



Desert View Schools
COVID-19 Mitigation Plan and Operating Protocol
August 16, 2021

These policies and procedures (“Procedures”) are intended to help the Desert View Schools (“Desert View”) reduce the likelihood that infectious diseases, including COVID-19, will be transmitted on its premises. While no precautions can fully eliminate the risk of disease transmission, these Procedures are intended to create a healthier environment and provide key guidance. These Procedures are subject to change as understanding of COVID-19 changes. Further, as the extent of the community spread varies, and new treatments become available, new information will be reflected in amended Procedures.

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PROCEDURES FOR DESERT VIEW SCHOOLS

I. Employees

This Section sets out the provisions that apply specifically to Desert View's employees. It incorporates portions of OSHA's recommendations and elements of the CDC's guidelines in place as of May 19, 2020 along with the Department of Economic Securities Division of Developmental Disabilities COVID-19 Guidelines. In some cases, these Procedures go beyond OSHA recommendations. Some examples of additional requirements include, but are not limited to, 1) minimizing personal interactions within 6 ft. of other people, 2) depending on circumstances, include protective clothing, and 3) attempting to prevent ill employees from entering the workplace at all.

The CDC advises the risk of COVID-19 increases based upon interaction with students. Specifically, the CDC denotes three risk levels:

- Lowest Risk: Students and teachers participating in virtual only classes and activities;
- Medium Risk: Small in-person classes, where the classes stay together and remain throughout across school days/groups do not mix. Students remain socially distanced.
- Highest Risk: Full sized classes, where students mix throughout the day and share classroom supplies.

Dependent on the structure of the class, employees interacting with students should be aware of the level of risk and act accordingly, including being cognizant of social distancing measures, wearing protective equipment, washing their hands, and proper cleaning and disinfection procedure.

A. Management Training

Desert View's management shall be trained on the procedures and requirements included in this document. Desert View management will be responsible for ensuring that these procedures and requirements are implemented on school campuses.

B. Employee Health Checks

This Section addresses how Desert View can limit the extent to which its employees bring SARS-CoV-2 (the virus that causes COVID-19) into its facilities. More specifically, it will describe how Desert View should screen its employees and explain what must happen if an employee contracts COVID-19, develops symptoms associated with COVID-19, or comes into close contact with someone who has a confirmed case of COVID-19.

All Desert View employees will be instructed that if they were to affirm any of the questions below, they should not go to work. If they were to become symptomatic during their workday, they should notify their supervisor, leave the school or facility, and adhere to return to work timeframes described in Section (I)(B)(3) and (4) until symptoms resolve.

1. Employees will consider the following daily health questions before going to work:
 - **Have you had a fever in the last 24 hours?**
 - i. Thermometers will be made available if the employee is not sure or can't affirm without checking.
 - **Do you have any new cough or shortness of breath, chills, muscle aches, headache, sore throat, any new loss of sense of smell or taste, diarrhea?**

These questions will be completed once as part of the employee's initial daily healthcheck attestation, and accordingly, employees will have an ongoing daily duty to monitor their symptoms and update a designated manager if any of their answers change. Desert View shall place a poster at entry points of its schools and facilities that advises employees to monitor their symptoms and update Desert View if any of their answers change. Employees answering any of the above questions in the affirmative shall not be permitted to enter the school or facility and must adhere to the return to work timeframes described in Section (I)(B)(3) and (4).

2. Employees registering a temperature of 100.4F or higher, based on the CDC's definition of fever, will not come into work or will leave the school or facility if they are already at work. These employees will be permitted to return to work based on the timeframe described under Subsection 3 below.
3. Employees exhibiting illness symptoms or fever will be permitted to return to work under the following conditions:
 - If a symptomatic employee tests positive for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
 - If a symptomatic employee is not tested or tests negative for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
 - If an unvaccinated, asymptomatic employee has close contact with a confirmed case of COVID-19: Must remain masked at all times if at work or remain home for 10 days from the date of contact and monitor symptoms.

