



**ACTION ITEM**

**DATE:** July 30, 2020

**ITEM:** Approval of Wilson On-site Support Plan.

**SUBMITTED BY:** \_\_\_\_\_  
Rebecca Willey, Curriculum Director

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve the Wilson On-site Support Plan.

**ACTION ITEM**

**DATE:** July 30, 2020

**ITEM:** Approval of Wilson District Mitigation Plan for 2020-2021.

**SUBMITTED BY:** \_\_\_\_\_  
Rebecca Willey, Curriculum Director

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve the Wilson District Mitigation Plan for 2020-2021.

**ACTION ITEM**

**DATE:** July 30, 2020

**ITEM:** Approval of the Intergovernmental Agreement (IGA) between Wilson Elementary School District and Booker T Washington Child Development Center, Inc. - for use of facility

**SUBMITTED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve the Intergovernmental Agreement (IGA) between Wilson Elementary School District and Booker T Washington Child Development Center, Inc. – For use of facility.

**ACTION ITEM**

**DATE:** July 30, 2020

**ITEM:** Approval of the Agreement between Wilson Elementary School District and Booker T Washington Child Development Center, Inc. – services for Wilson preschool children.

**SUBMITTED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDATION:**

It is recommended that the Governing Board approve the Agreement between Wilson Elementary School District and Booker T Washington Child Development Center, Inc.- services for Wilson preschool children.

**ACTION ITEM**

**DATE:** July 30, 2020

**ITEM:** Discussion and possible action to determine the start date of in person teacher led classroom instruction – October 12, 2020.

**SUBMITTED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**RECOMMENDED BY:** \_\_\_\_\_  
Antonio Sanchez, Superintendent

**INFORMATION:**

This is a partial cost of releasing employees and rehiring individuals. Back-up behind resolution.

**RECOMMENDATION:**

Discussion and possible action to determine the start date of in person teacher led classroom instruction – October 12, 2020.

## Parents as Partners during Distance Learning

Parents will create daily expectations for their child/children.

- Morning routine- set the alarm, get dressed, eat breakfast, brush teeth
- Prepare a designated learning space for your child.
  - Tidy and organized
  - Free from distractions such as TV, phone, video games or noise
- Follow your child's daily schedule, as much as possible.
  - Follow the normal school day.
  - **Your child must check in to be counted in attendance.**
- Allow your child to do school work independently.
  - Support your child with questioning and encouragement to complete assignments.
- Allow the teacher to do the teaching. We do not expect you to teach the lessons.
  - It's ok for your child to struggle a bit. Contact the teacher if your child is getting frustrated.
- Encourage your child to move around during the day.
  - Take a stretch break.
  - Eat lunch on time.
- Talk with your child each night about the school day.
  - What was something new you learned today?
  - What was hard today?
  - Which friends did you talk with today?
- Stay in touch with your child's teacher.
  - Check assignments and grade weekly
  - Use the Parent Portal to log into Teams to check your child's work.



**WILSON ELEMENTARY SCHOOL DISTRICT NO. 7  
OF MARICOPA COUNTY, ARIZONA**

**RESOLUTION RE: COVID-19**

WHEREAS, the Wilson Elementary School District No. 7 (“the District”) closed schools effective March 16, 2020, pursuant to orders from the Governor of Arizona (the “Governor”) and the Arizona Superintendent of Public Instruction; and

WHEREAS, subsequent orders and legislation called for the closure of schools for the remainder of the 2019-2020 academic year due to the outbreak of COVID-19 in Arizona; and

WHEREAS, the Governor’s Executive Orders 2020-18, 2020-24 and 2020-33 (the “Closure Orders”) established certain restrictions on public activities in response to the COVID-19 outbreak; and

WHEREAS, the Governor’s Executive Order 2020-36 (the “Return Order”) was issued outlining requirements for businesses and other Arizona entities to assist in mitigating the spread of COVID-19 as they reopened;

WHEREAS, Executive Order 2020-41 (2020-2021 School Year *Prioritizing Kids and Schools During COVID-19*) was issued on June 24, 2020 and Executive Order 2020-44 (*Protecting Public Health for Students and Teachers*) was issued on June 29, 2020;

WHEREAS, Executive Order 2020-51 (*Arizona: Open for Learning*), was issued on July 23, 2020, outlining the Governor’s plan for the reopening of schools for the 2020-2021 school year; and

WHEREAS, the Governing Board wishes to resume educational activities and business operations for the 2020-2021 school year in a manner that is consistent with existing Executive Orders but with recognition that there are many unknowns about future conditions that affect the District’s ability to conduct its educational mission and other activities and that current Executive Orders may be superseded or modified by future Executive Orders or federal or state laws;

NOW, THEREFORE be it resolved by the Governing Board of Wilson Elementary School District No. 07 of [Maricopa] County, Arizona that:

The Governing Board hereby directs and/or authorizes the District’s Superintendent or his/her delegates, to take the following actions to ensure that the District complies with Executive Order 2020-51 and the provisions of Executive Orders 2020-41 and 2020-44 still in effect:

1. In conformity with Order 1 of Executive Order 2020-51:
  - a. Provide the Governing Board with a recommendation as to when in-person, teacher led classroom instruction can safely be made available; and



- b. Provide the Governing Board with a mitigation plan for its consideration and approval prior to the opening of a school building for on-site support services or in person instruction. Such plan was approved by the Governing Board on July 30, 2020.

It is hereby recommended that in person, teacher led classroom instruction be available starting October 12, 2020 unless the administration returns to the Board with an alternative date based on health metrics to be issued by the Arizona Department of Health Services.

