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## COVID-19 (Coronavirus) Action Plan

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This interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC) and recommendations from Arizona Department of Education (ADE), Education Elements, Maricopa Department of Health Services and National Institute For Excellence in Teaching. The CDC and ADE will update their guidance as additional information becomes available.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.azed.gov/communications/2020/03/10/guidance-to-schools-on-covid-19/>

Since early June, the Higley Unified School District Reopening Schools Committee established a series of task teams in preparation for the reopening of HUSD schools. Task force teams were comprised of individuals with multiple perspectives to look at specific protocols. Many essential aspects were, and must continue to be, considered as we prepare to reopen schools in a way that is both practical and responsible. Our task teams have been planning the specifics for how schools will conduct daily operations when we return to in-person learning.

There are several components that must be considered in order to ensure the safety and wellbeing of all, while taking into account what is feasible. It is important to realize that there may be unknown factors that will ultimately require us to modify and/or change plans based on the most up to date information from state and national authorities.

As we continue to plan, we are committed to:


- **the health and safety of all**
- **high quality instruction**
- **respect and acceptance for diverse opinions and concerns**
- **ongoing communication**

## HUSD Action Plan:

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### HUSD priorities:

- [Instructional options for the 2020-2021 school year.](#)
- Educating staff and families on when they should stay home and when they can return to school or work.
- Training all employees on health screening and safety protocols.
- Posting signage on appropriate hygiene and sanitation best practices.
- Per the Governor’s Executive Order, develop and implement a policy to require face coverings for all staff and students K-12 until the Arizona Department of Health Services determines that they are no longer necessary.
- Ensuring cleaner school spaces with intensified cleaning, disinfection, and ventilation in our schools.
- Sanitizing high-touch surfaces frequently.
- Minimizing the number of students in high traffic areas (routines such as lunches and recess will resume with appropriate safety modifications where possible).
- Providing explicit instruction for employees in their role in promoting behaviors that reduce


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the spread of disease.

- Pursue virtual events. Maintain [physical distancing](#) at any in-person events, and limit group size as much as possible
- Limit non-essential visitors, volunteers, and activities involving external groups or organizations
- Limit all large group meetings.

**1. Promote behaviors that prevent spread:**


- Educate the HUSD community to stay home when [sick](#) or when they have been in [close contact](#) with someone with COVID-19.
  - Educating and implementing the [HUSD Daily Health Screening](#) .
  - Working with school nurses and/or health aides and site administration to provide a clear message for parents to follow the [HUSD Exclusion Guidelines](#) if their student is sick or has come into close contact with someone with COVID-19 .
  - Human Resources will work closely with district and site administration to ensure that staff follow the [HUSD Exclusion Guidelines](#) if they are sick or have come into close contact with someone with COVID-19.
- Teach and reinforce practicing [hand hygiene](#) and respiratory etiquette.
  - Include this education in communication to all students, staff, and parents.
  - Multiple opportunities to practice hand hygiene within each classroom.
  - Continuous reminders of appropriate respiratory etiquette.
  - Additional hand sanitizing stations installed throughout each campus to aid in this practice.
  - Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
  - Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Teach and reinforce the use of [face coverings](#) to protect others (if appropriate).
  - Per Maricopa County Guidelines – face coverings will be required by students and staff when physical distancing is not possible. Signs are displayed throughout campuses reinforcing this expectation.
  - Warehouse has additional stock of face coverings for those who forget to bring one.
  - Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
  - Information should be provided to all staff and families in the HUSD community on proper use, removal, and washing of cloth face coverings.
- Ensure adequate supplies are easily available (e.g., soap, hand sanitizer with at least 60% alcohol, paper towels) to support [healthy hygiene](#) behavior.

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- Posting of [signs](#) and or posters that promote the messaging about behaviors that prevent spread COVID-19 (Maricopa County Mask Requirement).

