



# COVID-19 MITIGATION PLAN

SKILLS FOR TODAY, CAREERS FOR A LIFETIME

PROMOTING BEHAVIORS THAT REDUCE THE SPREAD OF COVID-19 (MITIGATION STRATEGIES)	
CONSIDERATIONS	ACTION PLAN
Hand Hygiene	<ul style="list-style-type: none"> <li>◆ Frequent handwashing and use of sanitizer will be strongly promoted.</li> <li>◆ Hand sanitizer and sanitizing wipes will be situated in all areas.</li> <li>◆ Guidance and signage will direct individuals to adhere to proper hygiene measures</li> </ul>
Cloth Face Coverings, Masks, and Face Shields	<ul style="list-style-type: none"> <li>◆ Face coverings, masks, and face shields are an optional component of our COVID-19 mitigation strategy until such time as their mandatory use is prescribed by executive order and/or Arizona Department of Health services or Yavapai County Community Health Services guidance</li> </ul>
Physical Distancing	<ul style="list-style-type: none"> <li>◆ Efforts should be continually made to maximize physical distancing wherever and whenever possible. Even in communities where COVID-19 transmission is low or moderate, attempts should be made to maintain physical distancing of at least three (3) feet in campus locations where this is feasible.</li> </ul>
Adequate Supplies	<ul style="list-style-type: none"> <li>◆ Large supplies of hand soap and sanitizer, sanitizing wipes, and disposable and washable face coverings have been procured and their use will be promoted.</li> </ul>
Signs and Messages	<ul style="list-style-type: none"> <li>◆ Signs will be posted in highly visible locations to promote everyday protective measures and how to stop the spread of germs.</li> </ul>
MAINTAINING HEALTHY ENVIRONMENTS	
CONSIDERATIONS	ACTION PLAN
Cleaning and Disinfection	<ul style="list-style-type: none"> <li>◆ Intensified/increased frequency of cleaning/surface sanitizing has been instituted both in school facilities and vehicles.</li> <li>◆ Classroom surface sanitizing both midday and at the end of the school/workday.</li> </ul>

Shared Objects	<ul style="list-style-type: none"> <li>◆ Educate staff and students regarding the sharing of objects.</li> <li>◆ Inform departments and ask for PO requests for additional <i>essential</i> supplies to avoid sharing.</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>◆ Regular inspection all HVAC return air systems is in place.</li> </ul>
<b>MAINTAINING HEALTHY OPERATIONS</b>	
<b>CONSIDERATIONS</b>	<b>ACTION PLAN</b>
Regulatory Awareness	<ul style="list-style-type: none"> <li>◆ Continued monitoring of state and local guidelines, recommendations, and mandates.</li> </ul>
Gatherings, Visitors, and Field Trips	<ul style="list-style-type: none"> <li>◆ The size of school-sponsored gatherings will be determined by recommended physical distancing guidelines.</li> <li>◆ As current COVID-19 transmission trends continue, visitors will be allowed to enter school facilities beyond designated drop-off and pick-up areas.</li> </ul>
Designated Point of Contact	<ul style="list-style-type: none"> <li>◆ Direct inquiries to Bob Weir, Superintendent for health and legal concerns and instructional school issues at (928) 634-7131, ext. 13 or Email at <a href="mailto:bweir@vacte.com">bweir@vacte.com</a></li> </ul>
Participation in Community Response Efforts	<ul style="list-style-type: none"> <li>◆ Verde Valley School superintendents are coordinating similar responses to COVID-19 and school reopening strategies.</li> </ul>
Communication Systems	<ul style="list-style-type: none"> <li>◆ Staff and families should self-report if they or their students have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 10 days.</li> </ul>
Sharing Facilities	<ul style="list-style-type: none"> <li>◆ Facility use for non-school entities will be allowed on a limited basis and only upon the submission of an approved COVID-19 mitigation plan.</li> </ul>

**PREPARING FOR WHEN SOMEONE GETS SICK**

<b>CONSIDERATIONS</b>	<b>ACTION PLAN</b>
<p>Advise Staff and Families regarding suspected infection with COVID-19 and follow-up protocols.</p>	<ul style="list-style-type: none"> <li>◆ Much of this Plan includes guidance from the Centers for Disease Control (CDC) and the Arizona Department of Health Services (ADHS) documents linked here:   <p align="center"><a href="https://www.azdhs.gov">ADHS - Everyone - Home (azdhs.gov)</a></p> </li> <li>◆ The home is the frontline for monitoring the health of our staff and students. Stay home if ill or exhibiting any COVID-19 symptoms*. Parents and guardians must take responsibility for ensuring the health of their students BEFORE they leave for school.</li> </ul>
<b>Suspected COVID-19 Infection – Employee</b>	
	<ul style="list-style-type: none"> <li>◆ Immediately isolate the individual if the individual remains in the workplace. Follow protocol for contact with someone who is ill, including removing them from the school environment safely and interacting with them with appropriate physical protective equipment (PPE).</li> <li>◆ Report this instance of suspected COVID-19 exposure or infection to the immediate supervisor and human resources if an employee, and to the school superintendent if a student. The school will immediately contact a parent or guardian if the suspected exposure or infection is with a student. Confidentiality is an absolute requirement.</li> <li>◆ Begin to determine which other employees or students have had “close contact” with the individual to make informed decisions regarding next steps. The Center for Disease Control defines “close contact” as someone who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to specimen collection) until the time the patient is isolated. Only those who have had “close contact” should be notified of possible exposure and the notification will recommend that exposed individuals monitor their health and contact their health provider, and if symptoms develop, self-quarantine.</li> </ul> <p align="center"><a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a></p>