2. In conformity with Order 2 of Executive Order 2020-51:
  - a. Ensure that teacher-led distance learning instruction begins by the first day of the District's instructional calendar submitted to the Arizona Department of Education; and
  - b. Submit the District's distance learning plan to the Arizona Department of Education no later than the start date of distance learning instruction or August 14, 2020, whichever is earlier.
3. In conformity with Order 3 of Executive Order 2020-51:
  - a. Arrange for free on-site learning opportunities and support services for students who need a place to go during the school day, beginning on August 17, 2020;
  - b. Develop procedures to help ensure that social distancing and other mitigation strategies are implemented for the free on-site programs;
  - c. Pursuant to Order 3.d of Executive Order 2020-51, authorize the Superintendent to apply for a waiver of the requirement to provide free on-site learning if the County Health Department, in conjunction with the Arizona Department of Health Services (ADHS), advises the District to close due to a COVID-19 outbreak.
4. In conformity with Order 4 of Executive Order 2020-51, comply with the posting and notification requirements described in Order 4.a – d.
5. In conformity with Order 5 of Executive Order 2020-51, develop, recommend and implement a policy relating to face coverings, and revise the same as needed to comport with new guidance or requirements from the ADHS and/or the Centers for Disease Control and Prevention (CDC).
6. In conformity with Order 6 of Executive Order 2020-51, the Governing Board has determined that it will continue to pay its employees during periods of school building closures based upon data and information provided by the Superintendent and other sources that affirms that such payments:
  - a. Are necessary to preserve a properly trained, qualified and experienced workforce;
  - b. Serve the public purpose of protecting the District's investment in its workforce;
  - c. Are feasible because the District has sufficient revenues to continue such payments; and

To be eligible for payment, District employees must remain committed and available to work during the employee's normal work hours during periods of school closures, whether the work is to be performed in-person or remotely or is alternative work for which the employee is qualified to perform.

Supporting documentation of the cost to release, rehire and train employees is submitted as back-up.

7. In conformity with Order 7 of Executive Order 2020-51, the District will begin providing in-person developmental preschool programming and services on October 12, 2020, so long as it can do so consistent with CDC and ADHS public health recommendations.
8. The Governing Board authorizes the Superintendent to work with relevant governmental authorities to comply with all laws, regulations, Orders and guidelines designed to prevent the spread of COVID-19 as the District resumes its operations and activities. The Superintendent may implement regulations or protocols to support such compliance.
9. The District's regular practices, protocols and procedures, as set forth in Governing Board Policies, Administrative Regulations, Board adopted Employee Agreements or otherwise, may not be reasonable, feasible or advisable to implement during the COVID-19 outbreak. Therefore, the Governing Board authorizes the Superintendent to temporarily suspend compliance with or implementation of the same as needed to comply with applicable laws, regulations, Orders and guidelines, and/or to promote the health, safety and welfare of the school community and/or to efficiently and effectively operate District programs and services during the COVID-19 pandemic. Should the Superintendent exercise the discretion authorized by this Section, the Superintendent shall provide the Governing Board with prompt notice of the actions taken.
10. The Governing Board authorizes the Superintendent execute any further documentation to effectuate this Resolution, including but not limited to any requisite documentation required by the Arizona Department of Education or legal authorities with jurisdiction over the District.
11. To the extent that any provision in this Resolution conflicts with or is superseded by enacted federal or state legislation or local ordinances, the District shall comply with those laws or ordinances.

This Resolution was adopted at a properly noticed meeting of the Governing Board on July 30, 2020. The Governing Board hereby authorizes the Governing Board President to sign this Resolution on behalf of the Governing Board.

**WILSON ELEMENTARY SCHOOL DISTRICT NO. 7**

By: \_\_\_\_\_, 2020

Virginia Mendoza,  
Governing Board President

# What Executive Order 2020-51 Means for Arizona School Districts July 27, 2020

Prepared by:

Denise Lowell-Britt, Esq.  
Udall Shumway, P.L.C.

Jennifer MacLennan, Esq.  
Gust Rosenfeld, P.L.C.

On July 23, 2020, Governor Ducey signed Executive Order 2020-51 (*Arizona: Open for Learning*) (EO 2020-51). The Executive Order and related Arizona: Open for Learning Plan outline the Governor's plan for resuming educational opportunities for Arizona students. It includes requirements that school districts must follow but leaves the decision of when to resume full in-person learning to governing boards.

The purpose of this document is to provide input on what Executive Order 2020-51 means to school districts and to provide related suggestions based upon our review and analysis of EO 2020-51, the Governor's related Arizona: Open for Learning Plan and the Arizona Department of Education's (ADE) July 24, 2020 FAQ relating to the same.

## Checklist for Potential Governing Board Actions:

- ✓ Any changes to the start date of instruction or school calendar
- ✓ Mitigation plans for health and safety protocols to be implemented
- ✓ Distance learning plans
- ✓ Face covering policy or regulation
- ✓ Board action to approve need to retain workforce during time of closures prior to teacher led in person instruction
- ✓ Board action to re-open buildings for in person teacher led classroom instruction

Please see below for further guidance and consult with your Trust legal counsel regarding whether any of the above listed potential governing board items are applicable to your district.

## Section 1: Public Health Benchmarks for Opening

What EO 2020-51 says: The Arizona Department of Health Services (ADHS) will develop public health benchmarks by August 7, 2020. School districts are required to "consider" those benchmarks as one of the factors in determining when to open schools for in person teacher led classroom instruction. School districts must also approve a mitigation plan based upon guidelines issued by the Center for Disease Control (CDC). Districts must post the mitigation plan on their websites.

What EO 2020-51 means: Once published, governing boards will need to consider the health benchmarks developed in determining when in person teacher led classroom instruction shall resume in school buildings. Districts are required to consider, but are not required to meet the

health benchmarks, to reopen brick and mortar classrooms. If a District wants to vary from the health benchmarks, it should proceed with caution.

