



**MADISON**  
SCHOOL DISTRICT

# Mitigation Plan 2022-2023

*Because We Care*

**Madison Elementary School District Governing Board**

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**September 2022**



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**Dr. Kimberly Guerin**  
Superintendent

July 2022

Dear Madison Community,

It has been over two years since Madison Elementary School District developed a mitigation plan to ensure the safety and well-being of students, employees and those who volunteer/visit a Madison school. The original plan was created with guidance from the Centers for Disease Control, Maricopa County Department of Public Health, parents who are practicing medical physicians, community partners and close to 200 parents and staff from each of our schools. They assisted with guiding the Governing Board and the District with the initial planning and subsequent revisions throughout the pandemic. Their guidance came from the perspective of medical physicians, COVID-19 researchers and parents balancing work and at-home learning. This work was critical in navigating the challenges of the pandemic and I am grateful to join a community who came together to support our district in such a challenging time.

As your new superintendent, I commit to working hand in hand with each of you to ensure in-person learning continues and students', staff and community members' health and safety remain a priority. You will notice changes to the mitigation plan in alignment with current recommendations from Maricopa County Health and the CDC as mitigation strategies continue to evolve. The modifications also reflect lessons learned during the pandemic and our need to remain flexible based on current guidance. Please do not hesitate to reach out to me with questions, suggestions or concerns. Together, we will continue to be responsive in our mitigation planning and inclusive of all voices with a shared focus on our children.

Sincerely,

Kimberly Guerin, Ed.D.  
Superintendent



*Internationally Accredited through AdvancED*

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***Because information, recommendations and mandates change frequently, information and procedures throughout this document may be updated. If a major change occurs, employees, parents and families will be notified.***

## Plan and COVID-19 Protocols for Operating Madison Schools

The Centers for Disease Control and Prevention (CDC) have updated their guidance to safely operate schools. The U.S. Department of Education states:

Schools are an important part of the infrastructure of communities. They provide safe and supportive learning environments for students that support social and emotional development, provide access to critical services, and improve life outcomes. They also employ people, and enable parents, guardians, and caregivers to work. Though COVID-19 outbreaks have occurred in school settings, multiple studies have shown that transmission rates within school settings, when multiple prevention strategies are in place, are typically lower than – or similar to – community transmission levels. CDC’s science brief on [Transmission of SARS-CoV-2 in K-12 Schools and Early Care and Education Programs](#) summarizes evidence on COVID-19 among children and adolescents and what is known about preventing transmission in schools and Early Care and Education programs.

Schools should work with [local public health officials](#), consistent with applicable laws and regulations, including those related to privacy, to determine the prevention strategies needed in their area by monitoring levels of [community transmission](#) (i.e., low, medium, or high) and local [vaccine coverage](#), and use of screening testing to detect cases in K-12 schools.

The CDC continues to recommend masking as a key prevention strategy.

The Madison Elementary School District has developed the following protocols, based on the CDC’s Operational Strategy for K-12 Schools and recommendations from the Maricopa County Department of Public Health, that are to be implemented across all Madison District sites. In order to execute the districtwide protocols and because each site is unique, individual schools and sites will have specific information that pertains to their site. Parents and families will receive and have access to their individual school plan.

Normal procedures for students who qualify for homebound or chronic illness services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

## STAFFING ASSIGNMENTS

At the district level, the Executive Director for Community Relations and Marketing, in conjunction with the Superintendent, will coordinate all messages to students, parents, staff, and the community regarding COVID-19-related information.

At each school or site, a site administrator or designee will coordinate COVID-19 protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols. Because each district facility is unique, site specific information will be outlined in each site's plan.

At each school or site, the Plant Manager will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school, a site administrator, the school nurse/health associate, or other designee will coordinate and implement the protocols set forth in the **Protocols-Employees** section of this document for screening of staff. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to the Executive Director for Human Resources who will inform the Superintendent.
- informing the site supervisor if absences of students and staff on any given day are far above average or if there appears to be a cluster of respiratory-related illnesses.