	<ul style="list-style-type: none"> <li>◆ Investigate the matter by telephonically interviewing the individual if they have left the site. The district is obligated to record cases of COVID-19 as an occupational illness pursuant to 29 CFR Part 1904. OSHA has released revised guidance on May 19, 2020, regarding the limited investigation that employers must conduct to make a reasonable determination of whether the illness is work related. The district is not required to undertake extensive medical inquiry but must ask the employee how he or she believes they contracted COVID-19, discuss outside activities, and review work environment. The guidance provides examples of when it may be reasonable to determine that the illness was contracted at work:</li> <li>◆ Employees or students who have developed COVID-19 symptoms or have had a positive COVID-19 test result may not return to the site until they have met the CDC or State/County Health department’s guidelines at that moment in time.</li> </ul> <p><i>COVID-19 Symptoms include:</i></p> <ul style="list-style-type: none"> <li>• <i>Fever or chills</i></li> <li>• <i>Cough</i></li> <li>• <i>Shortness of breath or difficulty breathing</i></li> <li>• <i>Fatigue</i></li> <li>• <i>Muscle or body aches</i></li> <li>• <i>Headache</i></li> <li>• <i>New loss of taste or smell</i></li> <li>• <i>Sore throat</i></li> <li>• <i>Congestion or runny nose</i></li> <li>• <i>Nausea or vomiting</i></li> <li>• <i>Diarrhea</i></li> </ul>
<b>Suspected COVID-19 Infection – Student or Parent</b>	
	<ul style="list-style-type: none"> <li>◆ Follow protocol re: isolation and transport of student, if at school: If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, except for one staff member to supervise the student. This staff member will wear PPE or a cloth face covering and will maintain a distance of at least 6 feet from the students at all times unless there is an emergency. Staff will immediately notify a parent or emergency contact to pick up the student and will call 911 if the student appears to be in medical distress.</li> <li>◆ Attempt to communicate with the parent. The district may call the parent to discuss possible exposure. If they are not reachable or decline to discuss the matter, cease all investigations, and operate under the presumption that there is a possible COVID-19 exposure.</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Assess possible exposure.</li> <li>◆ Assess who may have had contact with the individual or their family in the two days prior to symptom onset; and</li> <li>◆ Assess which district sites may need to be sanitized or temporarily closed.</li> <li>◆ Determine who should receive notice of potential COVID-19 exposure. See next section on Reporting and Notification for more information.</li> </ul>
Staff or student becomes ill during school day	◆ Adhere to isolation/transport protocol, if necessary, use isolation space. Arrange for staff or student member to go home ASAP.
Clean and Disinfect	◆ Notify custodial staff regarding areas which may need to be closed for 24 hours. Plan to move classes if impacted.
Notify Health Officials and Close Contacts	◆ The school district is cooperating with county health services on strategies for sharing information.

### REPORTING AND NOTIFICATION

Considerations	Action Plan
<p>The Americans with Disabilities Act (“ADA”), Family Educational Rights and Privacy Act (“FERPA”), and the Health Insurance Portability and Accountability Act (“HIPAA”) should be considered in any district disclosure of possible COVID-19 infection. In each instance, a district should maintain all information as a confidential medical record and should only disclose relevant non-identifying information to those individuals that the</p>	<p>A student’s possible exposure to COVID-19 should be treated as a student record subject to FERPA. Specifically, the Arizona Attorney General suggests “given the current health emergency, [educational institutions] should apply the FERPA/HIPAA exceptions and disclose sufficient information related to positive COVID-19 cases so those potentially affected students, staff, visitors, etc. can self-monitor and potentially self-quarantine.</p> <p>The district may also provide notice to appropriate parties if a parent or other member of the student’s household has a suspected COVID-19 exposure so they may self-monitor and self-quarantine. Notifications must not disclose any personally identifiable information about the individual unless a FERPA exception applies.</p> <p>The District will strictly adhere to the previously linked (and attached) guidance from ADHS regarding exposure and release from isolation and quarantine. Notification Basics for those with “close contact”. <i>Close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until</i></p>

<p>district is permitted to provide notice.</p> <p>The Arizona Attorney General's office has issued recent guidance on this issue:</p>	<p><i>the time the patient is isolated. Differential determination of close contact for those using fabric face coverings is not recommended.</i></p> <ul style="list-style-type: none"><li>◆ The notice must not contain personally identifying information.</li><li>◆ The notice should only include non-identifying information that is relevant to allow those with potential exposure to self-monitor and self-quarantine.</li><li>◆ Only provide the notice to "appropriate parties;"</li><li>◆ The district may inform appropriate health officials as long as it complies with applicable privacy laws.</li><li>◆ The notification should encourage those individuals that may have been exposed to COVID-19 to self-monitor for symptoms and to self-quarantine if appropriate.</li></ul>
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