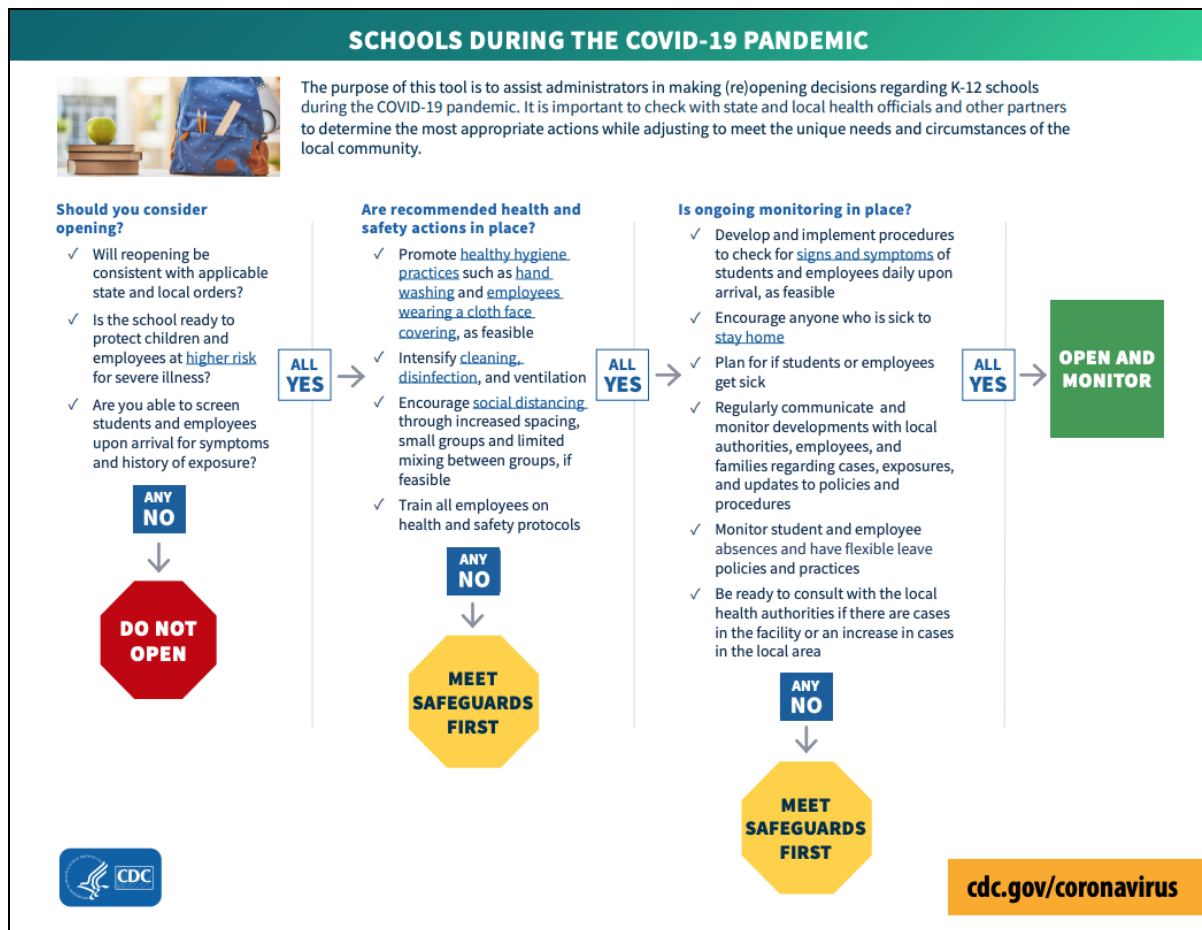


**SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT  
CONTINUITY OF OPERATIONS PLAN (COOP)  
Revised August 14, 2020**