- If an asymptomatic employee tests positive for COVID-19 (PCR or antigen testing): Stayhome until 10 days have passed since the day of the test.
4. Action Plan: Action Plan for Confirmed Case
 - If an employee contracts a confirmed case of COVID-19, that employee shall remain in home isolation pursuant to Subsection 3. All employees who have come into proximity¹ with that employee will be notified of potential exposure and advised to continue coming to work, but that wearing a mask at all times is required from them if they have not been vaccinated. Employees who have come into contact with the infected employee should also monitor their symptoms closely and stay home if they develop any symptoms described in Subsection 1. If these employees develop symptoms, COVID-19 testing is strongly encouraged. These employees may return to work based on the time frames described in Subsection 3.
 5. Non-COVID-19 Related Illnesses:
 - Employees who exhibit symptoms or signs of infectious illness, other than COVID-19 (respiratory, gastrointestinal, skin, eye, or any other infection) should stay home until symptoms have resolved. These procedures are intended to prevent transmission of any infection with special focus on COVID-19. Employees exhibiting illness may return to work following the timeframes described in Subsection (I)(B)(3) above.

C. Hand Washing and Cleanliness Requirements

Despite the Procedures outlined herein, employees may come into contact with viral particles at a Desert View campus. To prevent themselves from becoming infected, and to stop viral particles from spreading to other surfaces, Desert View employees must regularly disinfect their hands. Signs will be placed near sinks that instruct employees how to properly wash their hands.

1. Hygiene and Respiratory Etiquette:

- Employees will be reminded to refrain from touching their faces, mouths, and eyes at all times.
- Employees will be reminded to practice respiratory etiquette, such as covering their sneezes and coughs with a tissue and throwing away the tissue.

¹ Note that 'proximity' at work differs from "close contact" as described elsewhere in these procedures. "Close contact" is as defined by the CDC.

II. Campus and Classroom Procedures

This Section describes the procedures that apply to all operations at Desert View locations.

A. Student Health Monitoring

This Section describes procedures that are intended to prevent any infected students from entering a Desert View campus and putting other students and employees at risk.

Desert View will require that parents monitor their child's health on a daily basis and keep their child at home if the child is experiencing illness symptoms.

1. Parents and guardians will be made aware of this requirement through the addition of the language under (a) below in consistent, ongoing reminders included in Desert View communications:
 - a. Desert View Schools requires that you, as a parent or guardian of a DesertView student, closely monitor your child for illness symptoms or fever every day before sending your child to school. For the health and safety of our children, faculty, and community, please review the questions below. Consider the following questions every day before you send your child to school. If any of the following apply to your child, *keep your child at home*.
 - Has your child had a fever, which is defined as a temperature of 100.4F or above, in the last 24 hours?
 - Has your child experienced any new cough or shortness of breath, sore throat, headache, chills, muscle aches, abdominal pain, vomiting, diarrhea, or any loss of sense of smell or taste?
2. Any child who has a fever as defined above or any of the symptoms listed above shall stay home. The student will be allowed to resume on-campus classes according to criteria described in Subsection B below.
3. Desert View will provide school work and academic support for those students who must remain at home due to the provisions of the Procedures.
4. Desert View will encourage students who are sick to stay home without fear of reprisal by discouraging perfect attendance awards and consistently educating parents on symptoms and criteria to stay home.

B. Return to Campus Criteria

This Section describes what steps Desert View should take if it learns that a Desert View student has been infected with COVID-19.

Students who have a fever or symptoms as listed in above Subsection A, or who have close contact with a person diagnosed with COVID-19 (at home or otherwise) will be permitted to return to campus under the following circumstances:

- If the student is tested for COVID-19 (PCR or antigen testing) and the test is positive: Return to campus after they have not had a fever for 24 hours (without the use of fever reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If the student has symptoms and is tested for COVID-19 (PCR or antigen testing) and the test is negative, or if the student has not tested: Return to campus after they have not had a fever for 24 hours (without the use of fever reducing medicines) and other symptoms have improved.
- If an unvaccinated student has had close contact with a person who tested positive for COVID-19 (at home or otherwise) and does not develop symptoms: student may attend school wearing a mask or student may remain home for 10 days from the date of contact; parent should monitor student closely for symptoms.
- If the student has no symptoms and tested positive for COVID-19 (PCR or antigen test): student should stay home until 10 days have passed since the day of the test.

