



Mitigation Plan 2021-2022

Because We Care

Madison Elementary School District Governing Board

Sarah Speer, President

Marcus Osborn, Vice President

Karen Gresham, Member

Scott Holcomb, Member

Mitra Khazai, Member

July 2021



5601 North 16th Street, Phoenix, AZ 85016 • (602) 664-7900 • madisonaz.org

Dr. Kenneth R. Baca
Superintendent

July 2021

Dear Madison Community,

It has been a little over one year that 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, 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 last school year. Their guidance came from the perspective of medical physicians, COVID-19 researchers and parents balancing work and at-home learning.

On behalf of the Governing Board, thank you to all who have engaged and participated in this process. Your individual and collective voices were heard. While there will be parts of this plan you may not agree with, know that the Madison plan is based on the safety and well-being of students and employees. While there will need to be adjustments along the way, it allows us a continuous path forward.

Finally, while many of the practices and procedures we have in place are for the safety and well-being of all, they have also been put into place because we care. We care about each child, each employee and each family. We do this not just because it is our responsibility, we also do so *Because We Care!*

Sincerely,

Kenneth R. Baca, Ed.D.
Superintendent



Internationally Accredited through AdvancED

TABLE OF CONTENTS

STAFFING ASSIGNMENTS	2
TRAINING AND COMMUNICATION.....	2
Training.....	2
Communication.....	3
PROTOCOLS: STUDENTS	4
Cloth Face Coverings	4
Vaccinations	4
Before School Arrival	4
Daily Health Screenings.....	5
Buses.....	5
School Arrival.....	6
Drop-off/Pick-up.....	7
Enhanced Physical Distancing.....	7
Distancing Practices	7
Classroom Layout.....	8
Hallways	8
Playgrounds.....	8
Cafeterias & Lunch	8
Bathrooms	8
Front Offices	9
Hand Washing	9
Student Belongings/Materials	9
Trips and Activities.....	9
Specialized Classes.....	10
Visitors and Volunteers	10
PROTOCOLS: EMPLOYEES.....	11
Face Coverings.....	11
Vaccinations	11
Assessment and PPE	12

Daily Screening.....	12
Handwashing	13
Enhanced Physical Distancing.....	13
School and District Visitors	13
PROTOCOLS: CLEANING AND DISINFECTING.....	14
PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST	15
Batch Testing.....	16
Communicating & Consulting With Local Health Authorities.....	16
Quarantines	16
ADDITIONAL RESOURCES	17

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 CDC 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, moderate, substantial, or high) and local [vaccine coverage](#), and use of screening testing to detect cases in K-12 schools.

CDC continues to recommend masking and physical distancing as key prevention strategies. However, if school administrators decide to remove any of the prevention strategies for their school based on local conditions, they should remove them one at a time and monitor closely (with adequate testing through the school and/or community) for any increases in COVID-19 cases. Schools should communicate their strategies and any changes in plans to teachers, staff, and families, and directly to older students, using accessible materials and communication channels, in a language and at a literacy level that teachers, staff, students, and families understand.

The Madison Elementary School District has developed the following protocols, based on the CDC's Operational Strategy for K-12 Schools, 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 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. The Administrative Services Department will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout each campus, along with posters at site entrances reminding individuals not to enter if sick.

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 students returning to campus, all staff will be trained on implementation of these protocols. Training will include, but not limited to, proper use of PPE and supplies; cleaning and disinfecting; and other measures.

Communication

Prior to students returning to campus, parents/families 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 parents/families that outlines the symptoms for which parents must screen 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, Director for 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: Mike Duff, Principal

Madison Virtual Academy: Maggie Rodriguez, 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

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. The CDC has updated their guidance: [Click Here](#)

The U.S. Department of Transportation and the CDC require the wearing of masks while on public transportation conveyance, including buses. [Click Here](#)

The District can no longer require universal masking per [HB2898](#) but must comply with the federal requirement of wearing masks while on buses for both employees and students. Unvaccinated students are urged to wear a cloth or surgical face mask, subject to the health condition exception stated below*. Students who intimidate or harass any other student who does or does not wear a mask will face the appropriate disciplinary response.

**Any student who has difficulty breathing due to a documented medical condition that prevents any type of face covering or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed by parents and staff, including the use of a face shield.*

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 and request one. The District will also provide face shields as needed.

Note: Cloth and surgical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, 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. Currently, everyone 12 years and older is eligible. 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. Per [HB2898](#), the District, "...may not require a student or teacher to receive a vaccine for COVID-19...to participate in in-person instruction."