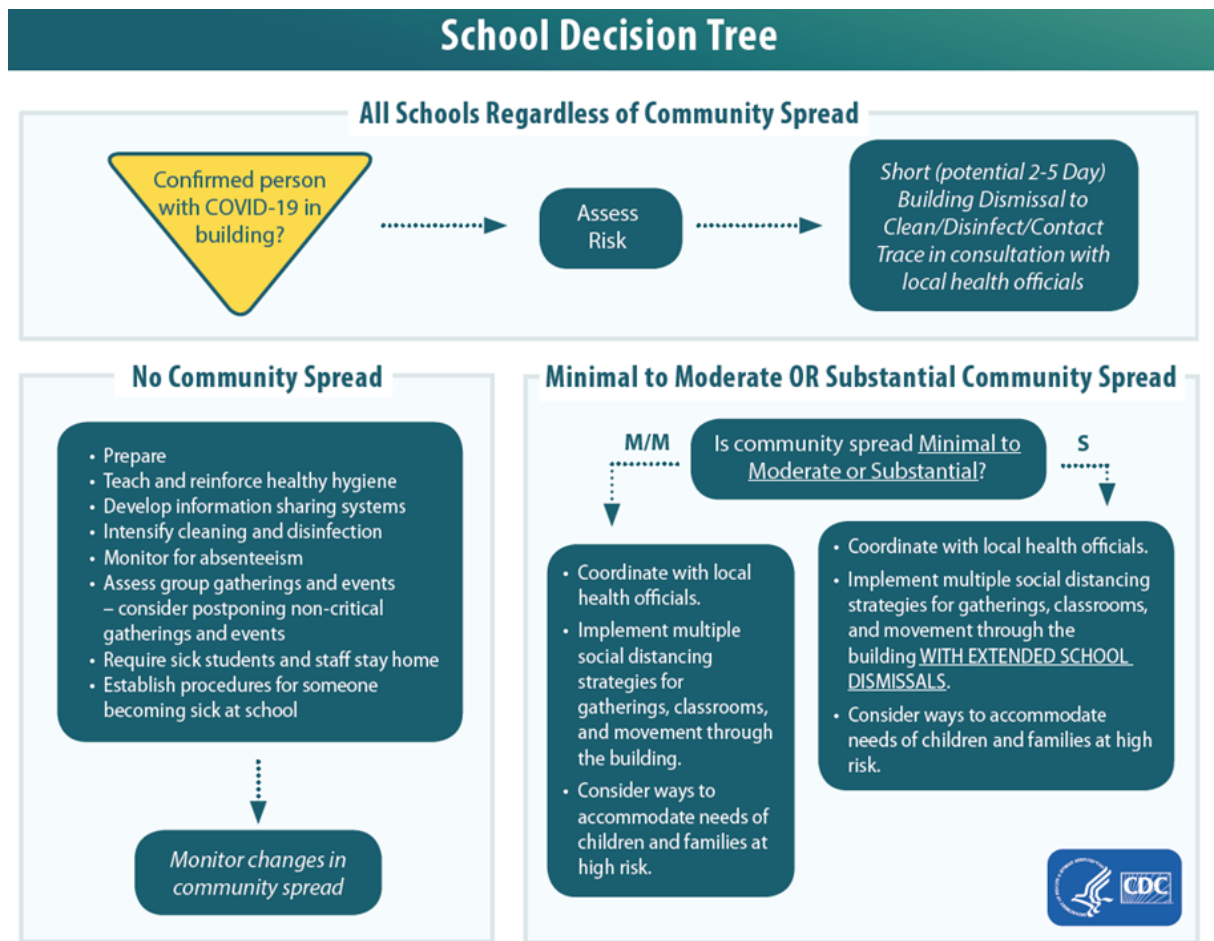
## SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT CONTINUITY OF OPERATIONS PLAN (COOP)

Student, family, employee, and community safety is always the highest priority for Sedona-Oak Creek Unified School District. With this priority at the forefront, we are planning early for reopening and continuity of operations scenarios, the implementation of which will be dependent upon the state of public health at any given time during the 2020-2021 school year. The district's calendared time for students to begin the new school year is August 5, 2020, with teacher pre-service training days on August 3-4, 2020.