Many school districts have already developed protocols regarding how they will implement social distancing, increased hygiene and other recommended strategies to reduce the spread of COVID-19. Those protocols may constitute the required mitigation plans.

Tips/Ideas: Districts may wish to have governing boards adopt the mitigation strategies developed as a board action item and authorize the Superintendent to alter the mitigation strategies as warranted or recommended.

## **Section 2: Distance Learning Instruction**

What EO 2020-51 says: School district may count students as attending pursuant to A.R.S. § 15-901 on the first day of teacher led distance learning. Districts must submit distance learning plans to the Arizona Department of Education (ADE) prior to starting distance learning but no later than August 14, 2020. The Executive Order urges but does not require that school districts provide “synchronous” learning.

What EO 2020-51 means: ADE updated its FAQ on July 24, 2020 regarding the three executive orders issued to date. Prior FAQs indicated the requirement for school districts to operate for a minimum of 180 days was not waived; the updated ADE FAQ states specifically that school districts must have 180 days of instruction or the equivalent number of hours. School districts may count hours of instruction provided during distance learning toward the requisite number of instructional hours required by A.R.S. § 15-901 under EO 2020-51.

While school districts are encouraged to provide synchronous learning (meaning in real time), this is not required by the Executive Order. Distance learning plans may range from paper and packet learning to real time instruction via a remote platform.

Tips/Ideas: Districts may wish to have the governing board approve the distance learning plan submitted to ADE. Districts must define the minimum amount of contact needed from a student to count that student as attending for average daily membership (ADM) purposes.

## **Section 3: Free On-Site Learning**

What EO 2020-51 says: Beginning on August 17, 2020, school districts must provide free on-site support services for students who need a place to go during any time of distance learning. Each school district may develop procedures to ensure it can maintain its mitigation plan, such as social distancing, but such procedures must not limit the availability of, or result in a refusal to provide such services. The services may be provided at specific schools or facilities. Schools districts are encouraged to partner with community organizations to provide the requisite services.

What EO 2020-51 means: ADE’s FAQ published July 24, 2020 states as follows regarding this issue:

**Q: How does the free on-site learning requirement differ from in-person, teacher-led instruction? What is the purpose of this requirement?**

A: Free on-site learning and support services include but are not limited to student supervision, nutrition, health services, strategic support, or teacher-led/paraprofessional support for students participating in distance learning. On-site support services will be available to a limited number of students with specific needs and does not require traditional teacher-led in-person classroom instruction. These services allow students who need a safe place to go to engage in distance learning away from home. Schools may develop procedures to meet recommendations for physical distancing and other mitigation strategies outlined by the Center for Disease Control and Prevention (CDC).

Neither ADE nor the Governor’s office have defined how school districts are to meet the operational requirements of free on-site support services. School districts may employ non-certificated staff to supervise. Schools operating “learning labs” may do so at limited school locations. School districts may set building capacity limits based on need to mitigate the spread but are also charged with not turning students with need away.

There is no requirement that school districts transport students to the on-site support services.

The on-site learning provision in the Executive Order is very confusing. According to an Arizona Department of Education spokesperson, ADE intends to issue additional guidance on this portion of the Executive Order. The intent of the requirement is to provide a place for Arizona’s most vulnerable student populations to learn during periods of remote learning.

Tips/Ideas: One of the first orders of business will be to determine how many students will be attending on-site support services and what the needs of those students are to appropriately determine staffing needs and facility capacity.

Districts should consider whether choosing not to provide transportation for the on-site support services will impact the receipt of ADM funding, based upon the student’s ability to meet the minimum contact requirements under the distance learning plan if the student is unable to get to the site. If school districts choose do provide transportation, districts may wish to seek guidance from ADE regarding funding for those transportation routes.

Schools may partner with community facilities so that the services are provided at an off-site location and may be creative in such partnerships, such as sending staff to the community partner to meet the student needs at that site.

#### **Section 4: Notification to Parents/ Guardians**

What EO 2020-51 says: School districts must post on their websites their distance learning plans, mitigation plans, and plans for on-site support services. Districts must notify parents of the

attendance requirements to participate in distance learning and of the availability of the on-site support services during distance learning.

Districts must make “direct contact” with certain subsets of its student population: special education students, English language learners, student who qualify for free and reduced lunch and those in the care of the Arizona Department of Child Safety.

What EO 2020-51 means: The Executive Order does not define what “direct contact” means. Districts should use increased efforts to contact the more vulnerable populations of students. Direct mailing, e-mail or phone contact are all appropriate.

ADE’s updated FAQ indicates that districts must post the following items by the first day of distance learning instruction: distance learning plan; mitigation plan; and plan for on-site support services.

Tips/Ideas: A template for a notice letter to parents is provided with this document. ADE is charged with monitoring school districts’ efforts to contact and inform parents. It will be important that district staff create and maintain good documentation to prove that direct contact was made or attempted (e.g. phone logs, emails).

## **Section 5: Face Coverings**

What EO 2020-51 says: EO 2020-51 requires all students over the age of five (5) to wear face coverings until ADHS determines face coverings are no longer necessary. School districts must develop and implement policies regarding face coverings in schools. Districts may incorporate restrictions and exceptions consistent with Centers for Disease Control and Prevention (CDC) guidance. Policies must grant students breaks from wearing the face coverings when they can socially distance (e.g. on the playground with distancing) and allow breaks to take their face coverings off in a safe environment.

What EO 2020-51 means: The State has ordered face coverings to be implemented on all school campuses. If a student requests an exemption due to a medical condition, the district should follow a process under Section 504 of the Rehabilitation Act to determine if an accommodation may be granted. For example, accommodations offered could include use of a face coverings other than a tight mask (such as a face shield or a bandana) or the option to attend on-line school.