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 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 other students and of teachers and staff, parents/families are strongly urged to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 will not be allowed to come 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 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.

On Buses

Students will stand together, at the bus stop, while still observing social distancing guidelines. Parents are encouraged to accompany children at bus stops to ensure distancing is maintained.

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 socially 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. Drivers, aides and students riding the bus **will be required to wear a face mask per the CDC and U.S. Department of Transportation and in consultation with MCDPH and legal counsel.**

- The bus driver will instruct students to load the bus from back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will instruct students to take seats that are spaced from one another as ridership allows. Depending on the number of students riding the bus, spacing students may not be possible.
- The driver will keep the seat immediately behind them unoccupied if feasible.
- Siblings may sit together.

Transportation will follow the same face covering guidelines outlined for all students and staff. If a student is not wearing a face covering when entering the bus, one will be provided.

Additional Bus Information

Sanitizer will be provided for student use when entering and exiting buses. Usage is optional.

Buses will be cleaned routinely with a focus on common touch points. Buses will be disinfected with an EPA-approved product if a confirmed positive case has been on the bus within the prior 24 hours.

SCHOOL ARRIVAL

Upon arrival at school, each student will proceed to pick up breakfast and go directly to the student's first period classroom.

A staff member will visually check each student for symptoms prior to students entering the classroom. Any student with visible symptoms of 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

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with expressed permission from a site administrator that is provided for good cause. If a parent has prior permission to get out of the car during drop-off/pick-up, the student's arrival/dismissal to/from school may have assigned times different than the majority of students, depending on the situation. If a parent walks a student to school, the parent will not be allowed to enter the school or grounds and must drop off the student outside of the school campus. If parents/families ride a bike to school with student bike riders, parents will not be allowed to enter the school grounds and must drop off the student outside of the campus.

Each school will have more specific drop-off/pick-up procedures.

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. MAC will be grouped by grade level to minimize mixing of students as enrollment and staffing allow. Students will not mix with other groups with the exception of snack and playground time. When students eat meals and snacks they will be spread out as much as possible. Per the CDC, consistent and correct mask use is recommended for people who are not fully vaccinated including students, teachers and staff.

Enhanced Physical Distancing

Basic Physical Distancing Practices

Staff members will educate and remind students regularly to maintain, if feasible, at least 3 ft. of distance between individuals outside of the classroom. However, because more students will be attending in-person learning, it is likely to be challenging to be able to meet this expectation.

Classroom Layout

All schools will attempt to physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, if feasible.

Hallways

Hallways will be marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. Where possible given the school layout, certain hallways may be designated one-way.

Playgrounds

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

Cafeterias and Other Areas During Lunch

Schools will attempt to use a multiple number of spaces during lunch including eating in classrooms, in the cafeteria and outside. Because masks cannot be worn while eating, students are encouraged to eat within a 15-minute timeframe (active eating time- once the student has begun to eat) and proper physical distancing is more important than ever. Students will be reminded to minimize the sharing of lunch items with each other and, unless there is prior administrative permission. Outside food cannot be delivered to the school.

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 social distancing can be maintained in the alternate location).

When eating in the cafeteria or other areas outside of the classroom, increased safety measures may, when possible, include the following:

- Marking areas/tables indicating where students may sit.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, limit the number of classes that will be permitted to line up at a time, and markings will be placed on the floor to indicate where students should stand to maintain social distancing.

Schools may not be able to take some or any of these measures due to large number of students returning to campus, scheduling limitations and limited space available.

Bathrooms

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom. Posters reminding students of proper handwashing techniques will be displayed.

Front Offices

Plexiglas dividers have been installed and adhesive tape placed on the floor 6 feet from the front desk. Signage directing visitors not to come closer than the tape markings will be posted.

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.

Student Belongings/Materials

Sharing of technology devices, school supplies and belongings among students will be limited and only when necessary. If equipment or supplies must be shared by students, staff will clean the item after each use. Parents should also clean student belongings before/after school. Schools may also limit the use of backpacks.

Trips and Activities

Field trips may resume but 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 will 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. While nonessential visitors and volunteers will be limited when school begins, we hope to ease back into allowing volunteers and visitors, depending on local transmission rates. Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible, and are encouraged to wear a face mask around students who have not had the opportunity to be fully vaccinated. The Madison Traditional Academy volunteer policy will be modified as needed, depending on local transmission rates. Those who are contracted to assist with the operation and supervision during the school day, (i.e., those contracted to supervise during recess), including volunteers, must follow all protocols including verifying that they have not be exposed to COVID-19, attest to not having any of the defined symptoms, and sign a waiver form approved by the Governing Board on September 22, 2020. Any essential volunteer or visitor who refuses to sign the waiver will not be permitted on campus.