The District's decision making processes are informed by the Centers for Disease Control and Prevention (CDC) guidelines, direction provided by Arizona Governor Doug Ducey, Arizona Superintendent of Public Instruction Kathy Hoffman (including the Arizona Department of Education Roadmap to Reopening published June 1, 2020), Arizona Department of Health Services Director Dr. Cara Christ, and regional guidance from Yavapai County Superintendent Tim Carter. Below is the decision tree provided by the CDC for determining preparedness for opening.



Because the public health status relative to Coronavirus/COVID-19 is dynamic, we are prepared for varying circumstances in the coming school year. Our aim is to provide the safest learning environment for students and employees in the structure closest to our normal operations with heightened health protocols. CDC guidelines including the decision-making tree below will determine the level of operations required for safely providing instruction and services. It is important to anticipate that more than one scenario may be implemented during the course of the school year as we may encounter changes in the public health status that require remote instruction or a hybrid model. Included in this plan are descriptions of operational scenarios ranging from our traditional schedule with heightened hygiene and safety practices, to a distance learning format. Again, CDC guidelines, as illustrated below, will inform decisions regarding school structure. Extensive detailed guidance for health and safety practices will be implemented by SOCUSD in the coming school year in all scenarios.



## Reopening/Continuity of Operations STRATEGIC PLANNING TIMELINE

May - June 2, 2020	Leadership Team Collaboration  June 1 - ADE Roadmap for Reopening published	Weekly team meetings to evaluate March-May, 2020, closure, compile data, review guidance
June 3-15, 2020	Stakeholder Team Collaboration	Site-based academic and operational team meetings 6-8-20 SRR (Zoom) 6-9-20 WS (Zoom) 6-9-20 VV Superintents Mtg. 6-10-20 Leadership Team 6-11-20 SRR Site Council 6-12-20 WS Outreach
June 16, 2020, 2:00 pm	Governing Board Work Session	Zoom Meeting
June 17-July 6	Editing of COOP	Communications Development
July 7, 2020, 4:00 pm	GB final review and approval of COOP	Meeting Forum TBD
July 8-30, 2020	Communication & Training	Staff, Faculty, Families

### SOCUSD 3 Year Strategic Planning Priorities

1. High Student Achievement
2. Positive, Safe, and Healthy Environment
3. Highly Performing and Supported Staff
4. Effective Communication
5. Effective Use of Resources

### SOCUSD Core Values

1. Integrity of Word and Action
2. Social, Emotional, and Physical Safety for All
3. Professionalism
4. Personal Responsibility

## **Summary of Requirements for Safe Re-opening (Checklist)**

- Reopening is permitted within state and local orders.
- Protections are established for students and employees at higher risk for severe illness.
- School has the ability to monitor, screen, and/or evaluate symptoms.
- Healthy hygiene practices will be promoted.
- Cleaning, disinfecting, and ventilation has been increased.
- Physical distancing and/or group reduction measures have been implemented.
- Employees have received applicable training in health and safety protocols.
- Students and employees who are sick are to stay home.
- Monitoring of local health status is established.
- Communication internally, to families, and with the community is thorough.