Tips/Ideas: The Arizona School Board Association is expected to issue sample policy language.

Some considerations for individualizing for each district include:

- To what extent will the district provide face coverings?
- Who will process any request for an accommodation regarding the face coverings?
- Who will enforce face covering requirements (teachers, administrators, etc.) and how will the requirement be enforced?

## **Section 6: Employees**

What EO 2020-51 says: EO 2020-51 recognizes the public benefit to maintain a school district's work force during school closures for future in-person teacher led instruction. A school district must determine that it has sufficient funds and that the payments are necessary. To be eligible for payment, District employees must remain committed and available to work during the employee's normal work hours during periods of school closures, whether the work is to be performed in-person or remotely or is alternative work for which the employee is qualified to perform as determined by the District.

What EO 2020-51 means: School districts retain the option to furlough employees or reduce their workforce as per policies and state law. However, EO 2020-21 provides school districts with the latitude to continue to pay their employees even if there is no work for them to do, so long as the employees commit to working when work is available for them to do.

Tips/Ideas: Governing boards that exercise the discretion afforded by EO 2020-51 to pay employees may want to maintain data and artifacts that demonstrate the public purpose of continuing to pay staff during periods of closure (e.g. maintaining a properly trained qualified and experienced workforce, avoiding the expense of recruiting and training new staff, risk of staff shortages).

A sample Governing Board Resolution is attached that contains a sample resolution provision relating to this portion of EO 2020-51 and other provisions that are designed to address EO 2020-51 and other contingencies that may arise. We would encourage school districts to document the direct and indirect costs associated with reducing and then replacing its workforce if the district chooses to adopt a resolution that allows employees to remain in an on-call status.

Also provided are sample forms that school districts can choose to use to have employees affirm their commitment to work if work is available during periods that in-person instruction is not possible due to building closures.

## **Section 7: Developmental Preschools**

What EO 2020-51 says: School districts may begin immediate operation of developmental preschools to provide in-person services for children with disabilities, as long as the district follows CDC's public health recommendations for childcare facilities. This activity may occur prior to August 17, 2020.

What EO 2020-51 means: A developmental preschool program typically serves both students with and without disabilities. Often, an individualized education plan for a preschooler with disabilities will include interactions with typical peers to enable learning via peer modeling. EO 2020-51 does not seem to limit school districts from including typical peers within the developmental preschool programs.

Tips/Ideas: Districts will need to follow all CDC mitigation measures and all licensure requirements in operating developmental preschools. The provisions of EO 2020-51 specifically

supersede any conflicting provisions in the two prior executive orders. Please direct any specific questions to Trust counsel.

We will continue to watch for new information from the Governor's Office, ADE and other relevant sources and update our communications accordingly.

**Disclaimer: This document has been prepared for general informational purposes only and is not intended as legal advice or a substitute for legal advice.**

5799806.1



Agreement between Booker T. Washington and Wilson  
Elementary School District

2020-  
2021

**AGREEMENT BETWEEN THE WILSON ELEMENTARY SCHOOL DISTRICT NO. 7  
AND THE BOOKER T. WASHINGTON CHILD DEVELOPMENT CENTER, INC.**

Contract # \_\_\_\_\_

This agreement is hereby entered into by and between the Booker T. Washington Child Development Center, Incl Head Start and Preschool Program, hereinafter referred to as "Booker T. Washington", "BTW", or "Delegate", and the Wilson Elementary School District # 7, hereinafter referred to as "District".

This entire document, together with any amendments and modifications, shall constitute the entire agreement between the parties, and supersedes all other understandings, oral or written.

Agreement Term: July 1, 2020 – June 30, 2021 Amount: -0-

FOR AND ON BEHALF OF THE  
Booker T. Washington  
Child Development Center, Inc.

\_\_\_\_\_  
Signature

**Kim Sellers Pollins**

\_\_\_\_\_  
Signature

**Executive Director**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

FOR AND ON BEHALF OF THE  
Wilson Elementary School District # 7

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Chief Operations Officer**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**1. PURPOSE**

The purpose of this Agreement is to establish working procedures between the District and the Delegate in the provision of services to preschool children eligible for special education and related services in compliance with federal and state laws and regulations.

It is the intent of this Agreement to:

- a. Define which services will be provided by each Agency.
- b. Ensure that children eligible for preschool special education services receive a free and appropriate public education in the least restrictive environment, as required by the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).
- c. Ensure that each Agency cooperatively maintains communication and shares leadership responsibility at the local level on the utilization of available resources in an effective manner.
- d. Ensure that collaborative arrangements between the District and Delegate are developed, implemented, and preserved.

This Agreement applies only to Head Start pre-school age children three (3) years old to Kindergarten age who are eligible for pre-school special education services.

**2. TERM OF AGREEMENT**

The term of this Agreement shall commence on the date of the full execution and shall end on June 30, 2021. This Agreement may be renewed, by written mutual agreement, for an additional 1-year period.

**3. AMENDMENTS**

Any amendment to this Agreement shall be in writing and agreed to and signed by both parties. For non-material changes such as address or personnel changes, written notice shall be given, but a formal amendment shall not be necessary.

**4. PROGRAM DESCRIPTIONS**

Wilson Elementary School District, 500 North 30<sup>th</sup> Place, Phoenix, AZ 85008  
Classroom #605 and #606  
8:00a – 2:30 Mon, Tues, Thurs, Fri, Wed 8:00 -12:00

**5. RESPONSIBILITIES OF THE PARTIES:**

The District and Delegate shall outline responsibilities in each of the following areas: Child Find referrals and screenings; MET/IEP meetings; October 1 student count; GOLD Assessments; Kindergarten transition; joint training and resource sharing for staff and parents. Other items agreed to by both parties may also be addressed.