C. Student Cohorts

To limit the risk of an uncontrolled outbreak, Desert View shall divide its students into cohorts, *i.e.*, groups of students who have as little contact as possible with those who are not part of the cohort. This Section sets forth the procedures applicable to those cohorts.

1. Cohort Size

Each cohort shall be as small as feasible.

2. Intermingling

Cohorts shall remain separate and not intermingle to the greatest extent possible.

D. Student Arrivals and Campus Measures

This Section describes how Desert View should alter its campuses to reduce the risk of COVID-19 transmission.

Desert View will take the following steps throughout the school day:

1. Desert View will actively encourage students to stay at home if they feel ill or have

- COVID-19 symptoms. The schools will create a strong line of communication with parents and guardians regarding screening students prior to bringing them to school.
2. Upon arrival (either by walking, parent/guardian drop-off, or bus), students will go directly to their classrooms or a meeting area with their designated cohort. Staff will remind students throughout the campus during arrival to go to their classroom or meeting area immediately and parents and guardians will be reminded of this policy.
 3. Hand sanitizing stations with hand sanitizer containing at least 60% alcohol will be placed at the entrance of the campus with signage asking students and visitors to use them frequently.
 4. Students and employees will be directed to obtain water from water stations that enable touchless drinking and water bottle filling only. Desert View will provide plastic cups if the student does not have their own water bottles. There shall be no direct drinking from water fountains.
 5. Desert View shall ensure each school's ventilation system is operating properly.
 6. All areas of the schools will use air purifiers that include a HEPA filter throughout the school day.

E. Campus Visitors

Visitors on Desert View campuses will be strongly discouraged except for emergency situations. Visitors are considered those individuals who are not essential for Desert View operations, such as parents or vendors. Parents picking up students should report to the school's front office. In the event a campus visitor is necessary and unavoidable – for example, a technician performing an unscheduled building repair –that visitor will be subject to the symptom screens described under Subsection II(A).

F. Classrooms

1. Where possible, desks will be placed 6 ft. apart.
2. Student's belongings should be kept separate and isolated from one another, such as designated cubbies or partitioned storage. Cubbies or other in-classroom storage should be assigned to individual students and be consistently used by that student.
3. Whenever possible, the sharing of objects between students should be discouraged. This includes personal belongings like backpacks or cell phones.
 - For essential supplies like pencils, pens, etc., if possible, provide the student with their own "pack" of supplies to use that is labeled with the student's name and used exclusively by that student.
4. Each room will have hand sanitizer containing at least 60% alcohol for the room for both student and employee use, and if running water is available in the room, students will be encouraged to wash hands frequently.

G. Restrooms

1. Depending on each restroom's capacity, only a limited number of students should be permitted to use it at a time.
2. Students shall be reminded (whether through prior instruction or signage) of the importance of proper hand washing technique.

H. Cafeteria

Desert View shall stagger lunch times for when groups of students are allowed to go to the cafeteria.

- While in the lunchroom, students will be seated at tables in cohorts and students will not be permitted to intermingle.
- Individually wrapped "Grab and Go" meals will be provided. Non-prewrapped meals are permitted if the employee serving the meal places the meal on a secondary surface, such as a sanitized tray, and the student removes the meal from that surface.
- Disposable plates and silverware will be used wherever possible.
- Desert View will ensure that options for students with food allergies remain available.

I. Food Safety

This Section sets forth the procedures that govern the handling of food by Desert View employees. When handling food, Desert View employees should:

1. Follow all applicable state and local food regulations for safe food handling.
2. Follow the FDA's 4 key steps to food safety.
3. Wash, rinse, and sanitize food contact surfaces such as food equipment after each use using an EPA-registered disinfectant.
4. Wrap food containers to prevent cross-contamination.
5. Discontinue use of any kind of shared serving methods, such as salad bars, self-service buffets, or beverage service stations, napkin dispensers, utensil dispensers, or condiment stations.
6. Ensure that any machines used to wash plates, bowls, dishes, and/or silverware are properly operating if not using disposable plates/bowls/silverware.