## **OPERATIONAL LEVEL OPTIONS DETERMINED BY LOCAL COVID-19 STATUS**

### **STRUCTURE 1 - Traditional daily schedule for all students with increase in safety practices**

- Proposed change to a 7 period day at SRR and reduced schedule at WSS (M-F)
  - Reducing total contact time / risk of exposure (within ADE required minutes)
  - Reduced class sizes to maximize physical distancing
  - Consistent schedule to ease childcare planning for families
  - More time daily for custodial attention to disinfecting/cleaning
- Measures for maintaining safe and healthy facilities
  - daily disinfecting non-porous and frequently touched surfaces
  - disinfecting products include Hillyard Suprox, Rejuvenal, and Brady P4D
  - to include full disinfecting of cafeteria surfaces between lunch sessions
  - disinfectant products provided for any shared athletic equipment
  - removal of upholstered furniture to minimize porous surfaces
  - scheduled daily air quality room refresh/ outside air exchange
    - managed via Facilities Management Express - HVAC controls
  - Touch free restroom entry/exit and open exterior doors during transitions when permissible by code
  - In accordance with State recommendation and City mandate, masks and/or face coverings or face shields will be required when not outdoors or amply distanced.
- Single user check out of school chromebooks (discontinuing use of shared library keyboards for the 20-21 school year).
- Students and employees are to stay home if they have any signs of illness.
- Prepared to Implement symptom screening if needed (bus, athletics)

- Social-emotional support for students and family will remain a high priority. Student/parent communication with counselors may be via phone, email, and scheduled appointments to reduce direct contact
- Increased hygiene/contagion safe practice instruction for students
  - safety instruction for students (examples at end of document)
  - physical distancing between individuals, hand washing and sanitizing, avoiding touching one's face; covering coughs, sneezes, and talking

**SRR 20-21 Daily Bell Schedule**

**Mon - Fri Schedule**

1st Block	8:05 - 8:55
2nd Block	9:00 - 9:50
3rd Block	9:55 - 10:45
<b><u>1st Lunch</u></b>	
LUNCH	10:45 -11:15
4th Block	11:20 - 12:10
5th Block	12:15 - 1:05
<b><u>2nd Lunch</u></b>	
4th Block	10:50 - 11:40
LUNCH	11:40 - 12:10
5th Block	12:15 - 1:05
<b><u>3rd Lunch</u></b>	
4th Block	10:50 - 11:40
5th Block	11:45 - 12:35
LUNCH	12:35 - 1:05
6th Block	1:10 - 2:00
Teacher Prep	2:00 - 3:30

**(WSS will adjust hours, 8:45am-2:45pm, for bus schedule.)**

No early release  
 Increased Specials Contact  
 Pull-out Model for Title 1 & GT to reduce class sizes (especially in 4,5,6)

**STRUCTURE 2 - HYBRID MODEL**

Some students in-person learning / Some students virtual learning

All safety measures delineated above for Structure 1 will remain in effect.

Student body on campus will be reduced by up to 50%.

Additional contact mitigation actions within this model may include:

- self-contained junior high
- teachers changing classroom locations rather than students moving
- staggered hand-washing, restroom times

Model Advantages

- provides small classroom sizes that allow for social distancing
- no changes needed to Master Schedule

- no changes in bus transportation cost
- smaller number of students daily for lunch room traffic and hallway traffic
- Students remaining in Virtual Learning will continue to have teacher-led, direct instruction with district-adopted curriculum
- Transition to/from Virtual Learning will be smoother, with instructional continuity

### **STRUCTURE 3 - FULLY REMOTE MODEL WITH CONTINUITY OF INSTRUCTION**

In the event of increased spread of coronavirus/COVID-19 in Yavapai/Coconino Counties and particularly in the Verde Valley region, SOCUSD will be prepared to transition efficiently, without loss of instructional time, into and out of a remote learning platform for continuity of instruction should temporary school closures become necessary during the 2020-2021 school year. The Google Classroom platform including Google Meets for video participation will provide the base distance learning forum.

- Students will already have an assigned Chromebook
- Lunch service will be continued via bus route drop off locations
- Grading of work will continue in Powerschool
- Teachers will increase email and phone communications with students and families.

### **ATHLETIC PRACTICE REQUIREMENTS and SAFETY PRACTICES**

Prior to participation each student-athlete must have on file the following:

- Physical paperwork from 2019-20 or a new physical for 2020-2021
- A Waiver, Risk and Assumption of Risk form signed by their parent or guardian

All coaches and student-athletes will be screened for symptoms of Covid-19

All participants will have their temperature taken and lung capacity checked with pulse oximeter. These will be recorded each day. Participants with positive symptoms will not be allowed to participate or remain on campus. The Pre-Screening will continue during all three stages of re-entry through August 3, 2020.