Booker T. Washington shall be responsible for all grant administration and other requirements necessary to obtain funding and comply with the Head Start program as required by federal or state law, including but not limited to compliance with 42 U.S.C. § 9831 et seq. Booker T. Washington shall be responsible for training its staff and providing additional staff development to assure compliance with all applicable state and federal laws and regulations.

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**CHILD FIND REFERRAL AND SCREENING**

The District shall:

1. Provide services to resident pre-school children with disabilities as mandated in PL 105-17 & PL 108-446 (Individuals w/Disabilities Improvement Act, Part B) December 2004.
2. Provide resident pre-school children with disabilities a free and appropriate public education (FAPE) including the development and implementation of an Individual Education Plan (IEP) which includes all of the components of an IEP, procedural safeguards and the provision of related services.
3. Place resident pre-school children with disabilities in the least restrictive, appropriate environment with an opportunity to interact with non-disabled peers as appropriate.
4. Provide a written schedule of Child Find Screening dates to Booker T. Washington.
5. Assure that students with disabilities are screened immediately to meet Head Start enrollment requirements. Refer subsequent students to Booker T. Washington to fill vacancies that may occur throughout the year.
6. Cooperate with Booker T. Washington with regard to referred students and communicate results of screenings in a timely manner.
7. Recommend interventions and accommodations to address needs of referred students who pass the district screening.
8. Allot designated staff to observe students with suspected disabilities and consult with teachers.

Booker T. Washington shall:

1. Accommodate enrollment of district students with disabilities to meet Head Start enrollment requirements.
2. Screen all students within 45 days for potential delays in developmental areas.
3. Refer district students found to be at-risk to the district for further diagnostic evaluation.
4. Follow-up as recommended by District in the case of individual students who will not proceed to evaluation.

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**MULTIDISCIPLINARY ELIGIBILITY TEAM (MET) AND INDIVIDUAL EDUCATION PLAN (IEP)  
MEETINGS AND PROVISION OF SERVICES**

The District shall:

1. Schedule and coordinate MET/IEP meetings with enough advance notice to enable an appropriate Booker T. Washington representative to be in attendance.
2. Provide Booker T. Washington with all district and enrollment forms to be used.
3. Provide Booker T. Washington with a copy of the IEP.
4. Implement the IEP on each identified student with a disability including the provision of all special education and related services.
5. Utilize therapy tools appropriate to the student and the specific needs stated within the IEP.
6. Provide a full-time instructional assistant for the designated classroom as a contingency for a minimum of five slots being reserved for children on IEPs with more severe disabilities and/or medical issues.

Booker T. Washington shall:

1. Make arrangements for appropriate Booker T. Washington Head Start personnel to attend MET/IEP meetings of students in their classrooms.
2. Provide a quiet space for holding the meeting free from interruptions.
3. Assist parents with the enrolment process as needed.
4. Accommodate District staff on-site to provide IEP services, including a dedicated, quiet location if determined to be needed by the IEP or the District service provider.
5. Allow District use of therapeutic tools including those requiring the use of technology, as determined appropriate by therapists and service providers.
6. Communicate with District service providers regarding student progress as requested.
7. Participate in subsequent amendments of the IEP based on student needs.
8. Reserve a minimum of five enrollment slots for children with significant needs at the designated site.

**OCTOBER 1 STUDENT COUNT**

The District shall:

1. Communicate with Booker T. Washington about impending student count deadlines.
2. Maintain student enrollment data on Head Start students attending Booker T. Washington sites within district and at the main campus.

Booker T. Washington shall:

1. Share current lists of students attending Booker T. Washington sites with the District on a monthly basis.
2. Notify the district when students are no longer attending Booker T. Washington or move into another district's boundaries.

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### **GOLD ASSESSMENTS**

The District shall:

1. Share relevant progress experienced by identified students with Booker T. Washington staff upon request.

Booker T. Washington shall:

1. Fulfill state reporting requirements for early childhood assessment utilizing the Teaching Strategies Gold program. Make associated reports available to the district upon request.
2. Remove students from the GOLD portfolio who age out (transition) or move.

### **KINDERGARTEN TRANSITION**

The District shall:

1. Inform Booker T. Washington about its Kindergarten transition process and invite input from its staff.
2. Collaborate with Booker T. Washington to ensure that the Kindergarten transition is smooth and seamless.

Booker T. Washington shall:

1. Complete transition surveys upon request by the District.
2. Participate in transition meetings scheduled by the District to assure communication is clear as to student needs.

### **JOINT TRAINING AND RESOURCE SHARING**

The District shall:

1. Share written notices of trainings for staff and parents with Booker T. Washington.
2. Provide training to Booker T. Washington instructional staff on the play-based assessments used as the District's screening process. If appropriate, the District may agree to conduct developmental screenings at the Booker T. Washington campus to alleviate overcrowding of the District's biweekly screenings.
3. Share selected early childhood resources with Booker T. Washington for the benefit of enrolled students at District sites and the main campus.

Booker T. Washington shall:

1. Disseminate training notices to Head Start parents via the classroom instructional staff.
2. Provide training to parents on a variety of topics, including disabilities.
3. Accommodate the District's screening at the Booker T. Washington campus, if appropriate.
4. Utilize shared resources in conjunction with intended use.