J. Playgrounds and Gymnasiums

1. Understanding the need for free time and social exercise, physical activities should be planned in accordance with the following recommendations:
 - Desert View will schedule recess periods for each cohort and avoid mixing between cohorts.
 - Desert View will limit playground use to one cohort at the time.
2. For the gymnasium/physical education courses, stagger usage of the gymnasium in groups that are in same classrooms and minimize mixing between groups.

K. Protocol for Employees and Students Who Are Ill at School

1. Desert View shall separate employees and students exhibiting COVID-19 symptoms immediately. These employees and students should be sent home.
 - a. If a Desert View employee identifies a student who is demonstrating COVID-19 symptoms, they will direct that student to the health office and, if that employee is not the student's teacher, notify that student's teacher that the student is going to the health office.
 - b. The staff member will then escort the student to a designated room health screening room, where the nurse will determine whether the student should remain on campus or be sent home.
 - c. Remind ill student that mask wearing is especially important.
 - d. If the student is sent home, they will be sent with materials regarding COVID-19 and the policy regarding returning to the campus.
2. Desert View will designate an area for anyone who is demonstrating COVID-19 symptoms and will be isolated from other students.
3. Desert View nurse trained specifically on isolation protocols.

III. Buses and Transportation

Desert View provides transportation services for its students to arrive to and from campus. The sections below detail how Desert View will mitigate the risk of infection in its transportation operations, and include procedures for vehicle disinfection, vehicle assignment, route planning, and procedures to be taken during routes.

A. Vehicle Disinfection

To reduce the risk of any surface becoming contaminated within a Desert View vehicle, drivers will be responsible for ensuring all high touch surfaces in these vehicles are disinfected twice daily or prior to picking up the first passenger on each route. Surfaces to be disinfected include interior and exterior door handles, the steering wheel, dashboard, center console, shift lever, seat belt buckles, switches and heat/cooling controls, keys, grab handles, seat adjustment handles and if applicable, garage door opener remote controls. These surfaces will be wiped down with alcohol-based wipes or spray containing at least 70% alcohol, and this must occur prior to the commencement of each route. For example, for a vehicle performing a single route, before picking up students in the morning the assigned driver will perform this wipe down, and it will be repeated before picking up students for the return trip home. For vehicles performing multiple routes, vehicles should be disinfected before the first route in the morning and in between routes, prior to the next group of students who are picked up.

Each vehicle will have a "COVID-19 kit." This kit will contain hand sanitizers containing 60% or more alcohol, disinfecting wipes or spray containing 70% or more alcohol, paper towels, as well as gloves/goggles in case the driver is exposed to bodily

fluid. It is the obligation of the driver to notify Desert View if they need more supplies in the COVID-19 kit.

B. Vehicle Assignment

This Section will describe how Desert View should assign drivers and passengers to vehicles, in addition to a practice for ensuring compliance with these Procedures.

Wherever possible, vehicles will be used consistently by the same driver and students (if feasible). Drivers shall be assigned to the same vehicle and routes each day, and accordingly, the same group of students will ride in the same vehicle. Desert View will also maintain records of each driver and student who uses a vehicle each day. It is the duty of the vehicle driver to notify Desert View of any students who they believe are ill and may be demonstrating symptoms of COVID-19. Signs will be placed on buses encouraging students and parents not to go to school if exhibiting symptoms.

C. Procedures During Routes

All drivers shall wear masks or face coverings during routes, and whenever feasible, students shall wear masks or face coverings as well. Drivers will use the vehicle's non-recirculating air conditioning function to improve ventilation within the vehicle and whenever possible/safe, and as weather allows, open the windows for air to recirculate. If feasible, students on the bus will have assigned seating by cohort.

IV. Infected Persons Protocol on Campus or in Vehicles

This Section describes what steps Desert View should take if it learns that a Desert View employee, student, visitor, or anyone else on a Desert View campus has been infected with COVID-19.

- Advise staff and families of sick students about home isolation criteria and return to campus time frames.
- Isolate (in assigned room on campus) and secure transport of those who are sick, immediately separate staff and students with COVID-19 symptoms and ensure safe transportation to home or healthcare facility depending on severity of symptoms.
- Area Cleaning

If Desert View determines that a person infected with COVID-19 has entered one of its facilities or campuses, Desert View will ensure that all areas or vehicles where the infected person is known to have entered, where feasible, will be cleaned.