Facilities Cleaning throughout all stages:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility will be sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Individuals are required to wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.

- Hand sanitizer will be available to individuals as they transfer from place to place.
- Weight equipment is to be wiped down thoroughly by users before and after an individual's use of equipment.
- Appropriate clothing/shoes must be worn in the weight room at all times to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam must be covered.
- Students are encouraged to shower and wash their workout clothing immediately upon returning home.

## **SUMMARIES OF SAFETY MEASURES and OPERATIONAL ACTIONS BY CATEGORY**

ARTS INSTRUCTION (See PE considerations below.)

### ATHLETICS

- [AIA Recommended Guidelines for Return to Activity](#)
- See phased summer return to athletics plan above.

### CLEANING/DISINFECTING

- Upholstered furniture (difficult to sanitize) has been removed to the extent possible.
- Classrooms will be disinfected daily (chairs, desks, touched surfaces) using CDC endorsed disinfecting products from Hillyard Custodial, Rejuvna and Suprox.
- Teachers will receive email confirmation of room disinfecting via FMX upon custodian verification.
- Each classroom will be equipped with disinfecting supplies for spot cleaning or cleaning of shared objects within the classroom separate from scheduled custodial disinfecting.
- Additional "Room Sanitization Request" available to employees in Staff Resources Portal for incidental sanitization needs.

### COMMUNAL SPACES (including playground and cafeteria)

- SRR will change schedule from 2 to 3 lunch sessions to reduce size of gathering. Tables and benches will be disinfected between each session.
- Lunch may be further divided to 2 or more locations.
- WS playgrounds will not be in use at the beginning of the 2020-2021 school year. Health protocols/recommendations will be monitored for safe playground use options. Recess activities in gymnasium or fields will be organized with appropriate physical distancing.

### COMMUNICATIONS

- Student Communications
  - Posters/health messaging, in-class instruction
- Family Communications



- Calendar, structure, health protocols, mental health resources, (in home language)
- Public Communications
  - Limitations regarding public access to school
- Staff Communications
  - Health protocol training, technology training, inclusion in all above-listed communications

#### COUNSELING

- Student/Parent communication with counselors will be via phone, email, and scheduled appointments to limit direct contact and allow for disinfecting of office in between visits.
- [Mental Health Resources List](#) [\(Spanish\)](#)

#### FOOD SERVICE

- Food service will be modified as needed dependent upon operation structure in place at time of service. Bagged meals may be provided for Structures 2 or 3 with bus delivery implemented as described above.
- Access to hand washing will be assured prior to lunch sessions.

#### HYGIENE INSTRUCTION (Promoting Protective Behaviors)

- Each classroom will be equipped with a wall-mounted hand sanitizer dispenser (if age appropriate).

#### MENTAL HEALTH

- Well-being and mental health of our students is always a high priority, especially during a time of significant changes that can increase anxiety. Our counselors and site support teams are committed to increased support of student needs. Please call your student's counselor for resources.
- [National Association of School Psychologists Resources Related to COVID-19](#)

#### PHYSICAL DISTANCING

In the school setting, it is not possible to maintain six feet of separation between all individuals at all times. For this reason, face coverings such as cloth masks and/or clear face shields will be required when not outdoors and amply distanced in accordance with State recommendation and City requirement. To maximize physical distancing, the following actions are in place:

- Reduction of class size to and removal of unnecessary furniture from classrooms to maximize distance between desks (further reduction if in Structure 2)
- Tables and shared desks replaced with single student desks
- Assigned seating on busses (see Transportation)
- Utilizing additional campus spaces to increase distancing particularly during communal activity times

#### PHYSICAL EDUCATION and ARTS INSTRUCTION CONSIDERATIONS

- [Arizona Arts and Physical Education Re-Entry Guidance](#)

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Students and employees are encouraged to wear personal protective equipment in the form of face coverings for respiratory protection of themselves and others.