The Director for Student Services and 504 Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

In conjunction with the Executive Director for Curriculum and Instruction, athletic directors and coaches will develop protocols that incorporate applicable Arizona Interscholastic Association (AIA) and CDC recommendations for athletic activities.

## **TRAINING AND COMMUNICATION**

### **Training**

Prior to the start of the school year, all staff will be trained on implementation of mitigation protocols.

### **Communication**

Prior to the start of the school year, parents/families will be sent a copy (or directed to review a copy on the district or school website) of this plan. The mitigation plan outlines COVID-19 symptoms, which parents are encouraged to screen for each morning, as well as the expectation that students will not be sent to school or placed on the bus if they are exhibiting symptoms or if they have tested positive for COVID-19. The District will require, as part of the registration process, a documented acknowledgement from parents/families regarding these protocols.

Each school and district site has a person designated to be the COVID-19 point of contact. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

The COVID-19 Points of Contact are:

District Offices: Nicole Rodriguez, Executive Director of Community Relations & Marketing

Madison #1: Amy Ball, Principal

Madison Camelview: Hilary O'Brien, Principal

Madison Heights: Priscilla Gossett, Principal

Madison Meadows: Katy Clark, Principal

Madison Park: Maggie Rodriguez, Principal

Madison Rose Lane: Rose Devine, Principal

Madison Simis: Laura Webb, Principal

Madison Traditional Academy: Chris Merrill, Interim Principal

Madison Adventure Club (MAC)/Early Childhood Program (ECP): Quisha Breiling,  
Director for Community Education

Procedures and communication regarding COVID-19 exposure is found in the final section of this document.

## PROTOCOLS: STUDENTS

Protocols are established based on CDC Guidelines along with any federal, state or local orders and laws. These practices are put in place as part of conducting learning in-person and other activities associated with school.

### FACE COVERINGS

The CDC has updated their guidance: [Click Here](#) The CDC does not require wearing of masks on buses or vans operated by public or private school systems, including early care and education/child care programs.

The District no longer requires, but strongly encourages, face masks, with the exception of individuals who have been identified as a close contact, or per MCDPH requirements regarding infected individuals when [community level](#) is high (MCDPH may modify these requirements). CDC, ADHS and MCDPH strongly recommend that all students and staff wear a [well-fitting mask](#) consistently and correctly indoors in school, when the CDC COVID-19 [Community Level](#) is high. Students who intimidate or harass any other student who does or does not wear a mask will face the appropriate disciplinary response.

Students may bring their own cloth or surgical face mask to and from school. Schools will also have a supply of face masks available to provide students who do not have their own. The District will also provide face shields as needed.

Note: The greater number of students and staff wearing face masks, the greater the overall transmission mitigation that will be achieved.

### VACCINATIONS

COVID-19 vaccinations are part of the CDC's prevention strategies for in-person learning. COVID-19 vaccine information can be found [HERE](#). Parents and families are urged to consult their family physician, the CDC, the Arizona Department of Health Services and/or the Maricopa County Department of Public Health to help guide their decision. The District does not require students to be vaccinated.

### BEFORE SCHOOL ARRIVAL

The CDC provides a "self-check" to help individuals make a decision and seek appropriate medical care. The self-checker can be used for children and found [HERE](#)

#### **At Home Daily Health Screenings and Reporting**

Students should not come to school if they exhibit any of the following symptoms\*:

- fever or chills;



- shortness of breath or difficulty breathing;
- muscle or body aches;
- sore throat;
- headache;
- fatigue;
- change in congestion or runny nose not related to allergies\*;
- cough;
- nausea or vomiting;
- diarrhea; or
- new loss of taste or smell.

*\*This list does not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. An updated list can be found [HERE](#)*

For the health and safety of other students and of teachers and staff, parents/families are strongly urged to conduct daily health screenings prior to sending their children to school. Parents/families are required to report a positive COVID-19 test for a student, or any person residing with a student. Review the REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST section of this document.