**6. RECORDS AND CONFIDENTIALITY**

A. The parties agree to keep and make available all records relating to this Agreement as required by A.R.S. §35-214.

B. Both parties shall follow the requirements outlined in the Family Education Right to Privacy Act (FERPA) and the Individuals with disabilities Education Act (IDEA) relating to the confidentiality of student records and information. For purposes of this Agreement, Booker T. Washington is designated by the District as a school official as that term is defined in the Family Education Rights and Privacy Act (“FERPA”) with legitimate educational interests in accessing educational records pursuant to this Agreement and performing services otherwise provided by the District. 34 CFR 99.31 (a)(1) and 99.7 (a)(3)(iii). Consistent with its obligations under FERPA, the District has stated the specific criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in the District’s Annual notification of rights and Governing Board Policy JR-R, a copy of which is incorporated herein. Booker T. Washington’s use and maintenance of District student data shared with Booker T. Washington shall be under the direct control and supervision of the District.

**7. TERMINATION OF AGREEMENT:**

Should circumstances arise which necessitates termination of this agreement, either party may terminate this agreement by giving 90 days prior written notice.

**8. NOTICES:**

The Booker T. Washington Child Development Center, Inc. shall address all notices relative to this agreement to:

Rebecca Willey:	Phone:	Email:	Fax:
	Phone:	Email:	Fax:
	Phone:	Email:	Fax:
	Phone:	Email:	Fax:

The Wilson Elementary School District # 7 shall address all notices relative to this agreement to:

Kim Pollins, Executive Director

Phone: 602-252-4743 Fax: 602-252-4894 Email: [Kpollins@btwchild.org](mailto:Kpollins@btwchild.org)

**9. TERMS AND CONDITIONS:**

A. Amendments: any amendments to this agreement shall be in writing and agreed to and signed by both parties. Each party shall be required to give written notice to the other for non-material changes such as address changes, personnel changes, etc. but formal amendment shall not be necessary.

B. Compliance with applicable law: each party shall comply with all applicable law, ordinances, Executive Orders, rules, regulations, standards and codes of the federal, state, and local governments, whether or not specifically referenced herein, including but not limited to: affirmative action/equal employment; non-discrimination, including the Americans with Disabilities Act; Drug Free Workplace;

Agreement between Booker T. Washington and Wilson  
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and Smoking Pollution Control Ordinance.

C. Legal Worker: As required by A.R.S. §41-4401, each party agrees to comply with all federal immigration laws and regulations that relate to its employees and/or subcontractors, employees, and their compliance with A.R.S. §23-214, subsection A. It is also agreed that any violation of this agreement



shall be deemed a material breach of this agreement that is subject to penalties up to and including termination of this agreement. It is acknowledged that each party retains the legal right to inspect the papers of its contractor or subcontractor employees that work on the contract to verify such compliance.

D. Relationship of Parties: Neither party to this agreement shall be deemed to be the employee nor agent of the other party to the agreement, and the rights and obligations of the parties shall be only those expressly set forth in this agreement.

E. Records: Each party shall retain all data and other records relating to the acquisition and performance of the contract for a period of five years after the completion of the contract. All books and records shall be subject to inspection and audit by the City at reasonable times and where applicable, the State or Federal government, to the extent that books and records relate to the performance of the contract. Upon request, legible copies of any or all such records shall be produced.

F. Non-appropriation: Each party recognize that the performance by either party under this agreement may be dependent upon the appropriation of funds to or by that party. Should either party fail to be appropriated or to appropriate the necessary funds, that party may terminate this agreement as stated herein without further duty or obligation. Each party agrees to give notice to the other party as soon as possible after the unavailability of funds comes to the party's attention.

G. Conflict of interest: The parties hereto acknowledge that this contract is subject to cancellation pursuant to the provisions of A.R.S. §38-511.

H. Dispute Resolution: In the event that misunderstandings or differences of opinion occur with regard to policies and procedures necessary to accomplish these objectives, the staff and appropriate supervisor from the respective agencies will meet to reach a solution. In the event that a resolution is not achieved, the assistant directors of their agency counterparts will meet to resolve the issue.

I. Nondiscrimination. The Parties agree to comply with all applicable provisions of federal, state, and local laws related to nondiscrimination and equal employment opportunity.

J. Approval by Parties. Before this Agreement shall become effective and binding upon the parties, the appropriate governing authorities of each party must approve it. In the event that such appropriate authority fails or refuses to approve this Agreement, it shall be null and void with no effect whatsoever.

K. Arizona Law; Venue. This Agreement shall be governed by the laws of the State of Arizona and suit pertaining to this Agreement may be brought only in courts in Maricopa County, Arizona.

L. Indemnification. To the extent permitted by law, the Parties shall each indemnify, defend and hold the others, and the others' officers, employees, agents and invitees, harmless from all losses, damages, claims, liabilities and expenses (including without limitation reasonable attorneys' fees) for damages to property or injury to persons arising from any willful or grossly negligent act or failure to act by the indemnifying party or its officers, agents or employees.

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2020-  
2021

M. No Boycott of Israel. To the extent A.R.S. § 35-393 through § 35-393.03 is applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of this contract to not engage in, a boycott of goods or services from Israel, as that term is defined in A.R.S. § 35-393.

CONCLUSION OF AGREEMENT

**Exhibit A**

**Governing Board Policy JR-R Student Records**

# Wilson District Mitigation Plan 2020-2021



## **Wilson School District Governing Board**

Virginia Mendoza, President

Anna Martinez, Member

Mario Martinez, Member

## Wilson School District

# COVID-19 Protocols for Re-Opening Schools

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening decisions be driven by the current prevalence of COVID-19 in the community. (Please review ADE's [Roadmap for Reopening Schools](#), page 30, for more information.) The protocols that follow do not address whether a district should reopen, but instead include recommendations for mitigating risk once the decision to reopen has been made. The protocols are based on CDC "step" guidelines—specifically, Steps 2 and 3. Step 2 protocols, which include enhanced social distancing measures, should be followed until guidance from Arizona officials indicates that a transition to Step 3 protocols is appropriate.