- Track reasons for student and staff absences.
- Desert View follow local health department requirements for reporting positive cases of COVID-19.
- Desert View shall communicate with parents when their children have been exposed to a case of COVID-19 on campus.

V. Cleaning and Disinfection of Facilities, Schools, and Vehicles

This Section sets forth the cleaning and disinfection procedures that apply whenever these Procedures call for cleaning and disinfecting a campus, room, or surface. Desert View employees and cleaning staff shall follow the CDC's Disinfecting Facilities Guide instructions that apply to the item being cleaned. These instructions are detailed below.

A. High Touch Surfaces

This Section discusses the proper method for cleaning high-touch surfaces. High-touch surfaces include, tables, chairs, shared classroom equipment, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets, floors, and sinks. These surfaces must first be cleaned with soap and water, rinsed and then disinfected with an EPA-registered disinfectant. High touch surfaces that are electronics, and therefore are not suitable for cleaning with soap and water, are addressed in Subsection C below. The disinfectant used must be one of the following:

- An EPA-registered disinfectant.
- A diluted household bleach solution mix with:
 - (1) 5 Tablespoons (1/3 cup) bleach per gallon of water OR
 - (2) 4 Teaspoons bleach per quart of water.
- An alcohol solution with at least 70% alcohol.
- In cafeterias, ensure ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
- Beverage or vending machines should be cleaned and sanitized pursuant to manufacturer's instructions.

B. Soft Surfaces

This Section describes how soft surfaces should be disinfected. Soft surfaces include any carpeted floor, furniture, rugs, and drapes. Soft surfaces must be cleaned as often as OSHA guidelines normally require. Soft surfaces shall be treated, as appropriate, according to one of the following procedures:

- Cleaned using soap and water or with cleaners appropriate for these surfaces.
- Laundered according to the manufacturer's instructions. The warmest appropriate water setting shall be used, and items will be dried completely.
- Disinfected with an EPA-registered disinfectant.

C. Electronics

This Section describes how Desert View should clean its electronics. Electronics include touch screens, keyboards, tablets, remote controls, and payment processing equipment. Electronics will be cleaned as follows:

- By following the manufacturer's instructions for cleaning, OR
- If unavailable, with alcohol-based wipes or sprays containing at least 70% alcohol. Surface will then be dried thoroughly.

VI. Parent, Family, and Community Engagement and Communication

This Section describes how Desert View should communicate with student's families to ensure that they are fully informed as to these Procedures.

Desert View should communicate to parents the risk of exposure to COVID-19 is not zero. It is expected that there will be cases among teachers/employees and children at some point during the school year, but the risk-mitigation measures are implemented to minimize the risk for teachers and students.

Further, communications will emphasize the importance of adults self-monitoring their health and watching for symptoms in children.

***Note: Implementation of these Procedures will not eliminate the risk of disease transmission. Employees and customers may still become ill or transmit diseases to one another despite these Procedures being followed.**

ADDENDUM

An Education section was added to the list of identified essential critical infrastructure workers. Previous versions of the list did not include essential workers in critical infrastructure work settings, such as schools, that were presumed to be closed at the time of publication. Reflecting ongoing national discussions around reopening, this version includes these workers. The Education section is documented as follows:

- Workers who support the education of pre-school, K-12, college, university, career and technical education, and adult education students, including professors, teachers, teacher aides, special education and special needs teachers, ESOL teachers, para-educators, apprenticeship supervisors, and specialists.
- Workers who provide services necessary to support educators and students, including but not limited to, administrators, administrative staff, IT specialists, media specialists, librarians, guidance counselors, school psychologists and other mental health professions, school nurses and other health professionals, and school safety personnel.
- Workers who support the transportation and operational needs of schools, including bus drivers, crossing guards, cafeteria workers, cleaning and maintenance workers, bus depot and maintenance workers, and those that deliver food and supplies to school facilities.
- Workers who support the administration of school systems including, school superintendents and their management and operational staff.
- Educators and operational staff facilitating and supporting distance learning.

<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>