If a parent believes their child has been exposed to COVID-19 but has not been tested or is experiencing COVID-19 symptoms, they must inform their school principal for further guidance.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

## **Buses**

If a bus driver or aide observes a student exhibiting visible COVID-19 symptoms:

- The driver will contact their dispatcher who will notify the school that a potentially symptomatic student is arriving and should see the school health associate or nurse.
- If the parent is at the bus stop, the driver or aide will inform the parent that visible symptoms are observed and advise the parent that the child should call in sick or that the school's health office may be contacting the parent when the child arrives at school if the parent refuses to take the child home from the bus stop.
- The driver or aide will, if possible, ensure that the student is physically distanced.

If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff has been so informed, students with symptoms of runny nose or cough related to allergies should be permitted to ride the bus.

**Bus Seating**

Madison will transport those who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity. Depending on the number of students riding the bus, spacing students may not be possible. If a student requests a face covering when entering the bus, one will be provided. Buses will be cleaned routinely with a focus on common touch points.

**SCHOOL ARRIVAL**

Any student with visible symptoms or a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health associate observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health associate observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.

**Drop-Off/Pick-Up Procedures**

Please follow expectations for drop-off/pick-up procedures that are outlined in the District handbook.

The Department of Health Services licensing currently requires all parents to sign out their child from our MAC program. Parents will need to go to their child's group to sign out and wait for their child. Preschool parents will need to sign their child in and out each day in their classroom.

**Enhanced Physical Distancing****Basic Physical Distancing Practices**

Staff members will educate and encourage students to maintain physical distancing, when possible.

## **Playgrounds**

Physical activity continues to be a vital part of a student's school day. Teachers will encourage students to wash their hands and/or use hand sanitizer before and after recess. Because each school is unique, each school will specify playground procedures. Cleaning of equipment will be aligned to CDC recommendations.

## **Cafeterias and Other Areas During Lunch**

Schools may use a number of spaces during lunch including eating in classrooms, in the cafeteria and outside. Students are encouraged to eat within a 15-minute timeframe (active eating time- once the student has begun to eat) with the goal of maintaining proper physical distancing. Students will be reminded to minimize the sharing of lunch items with each other, unless there is prior administrative permission.

Eating in the classroom will be kept to a minimum and only be done when no other space is available. When eating in the classroom, students with food allergies may need appropriate accommodations. These may include, for example, taking the student to another location, such as a school conference room or the multipurpose room, with one friend (so long as physical distancing can be maintained in the alternate location).

## **Bathrooms**

Staff will attempt to limit the number of students in a bathroom at one time. Posters reminding students of proper handwashing techniques may be displayed.

## **Hand Washing**

All students and staff are encouraged to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home,
- after sneezing, coughing, or blowing nose, and
- prior to and after removing and putting on a face mask.

## **Trips and Activities**

Field trips may be limited depending on local transmission rates. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may be limited, depending on local transmission rates. As an alternative (if feasible), school-wide assemblies may be held virtually, with student groups remaining in their classrooms.

Large-scale school events such as “Back to School Night” or carnivals may take place depending on local transmission rates. These events may be modified or reconfigured. Small-scale activities such as parent-teacher conferences may take place over the phone or by other electronic means when necessary.

Other extracurricular activities, including sporting events, may take place and/or be modified depending on local transmission rates.

## **Specialized Classes**

Because electives and special area classes are vital to the social and emotional well-being of many students, they are permitted. Some classes, such as choir, band, and PE, may be modified to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets.

## **Visitors and Volunteers**

The District continues to value our volunteers and appreciate their time and energy to assist in the classroom and at school. Volunteers will be permitted on Madison campuses with approval from site administration. Volunteers are required to complete the volunteer process by visiting the Madison website and filing out the volunteer application [linked here](#). Visitors may be limited during the school day. Volunteers and visitors must follow the District Mitigation Plan.

