p> <p>c) Wash hands immediately with soap and water after covering a cough or sneeze or use hand sanitizer if washing hands is unavailable.</p>
<p><b>4. Physical distancing guidelines and protocols for school / student operations.</b></p>	<p>a) Breakfast and lunch seating spaced to maintain 3’ distance between scholars. All scholars face forward to minimize face-to-face interaction.</p> <p>b) Classroom seating arranged to eliminate face-to-face interaction and reduce to 4 at a table.</p> <p>c) Hallway markings direct traffic to one-way at the right side of the hallway similar to street traffic pattern.</p>
<p><b>5. Social distancing guidelines and protocols for school guests and visitors.</b></p>	<p>a) School guests and visitors not permitted beyond the foyer of each campus without special purpose and permission from the school principal</p> <p>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.</p>
<p><b>6. Staff and students stay at home when ill / exhibiting COVID-19 symptoms</b> See item D.3</p>	<p>a) Educate parents and staff of the symptoms of Covid-19 through scheduled email and video messages:</p> <ul style="list-style-type: none"> <li>• Educate parents to screen children each day before leaving for school</li> <li>• Educate staff to self-screen each day before leaving for campus work</li> </ul> <p>b) Post signs conspicuously in the foyer and around campus of the symptoms</p>

- c) Require teachers and staff to remain at home if symptomatic:
  - 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. <b>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></b>  <b>Move events to virtual platform that are conducive to that environment</b>	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 schoolwide 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. <b>Minimize student movement</b>	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. <b>Stock classrooms and common meeting and gathering spaces with cleaning and disinfecting supplies.</b>	a) Face tissues b) Hand sanitizer c) Disinfecting wipes d) Hand washing stations e) Disinfectant Spray Bottles
4. <b>Ensure the school is stocked with personal hygiene equipment.</b>	a) Face masks b) Gloves c) Gowns where needed d) Hand sanitizer
5. <b>Eliminate shared items in the classroom.</b>	a) Provide or have students provide personal supplies (i.e. pens, pencils, crayons, scissors, glue sticks, etc.) b) Limit the touching of certain items such as remotes, light switches, projectors, other technology items to the teacher c) Ensure items that must be shared are wiped down after each use
6. <b>Teachers and students clean their personal workspace and tools regularly.</b>	a) Incorporate a daily routine of having students help clean their classrooms and learning tools b) Routine disinfecting of high-touch areas between each out-of-class transition
7. <b>Provide students with the opportunity to wash their hands throughout the day.</b>	Teachers incorporate hand washing into their daily schedules <ul style="list-style-type: none"> <li>a) Before entering the school from recess</li> <li>b) Before consuming food</li> <li>c) Regular intervals during school</li> </ul>
8. <b>Lunch room spaces are re-arranged for social distancing and sanitized for students and workers protection.</b>	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) Provide more spacing between students at tables e) Disinfect all tables with hospital grade machine between each class



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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
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 of the school in regards to 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
<p>1) Carefully monitor national, state and local COVID-19 virus spreading indicators.</p>	<p>President of the corporation – Weekly monitoring of the following three key indicators of community spread and weekly report to Executive Leadership Team:</p> <ol style="list-style-type: none"> <li>1) <u>Cases / 100,000</u>: minimal &lt;10; moderate 10-100; substantial &gt;100 cases</li> <li>2) <u>Percent Positivity</u>: minimal &lt;5%; moderate 5-10%; substantial &gt;10%</li> <li>3) <u>COVID-like Illness</u>: minimal &lt;5%; moderate 5-10%; substantial &gt;10%</li> </ol> <p><a href="#">Arizona Department of Health Services Dashboard</a></p>
<p>2) Protocol for isolating any individual exhibiting COVID-19 symptoms.</p>	<p>See item D.5 above.</p>
<p>3) Communication plan for notifying staff, parents and community officials in the event that a student or staff member tests positive for COVID-19.</p>	<p>See item D.7 above.</p>
<p>4) Guidelines for Quarantining Class, Portion of the School or Closing School Buildings</p>	<p>Immediately, school administrators will 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.</p> <p>The school, with the guidance of the local department of health services will consider the following in deciding to quarantine a class, portion of the school, or the school building:</p> <ol style="list-style-type: none"> <li>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</li> <li>2) What is the extent of local spread – if any of the three indicators are substantial – advise to quarantine class, portion of school or close the building</li> </ol>
<p>5) Guidelines for safely returning to in-person instruction and when and to what extent the school should close due to an outbreak and move to an online learning environment.</p>	<p>Paideia Academy South Phoenix uses the following Maricopa County benchmarks as reported on ADHS data dashboard to determine safety of returning to <i>in-person</i> instruction:</p> <ol style="list-style-type: none"> <li>1) Mitigation plan in full operation with ongoing monitoring for fidelity to policies</li> <li>2) <u>All of the following benchmarks</u> must be met prior to offering any <i>in-person</i> instruction: <ul style="list-style-type: none"> <li>▪ Cases: a two-week* decline in the number of cases <u>AND</u> two weeks* with new case rates below 50/100,000</li> <li>▪ Percent positivity: two weeks* with less than 5% positivity</li> <li>▪ COVID-like Illness Syndromic Surveillance: two weeks* with hospital visits due to COVID-like illness below 5%</li> </ul> </li> </ol> <p><i>*Not including the current week</i></p> <p><b>Initial Reopening Checklist:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reopening buildings for on-site services or in-person instruction is consistent with applicable state and local orders.</li> <li><input type="checkbox"/> Consulted the local health department to confirm all three benchmarks are within <b>minimal</b> or <b>moderate</b> spread category for two weeks. <ul style="list-style-type: none"> <li><input type="checkbox"/> Cases: &lt;50 cases/100,000 <u>AND</u> a two-week decline in number of cases</li> <li><input type="checkbox"/> Percent Positivity: &lt;5%</li> <li><input type="checkbox"/> COVID-like Illness: &lt;5%</li> </ul> </li> <li><input type="checkbox"/> The adopted mitigation plan includes strategies for traditional and virtual intermittent models</li> <li><input type="checkbox"/> The adopted mitigation plan has been posted on the Paideia Academy website</li> <li><input type="checkbox"/> Corporate board vote to reopen</li> </ul> <p>Indicators to start preparing for return to virtual learning:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> One of more of the benchmarks are in the <b>substantial</b> spread category</li> </ul>