The following protocols are to be implemented across all district sites. Normal procedures for students who qualify for homebound or chronic ill services will be followed, as will normal procedures for employee requests for reasonable accommodation due to disability.

### STAFFING ASSIGNMENTS

At the district level, the School Safety Assessment and Prevention Team will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The Point of Contact (POC) will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, 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 social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school or site, the Plant Foreman 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 Human Resources who will inform the Superintendent.
- Informing the site supervisor if absences of students and staff on any given day are above average or if there appears to be a cluster of respiratory-related illnesses.

The Director of Special Education and Special Education 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 Director of Curriculum & 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 proper use of PPE and supplies; cleaning and disinfecting; and other measures.

### **Communication**

Prior to students returning to campus, parents will be sent a copy (or directed to review a copy on the district or school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents 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 any symptoms. The district will require a signed acknowledgement from parents and staff regarding these protocols.

Each school site has a person to be the 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 Office: Alex Dumas

Wilson Primary, PAC: Maki Wojcicki

Wilson Elementary: Cindy Campton

Head Start: Kim Pollins

Cafeteria: Cris Castro

Maintenance: Rob Church

\*If the supervisor is unavailable, contact Alex Dumas.

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. These practices are put in place as part of a general scale-up of operations.

### Face Coverings

***Note that in addition to cloth face coverings, FDA approved surgical masks may also be used. Also, washing/sanitizing hands should be done before and after putting on and taking off a mask.***

The District will require universal masking. Students will be required to wear a cloth, or surgical face mask, subject of the health condition exception stated below.\* Students will not be required to wear face coverings when eating or drinking.

*\*Any student who has difficulty breathing 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.*

Students may bring their own cloth face covering or surgical mask to and from school. Schools will also have a supply of face coverings available to provide students do not have their own and for students who arrive without a face mask.

It is understandable that some students may require time to adjust to wearing face masks. Staff will use their professional judgement to assist a student having difficulty transitioning to wearing a face mask during the day by having a student remove the mask and separate from other students for no more than a 5-minute break before transitioning back to wearing a face mask. ***This will be the exception and not the norm.***

Note: Cloth face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students wearing cloth face coverings, the greater the overall transmission mitigation that will be achieved. Plastic face shields, which provide protection for the wearer, will not be required, but will be permitted.

### 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: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## At Home- Daily Health Screenings and Reporting

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

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- 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. A student with a runny nose or congestion due to allergies **should not** be kept at home.*

The District will inform parents via registration documents, on the District and school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present or have a household member who has contracted COVID-19. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

For the health and safety of other students and of teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Students who are ill or have a household member with COVID-19 should not come to school.

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 and nurse/health aide for further guidance.

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

### **On the bus**

Students will stand together, at the bus stop, while still observing social distancing guidelines. Signage will be posted on the exterior of the bus which communicates to parents which symptoms may be seen with COVID-19 and that students exhibiting



symptoms should not enter the bus. 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 symptoms,<sup>1</sup> the following steps will be taken:

- The driver will notify school staff that a potentially symptomatic student is arriving and should see the school nurse/health assistant.
- The driver will 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 should be permitted to ride the bus.

### **Bus Seating**

Wilson 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 will be required to wear a face mask.

- All students will be required to hand sanitize prior to boarding the bus and wear a mask for the duration of the route.
- The bus driver will instruct students to load the bus from the back to front to avoid students passing one another. When unloading, they will unload from front to back.
- The driver will instruct students to sit one person to a seat, unless they are riding with a family member.
- The driver will keep the seat immediately behind them unoccupied, if possible.
- Students will sit next to the window which will increase social distancing.
- Bus windows will be slightly open during routes.
- The front seat, passenger side, will be reserved for students who may display symptoms.

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

### **Additional Bus Information**

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<sup>1</sup> Visible symptoms include runny nose, cough, shortness of breath, or vomiting.

Bus drivers or custodial staff will disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

15 minutes will be scheduled between schools/routes to allow for disinfecting buses.

Students riding the bus will be dismissed up to 15 minutes ahead of their classmates and buses will depart before the remaining students are dismissed. Updated schedules will be available on the district website and the Wilson app in mid-July.

To assist in the prevention of potential spread, Wilson not offer field trips. When athletic events resume, Wilson will transport students to athletic events following the same guidance above.

## SCHOOL ARRIVAL

Upon arrival at school, each student will proceed directly to the student's homeroom or first period classroom.

A staff member will visually check each student prior to students entering the school or 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 taken 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 aide observes that there are no other symptoms, the nurse/health aide 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 aide observes that there are no other symptoms, the nurse/health aide 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 parents 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. If the 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 parent's 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 campus will have more specific drop-off/pick-up procedures since each campus is unique.

## **Enhanced Social Distancing**

### **Basic social distancing practices**

Staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.

Primary students will remain with the same groupings and the same staff throughout the day. Schedules for 4-8 students will be created to allow the same groupings of students to remain with each other, as much as possible.

### **Classroom Layout**

Per CDC guidelines, all classrooms will physically distance desks and tables as far apart as feasible and will have desks and tables faced in the same direction, when possible.

### **Hallways and Walkways**

Hallways and walkways will be marked to direct students to stay on one side of the hallway for each direction of travel. Many walkways will 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 will be required. If playground equipment is used, cleaning of equipment will be aligned to CDC recommendations.

### **Cafeterias and Other Areas during Lunch**

Schools will use the cafeteria and possibly eat in the classrooms. Because masks cannot be worn while eating, students must 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 prohibited from sharing lunch items with each other and, unless there is prior administrative permission, outside food cannot be delivered to the school.