## PROTOCOLS: EMPLOYEES

Protocols are established based on CDC Guidelines along with any federal, state or local orders and laws. These practices are put in place as part of conducting learning in-person and other activities associated with school.

### FACE COVERINGS

The CDC has updated their guidance: [Click Here](#)

The CDC does not require wearing of masks on buses or vans operated by public or private school systems, including early care and education/child care programs.

The District no longer requires, but strongly encourages, face masks, with the exception of individuals who have been identified as a close contact per MCDPH requirements regarding infected individuals when [community level](#) is high (MCDPH may modify these requirements)\*. CDC, ADHS and MCDPH strongly recommend that all students and staff wear a well-fitting mask consistently and correctly indoors in school, when the COVID-19 [Community Level](#) is high. Employees who intimidate or harass any other employee who does or does not wear a mask will face the appropriate disciplinary response.

Employees may bring their own cloth or surgical face mask to and from school. Sites will also have a supply of face masks available to provide employees who do not have their own. The District will also provide face shields as needed.

Note: The greater number of students and staff wearing face masks, the greater the overall transmission mitigation that will be achieved.

\*Mask requirements are subject to change.

### VACCINATIONS

COVID-19 vaccinations are part of the CDC's prevention strategies for in-person learning. COVID-19 vaccine information can be found [HERE](#). Employees are urged to consult their family physician, the CDC, the Arizona Department of Health Services and/or the Maricopa County Department of Public Health to help guide their decision. The District does not require employees to be vaccinated.

### Daily Screening

Prior to employees returning to campus, they will be sent a copy (or directed to review a copy on the district or school website) of this plan. As part of this process, the District will send communication to all employees that outlines the symptoms for which employees must screen each morning, as well as the expectation that employees will

not report to work if they are exhibiting symptoms. The District will require, as part of the employee orientation, a documented acknowledgement from employees regarding these protocols and agreeing to screen themselves before reporting to work.

The CDC provides a “self-check” to help individuals make a decision and seek appropriate medical care. The self-checker can be used and found [HERE](#)

### **At Home- Daily Health Screenings and Reporting**

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- fever or chills;
- shortness of breath or difficulty breathing;
- muscle or body aches;
- sore throat;
- headache;
- fatigue;
- change in congestion or runny nose not related to allergies\*;
- cough;
- nausea or vomiting;
- diarrhea; or
- new loss of taste or smell.

*\*This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19. An updated list can be found [HERE](#)*

For the health and safety of students, teachers and staff, employees are strongly urged to conduct daily health screenings prior to arriving at work. Employees who are ill will not be allowed to come to work.

Employees are required to report to the Human Resources Department if they or a person who resides with them, have tested positive for COVID-19. If an employee believes that they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they must seek guidance from the Human Resources Department.

### **Handwashing**

Employees are encouraged to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school or district facility;
- before and after putting on and taking off a face covering;
- after being outside for student physical activity;
- before and after lunch;
- after sneezing, coughing, or blowing nose; and
- after physical contact with other staff or students.

## **Enhanced Physical Distancing**

Employees are encouraged to attempt to maintain physical distance, unless this is not physically possible or, for a student's or other person's safety. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if a student requires toileting help, is having a physical emergency, or requires a two-person restraint), the staff member will resume physical distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

## **PROTOCOLS: CLEANING AND DISINFECTING**

Protocols are established based on CDC Guidelines along with any federal, state or local orders. These practices are put in place as part of a general scale-up of operations.

Cleaning will be maintained to the greatest extent possible. Custodial schedules will be adjusted to place focus on cleaning routinely throughout the day. Cleaner will be used daily on frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks and learning tools. Additionally, all staff will be provided with access to cleaner that can be used as needed in between classes, at workstations and in common areas. The playground, sports equipment, and any other shared items (if they are being used) will be cleaned, per CDC recommendations, by teachers and/or custodial staff utilizing district-provided approved cleaning products.