**2. Maintain Healthy Environments:**

- Intensify [cleaning and disinfection](#) of frequently touched surfaces
  - Cabinet recently approved additional custodial staffing, 13 – part time positions to provide increased school-wide disinfecting and sanitizing as additional defense against COVID-19
  - The new custodians will focus on continual disinfecting throughout the campus on “high-touch” surfaces, for example – restrooms, stair rails, door handles and locker rooms will be disinfected multiple times throughout the day
  - Additional training will be provided for these new custodial positions to ensure maximum efficiency
- Ensure ventilation systems operate properly and increase circulation of outdoor air
  - Regular changing of and upgrading of the HVAC air-filters
  - District-wide preventative maintenance occurs each summer in the following areas: mechanical, plumbing, and electrical systems
  - Completed facility evaluation by McKinstry in these areas
    - Indoor air quality
    - Building controls
    - Occupant engagement
    - Mechanical & plumbing system
- Ensure all water systems are safe to use
  - Preventative maintenance system flush completed at each campus.
    - New water treatment service has begun for the closed water loop for the HVAC system (Vantage)
- Modify layouts to promote physical distance of at least 6 feet between people –
  - Working with site administrators to provide revised hallway walking routes to improve physical distancing
  - Modifications to cafeteria seating – students facing same direction
  - Students are required to wear masks when physical distancing is not possible
- Install physical barriers and guides to support [physical distancing](#) if appropriate
  - Front office / reception barrier installed on each campus
- Close communal spaces, or stagger use and [clean and disinfect](#) between use
  - Using campus-wide new custodial personnel for high contact cleaning and disinfecting
  - Each classroom teacher is being provided with a peroxide multi-surface cleaner (per CDC recommendations) and paper towels for during the day cleaning
    - Teachers will be able to disinfect between classes for Middle & High Schools or at recess and lunch for elementary schools
- Limit sharing of objects, or [clean and disinfect](#) between use
  - Incorporating this practice into each classroom

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**3. COVID-19 Measures:**

- [HUSD Daily Healthy Screening](#)
- Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to the [HUSD Exclusion Guidelines](#).
- Encourage individuals who are sick to follow [CDC guidance for caring for oneself and others who are sick](#).
- Advise individuals who are sick to review CDC’s [criteria to discontinue home isolation](#) and the [HUSD Exclusion Guidelines](#) to facilitate a return to school/work.
- If an employee/student is confirmed to have COVID-19, HUSD will inform local health officials. Fellow employees of their possible exposure to COVID-19 in the workplace will also be notified while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- If an employee is diagnosed with COVID-19, they must stay home. HUSD will provide paid leave for up to fourteen (14) days per the [Families First Coronavirus Response Act](#).
- When there is a confirmed positive case in the District, the area will be cleaned and disinfected. Ensure [safe and correct use](#) and storage of [EPA-approved List N disinfectants](#), including storing products securely away from children.
- Prepare to isolate and safely transport any student or staff exhibiting COVID-19 symptoms to their home or to a healthcare facility.

**4. Maintain Healthy Operations:**

- Protect people at [higher risk](#) for severe illness from COVID-19
  - Site and District Administrators have worked with human resources to work with high risk staff to provide alternative and or remote work
- To [cope with stress](#), encourage people to take breaks from the news, take care of their bodies, take time to unwind and connect with others, particularly when they have concerns
  - Breaks included in the weekly schedule for all elementary students.
  - Counselors offering virtual support for students.
  - District health and wellness team is promoting good coping strategies.
- Stagger or rotate scheduling
  - One additional lunch added to schedules in high schools and middle schools to reduce the number of students at lunch.
- Create static groups or “cohorts” of individuals and avoid mixing between groups.
- Consider options for non-essential travel in accordance with state and local regulations.
- Site administrator will be designated a COVID-19 point of contact.
- Implement flexible and non-punitive leave policies
- Monitor absenteeism and create a back-up staffing plan
- [HUSD Daily Health Screening](#)
- Encourage those who share the facilities to also adhere to mitigation strategies
- Notifying HUSD community of any facility closures

HUSD is committed to the safety of its employees, students, parents, and the general public. The above action plan is consistent with the CDC’s Interim Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

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District leaders continue to follow the guidelines provided by local public health, state department of education, the governor and the CDC.

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. HUSD’s leadership is committed to providing the best work environment possible for all staff, students and parents and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.