#### PROFESSIONAL DEVELOPMENT FOR TEACHERS

With the adjusted 7 period schedule, all SRR teachers will have a shared preparation period to enable collaboration. Zoom meetings or sessions of appropriate size may be scheduled for occasional training during this time. Training and professional development will be delivered through online platforms when possible. SOCUSD provides Google Mobile Minds to all employees.

#### TECHNOLOGY

- To enable smooth transition between classroom and online learning, each student will be assigned a Chromebook for school and home use. (contract(s) and deposit details TBD)
- Shared computer labs will not be used during the 2020-2021 school year.
- Uniformity of instructional platforms will be established.
- SOCUSD will continue to monitor individual students' at-home connectivity/access and accommodate/support accordingly.

#### TRANSPORTATION

- Parents who are able to drive students to school are encouraged to do so in order to reduce number of students on each bus.
- Students will have assigned seats on bus, clustering household groups.
- Temperature screening may be implemented prior to bus entry.
- Masks/face coverings required on bus.
- Buses will be disinfected by driver daily prior to each route.

#### VENTILATION

- Scheduled daily outside air transfer via FMX, "room refresh."

#### COVID-19/SCHOOL INFORMATION RESOURCES

[Frequently Asked Questions - School Employees and Families](#)

[CDC Checklist for Parents](#)

[CDC Checklist for Teachers](#)

[Arizona Department of Education Roadmap for Reopening Schools June 2020](#)


[Centers for Disease Control and Prevention](#)

## EXAMPLE INSTRUCTIONAL MESSAGING

**Stop the Spread of Germs**

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.** (Illustration shows two people standing 6 feet apart with a dotted line and arrows indicating distance.)
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.** (Illustration shows a person sneezing into a tissue.)
- When in public, wear a cloth face covering over your nose and mouth.** (Illustration shows three people wearing face coverings.)
- Do not touch your eyes, nose, and mouth.** (Illustration shows a person with a red 'X' over their face, indicating not to touch it.)
- Clean and disinfect frequently touched objects and surfaces.** (Illustration shows hands being cleaned with disinfectant spray.)
- Stay home when you are sick, except to get medical care.** (Illustration shows a person in bed with a house icon.)
- Wash your hands often with soap and water for at least 20 seconds.** (Illustration shows hands being washed with soap and water.)

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

2020-08-15, 001100-00

### Contact Us

We are committed to supporting the success of your student. Please contact your school administrators with requests or questions regarding your student's individualized needs.

### 6-8-20 Meeting Notes

Power strips will be needed for classroom Chromebook charging.

Suggestions re hybrid scheduling - all students present, ½ in classroom, ½ by Zoom/Google from home, set schedule for Friday.

Updated contact #s needed for family/student cell phones (ie to use Remind app)

Add instruction for requesting accommodation for individualized needs.

Unanswered questions from SRR meeting:

Will gum chewing be prohibited for sanitary reasons?

Will hallways be routed "one-way"?

6-9-20 Meeting Notes

Consensus that temp checks at entry would create bottleneck/have ambiguous results

Teachers will lead furniture/seating adjustments in lower level classrooms to minimize surface sharing (contact J. Chilton for support with needed furniture changes and hand sanitizer dispenser placement [send email to WS staff when Hillyard is scheduled])

Questions: status on wearing of masks, exemptions (ie 1st day of K) for parent access on campus,

Need: order additional thermometers, soap dispenser repair

Suggestions: conduct art and music in classrooms to eliminate those as additional communal spaces (teachers travel)

6-10-20 Meeting Notes

Amend playground closure for open-ended re-opening/monitoring to align with YC Supt. Mtg.

Consensus against effectiveness/feasibility of daily temp checks at entry

Cross-check with Yavapai County Superintendents' Meeting Notes

This lists playgrounds as open. Leadership team felt that this undermines other efforts to minimize physical and surface contact. We will begin year with playground closed and monitor for safe reopening. Recess will continue on fields, gym, etc.

All other actions aligned.