## REPORTING PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

The CDC's, State and County Health Departments' procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents and families will be notified of major changes to reporting procedures. The following procedures are part of the overall contact tracing efforts recommended by the CDC.

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below should be followed:

1. Immediately report the situation ONLY to:
  - a. If a student: School Principal
  - b. If a student in MAC or Preschool: Director for Community Education
  - c. If an employee: Executive Director for Human Resources

***Confidentiality must be maintained to the greatest extent possible.***

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, and sent home in a safe manner. If the employee is able to self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member, friend, or other method of transport to get the employee home or to a healthcare provider will be arranged by the site supervisor. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear additional PPE (a face shield, gloves, etc.) and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. The school will immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Areas that were exposed to the symptomatic employee or student for a prolonged period of time will be thoroughly cleaned and disinfected per CDC guidelines.
5. The site supervisor will determine whether other employees or students may have been exposed to the symptomatic individual. If so, the site supervisor will notify the Executive Director for Human Resources. If it is determined that those who were potentially exposed should be notified, the notification will recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and if symptoms develop, self-quarantine.



Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until they have met the CDC or State/County Health department's guidelines at that moment in time. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

### **Communicating and Consulting with Local Health Authorities**

In coordination with the Executive Director for Human Resources, the District's Lead Nurse will be the point of contact for the Maricopa County Department of Public Health and/or Arizona Department of Health Services if there are verified cases in the facility or an increase in cases in the local area. The District will follow any additional guidance required by these departments.

### **Communicating to Parents/Families**

In the event that an individual has tested positive for COVID-19 and has been on campus, the District will send a notification to those who have been exposed.

### **Quarantines**

At this time, the MCDPH will work with the District to provide guidance to determine if an outbreak has occurred and provide guidance to the District to prevent further spread. It is possible that individuals or classrooms will be quarantined 5 total days, if multiple individuals test positive for COVID-19.

#### If Maricopa County community levels are low:

If a **student** is exposed to an individual with COVID they will be able to stay in school during the 10-day quarantine period under the following conditions:

- The student remains **asymptomatic**.
- It is **recommended** that the student wears a mask for **10 days** after being identified as a close contact.
- Parents are **recommended** to test students for COVID-19 on **Day 1 and Day 5** after exposure, especially if students are not fully vaccinated.
- The household contact policy **recommends 10 days of masking**, as the risk of COVID-19 transmission in households is high.

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#### If Maricopa County community levels are medium:

If a **student** is exposed to an individual with COVID they will be able to stay in school during the 10-day quarantine period under the following conditions:

- The student remains **asymptomatic**.

- It is **strongly recommended** that the student wears a mask for **10 days** after being identified as a close contact.
  - Parents are **strongly recommended** to test students for COVID-19 on **Day 1 and Day 5** after exposure, especially if students are not fully vaccinated.
  - The household contact policy will now **strongly recommend 10 days of masking**, as the risk of COVID-19 transmission in households is extremely high.
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If Maricopa County community [levels are high](#):

If a **student** is exposed to an individual with COVID they will be able to stay in school during the 10-day quarantine period under the following conditions:

- The student remains **asymptomatic**.
- It is **strongly recommended** that the student wears a mask for **10 days** after being identified as a close contact.
- Parents are **strongly recommended** to test students for COVID-19 on **Day 1 and Day 5** after exposure, especially if students are not fully vaccinated.
- The household contact policy will **strongly recommend 10 days of masking**, as the risk of COVID-19 transmission in households is extremely high.

## ADDITIONAL RESOURCES

**The Centers for Disease Control**

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

**Arizona Department of Health Services**

<https://www.azdhs.gov/>

**Maricopa County Public Health Department**

<https://www.maricopa.gov/5460/Coronavirus-Disease-2019>

**Find a COVID testing site:**

<https://www.maricopa.gov/5588/COVID-19-Testing>