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

Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. The CDC has updated their guidance: [Click Here](#)

The U.S. Department of Transportation and the CDC require the wearing of masks while on public transportation conveyance, including buses. [Click Here](#)

The District can no longer require universal masking per [HB2898](#) but must comply with the federal requirement of wearing masks while on buses for both employees and students. Unvaccinated employees and employees working directly with students who have not had the opportunity to be vaccinated are urged to wear a cloth or surgical face mask, subject to the health condition exception stated below*. Employees who intimidate or harass any other employee or student who does or does not wear a mask will face the appropriate disciplinary response.

**Any employee who has difficulty breathing due to a documented medical condition that prevents any type of face covering or who is incapable of physically removing the face masks on his/her own will not wear face masks, and alternate methods of protection will be discussed including the use of a face shield.*

Employees 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 and request one. The District will also provide face shields as needed.

Note: Cloth and surgical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, 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. Currently, everyone 12 years and older are eligible. COVID-19 vaccine information can be found [HERE](#). Employees are urged 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. Per [HB2898](#), the District, "...may not require a student or teacher to receive a vaccine for COVID-19...to participate in in-person instruction."

Exposure Assessment and PPE

District administration, in conjunction with relevant site supervisors and department supervisors, will assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19.

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 and on a quarterly basis, 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 or have a household member with COVID-19 will not be allowed to come to work.

An employee will assess whether or not she/he is experiencing any of the stated COVID-19 symptoms prior to arriving at work. When the employee arrives at work, the employee will confirm they do not have any of the symptoms listed above. The

confirmation will be documented and maintained in a Google Document that is created and maintained by the Human Resources Department. These records will be confidential and held within the HR Department.

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 required to maintain a distance of at least 3 feet between individuals at all times, 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.

School and District Visitors

While nonessential visitors at each site will be limited when school begins, we hope to ease back into allowing visitors, depending on local transmission rates. Staff will initially limit their visits and meetings outside of their work location. Meetings outside of the work location should be held virtually, as feasible and until transmission rates decline. Staff visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols. Learning Coaches will need to follow all protocols when visiting schools.

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: 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 health care 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. Depending on the situation, the areas of exposure may need to be closed for a 24-hour period.
5. The site supervisor will determine whether other employees or students may have been exposed to the symptomatic individual (within 6 feet and for a prolonged period of time, typically longer than 15 minutes). 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.

Batch Testing

The District will work with MCDPH and Concentric by Ginkgo to pool test classrooms, once a week. Classroom pooling is a method of surveillance testing where lower nasal swabs from everyone in a class are mixed together and tested with a single molecular test. This will be conducted voluntarily and with parent/guardian permission. Molecular tests are highly accurate at detecting the virus that causes COVID-19. This **is not** a rapid antigen test. In validation studies, the Concentric test was able to correctly identify 96% of positive tests detected by the "gold standard" PCR test using a deep nasopharyngeal swab and 100% of negatives (meaning that there were no false positives). In addition, the CDC has noted that molecular tests are, "Considered the gold standard for COVID-19 detection...." If the molecular test detects the virus in a classroom, the normal quarantine procedures will be followed.

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 Employees and Parents/Families

In the event that an employee or student has tested positive for COVID-19, the District will send two notifications.

1. All who were exposed to the individual testing positive (within 6 feet and for a prolonged period of time, typically longer than 15 minutes, and/or in the same classroom/bus/space) will be notified of this exposure, might be required to quarantine and urged to seek testing for COVID-19 (testing sites will be provided).
2. Those who were not exposed but are in the same building as the individual who tested positive for COVID-19 will be notified but will not be asked to remain home.

Quarantines

At this time, the MCDPH will work with the District to provide guidance regarding the need to quarantine one or more individuals, 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 between 7 - 10 total days, if individuals test positive for COVID-19. Until further notice, the District will follow the MCDPH Quarantine Guidance for Household and Close Contacts of a Person with COVID-19, found [HERE](#)

In addition, while very unlikely, the District will prepare to return the entire district to at home online instruction if ordered by the State, as a result of a high spread of the virus.

ADDITIONAL RESOURCES

COVID Batch Testing Information

Madison will continue batch testing for COVID-19 in schools. Additional information can be found here:

<https://www.concentricbyginkgo.com/>

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>