*\*From the CDC: "Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission."*

When eating in the classroom or cafeteria, 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, increased safety measures will include the following:

- Marking tables indicating where students may sit.
- Assign students to a specific seat with a minimum of 3 feet between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, only one class per serving line will line up at a time, and place markings on the floor to indicate where students should stand to maintain social distancing. Alternatively, serve food to each student at their assigned seat.
- Prohibit students from sharing lunch items with one another.

### **Bathrooms**

Students to enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear masks at all times. Posters reminding students of proper handwashing techniques will be displayed. Bathrooms will be cleaned several times a day.

### **Front offices**

Plexiglas divider will be installed and adhesive tape will be 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 will 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 belonging among students will be very limited and only if it is absolutely 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. Students at the Primary campus will be

permitted to carry a backpack. Students at the 4-8 campus will not be permitted to carry a backpack.

### **Trips and Activities**

Field trips will be canceled. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may not be held with students assembled in the same physical location. As an alternative, if feasible, hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Large-scale school events such as "Open House" or fall carnivals will be cancelled or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone or other electronic means.

Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document. To assist in the prevention of potential spread, Wilson will not offer field trips.

### **Specialized Classes**

Some classes, such as choir, dance, art, PE, and others, may require alternative lesson plans to limit contact and the sharing of supplies, and to reduce the spread of respiratory droplets. Face masks must be worn at all times.

### **Visitors and Volunteers**

The District will limit nonessential visitors and volunteers at school except for the safety and well-being of students. Parents will report to the front office and not go beyond unless it is for safety or well-being of their child and must follow all safety protocols including physically distancing, as feasible, and wearing a face mask.

## STUDENT 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.

If a student 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 or Nurse  
***Confidentiality must be maintained to the greatest extent possible.***
2. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. 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 Principal will determine whether other individuals (employees or students) may have been exposed to the symptomatic student (within 6 feet and for a prolonged period of time, typically longer than 15 minutes). The Principal will notify the Superintendent and Human Resources. Parents will 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.
6. Students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the school site until they have met the CDC or State/County Health department's guidelines at that moment. Because guidelines in this area change regularly, describing the steps that will be taken would not be prudent.

## **PROTOCOLS: EMPLOYEES**

### **Cloth Face Coverings**

The District will require universal masking. Employees will be required to wear a cloth or surgical face mask. Staff members are required to universally mask during interaction with students or other staff unless they cannot do so for health reasons. In these cases, have employees notify their supervisor and discuss strategies for reducing employee interactions with students or staff and other options for maintaining safety protocols. Employees will contact the Human Resources or their direct supervisor to request a reasonable accommodation and begin the interactive process if they cannot safely wear a face mask.

Unless a health condition prevents it, janitorial staff to wear cloth face coverings and/or other personal protective equipment (as available and appropriate) while cleaning and disinfecting the schools and district facilities. Universal masking, wearing of cloth or surgical face masks, will be required for employees and subject to the health condition exception stated below.\* Employees will not be required to wear face coverings when eating or drinking.

\*Any employee who has difficulty breathing 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 and sites will have a supply of face masks available to provide employees who do not have their own and for employees who arrive without a face mask. The District will also provide face shields and gloves, as requested.

Note: Wearing cloth face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible. Accordingly, the greater number of employees wearing face masks, the greater the overall transmission mitigation that will be achieved. Plastic face shields in combination with face masks, which provide additional protection for the wearer, will not be required, but are permitted.

### **Exposure Assessment and PPE**

Prior to allowing employees to report to work, 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 found here:

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

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

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

Additionally:

An employee will take his/her temperature, if feasible, at home and assess whether or not she/her 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 document that is created and maintained by the Human Resources Department. These records will be confidential and help within the HR Department.

Employees are required to report to the HR 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 HR Department.

### **Hand Washing**

Employees are required 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.

### **Enhanced Social Distancing**

Employees are required to maintain a distance of at least 6 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**

The District will limit nonessential visitors at each site except for the safety and well-being of students and staff. Staff will limit their visits and meetings outside of their work location. Meetings outside of the work location will be held virtually, as feasible. Staff visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols. District office employees 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. An EPA-registered hospital grade cleaner and disinfectant 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 cleaner to 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 between uses 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.

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 or Nurse
  - b. If an employee: Supervisor and Human Resources

***Confidentiality must be maintained to the greatest extent possible.***
2. If an employee develops COVID-19 symptoms at work, separate the employee from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee is able to self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.
3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
5. 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.
6. The site supervisor will determine whether other employees 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 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.
7. 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. Because guidelines in

this area change regularly, describing the steps that will be taken would not be prudent.



# Wilson

**School District No.7**  
3025 East Fillmore Street • Phoenix, AZ • 85008  
Telephone (602) 681-2200 Fax (602) 275-7517

*Antonio Sanchez, Superintendent*

## Wilson On-site Support Plan

1. Students that meet the criteria may participate in onsite distance learning. Onsite support services will be available to a limited number of students with specific needs and does not require traditional teacher-led in-person classroom instruction. These services allow students who need a safe place to engage in distance learning at the school site. Criteria for qualification is as follows:
  - SPED student in need of in-person services.
  - A student is in such a vulnerable situation that makes onsite distance learning the only option.
  - The Principal of each school will determine eligibility of students.
2. Transportation - It is highly recommended that parents provide transportation for their children. Wilson may offer limited bus routes based on enrollment in onsite distance learning.
3. Instruction will be provided online by the homeroom teacher.
4. Breakfast and lunch will be served
5. Days of operation – Monday-Friday, Hours 8:00 – 3:30
6. Para Professionals will monitor classes – a 1-10 ratio will be in place.
7. Students will be required to wear masks and practice social distancing. If a student needs a mask, one will be provided.

8. The district will follow all CDC guidelines and the guidelines outlined in the approved Wilson Re-Opening Plan.
9. There is no fee for this option.