

**NOGALES HIGH
SCHOOL**

RETURN TO SCHOOL



PROTOCOLS/PROCEDURE

SY 2020-21

Welcome Back

Welcome back to the 2020-21 school year, we are very excited to get back to school and see everyone. As we begin the Stage II “Hybrid” model of our return to school, we will have many protocols in place to keep everyone safe and ensure that we can continue with face to face instruction. Our goal is to get to a point that we can eventually open school, in person, however in order to get to that point we need everyone’s help by following the protocols and procedures outlined in these documents.

Models of educational options: Stage 2:

As we move forward with Stage II of re-opening schools, families will be allowed to choose which model they would like to participate in.

Option 1

- Hybrid: In the hybrid models the student body will be divided alphabetically. The hybrid model will allow the students to attend classes with their teachers 2 days a week: Group A, will come to school on Monday and Tuesday and Group B, will come to school on Thursday and Friday. Wednesdays will remain as they are now for extra help from teachers. On the days that the students are not physically in class, they will login to the class and attend remotely via Google meets.

Option 2

- Online only: The other option for our students is to remain completely online. In this option, the student will login in each day Monday, Tuesday, Thursday and Friday to the class Google meets session.

Hybrid and Online Schedules

Below are the schedules we will be following for the Hybrid and online schedules. All students will log in to every class and answer the attendance questions prior to 2nd period, as we have been doing during our online/distance learning. All students will attend all class periods (6 periods) Monday, Tuesday, Thursday and Friday. Online only students will attend via google meets with the teacher in the classroom, while they “hybrid” students are in class (face to face). The “hybrid” students that are not scheduled to attend on a particular day will also be logged into class via Google meets (ie... on Monday and Tuesday “A” students are attending face to face at school. Both “B” students and “Online” students will be logged in to the classroom via Google meets). The schedules over the next few pages will outline the schedule for Stage 2 of the NHS reopening plan:

Hybrid Daily Schedule

A = ½ OF STUDENTS IN EACH PERIOD WHO PHYSICALLY ATTEND
B = ½ OF STUDENTS IN EACH PERIOD WHO PHYSICALLY ATTEND
C= STUDENTS WHO ARE DISTANT LEARNERS ATTENDING VIRTUALLY

<u>Monday</u>	<u>IP</u>		<u>D</u>		<u>Time</u>
<u>Office</u>				<u>Office</u>	<u>7:00-7:25</u>
<u>P1</u>	A	+	BC	<u>Lesson #1</u>	<u>7:25-8:20</u>
<u>P2</u>	A	+	BC	<u>Lesson #1</u>	<u>8:25-9:25</u>
<u>P3</u>	A	+	BC	<u>Lesson #1</u>	<u>9:30-10:25</u>
<u>P4</u>	A	+	BC	<u>Lesson #1</u>	<u>10:30-11:25</u>
<u>LUNCH</u>					<u>11:25-12:00</u>
<u>P5</u>	A	+	BC	<u>Lesson #1</u>	<u>12:05-1:00</u>
<u>P6</u>	A	+	BC	<u>Lesson #1</u>	<u>1:05-2:00</u>
<u>Tutoring</u>				<u>Tutoring</u>	<u>2:00-2:45</u>

<u>Thursday</u>	<u>IP</u>		<u>D</u>		<u>Time</u>
<u>Office</u>				<u>Office</u>	<u>7:00-7:25</u>
<u>P1</u>	B	+	AC	<u>Lesson #3</u>	<u>7:25-8:20</u>
<u>P2</u>	B	+	AC	<u>Lesson #3</u>	<u>8:25-9:25</u>
<u>P3</u>	B	+	AC	<u>Lesson #3</u>	<u>9:30-10:25</u>
<u>P4</u>	B	+	AC	<u>Lesson #3</u>	<u>10:30-11:25</u>
<u>LUNCH</u>					<u>11:25-12:00</u>
<u>P5</u>	B	+	AC	<u>Lesson #3</u>	<u>12:05-1:00</u>
<u>P6</u>	B	+	AC	<u>Lesson #3</u>	<u>1:05-2:00</u>
<u>Tutoring</u>				<u>Tutoring</u>	<u>2:00-2:45</u>

<u>Tuesday</u>	<u>IP</u>		<u>D</u>		<u>Time</u>
<u>Office</u>				<u>Office</u>	<u>7:00-7:25</u>
<u>P1</u>	A	+	BC	<u>Lesson #2</u>	<u>7:25-8:20</u>
<u>P2</u>	A	+	BC	<u>Lesson #2</u>	<u>8:25-9:25</u>
<u>P3</u>	A	+	BC	<u>Lesson #2</u>	<u>9:30-10:25</u>
<u>P4</u>	A	+	BC	<u>Lesson #2</u>	<u>10:30-11:25</u>
<u>LUNCH</u>					<u>11:25-12:00</u>
<u>P5</u>	A	+	BC	<u>Lesson #2</u>	<u>12:05-1:00</u>
<u>P6</u>	A	+	BC	<u>Lesson #2</u>	<u>1:05-2:00</u>
<u>Tutoring</u>				<u>Tutoring</u>	<u>2:00-2:45</u>

<u>Friday</u>	<u>IP</u>		<u>D</u>		<u>Time</u>
<u>Office</u>				<u>Office</u>	<u>7:00-7:25</u>
<u>P1</u>	B	+	AC	<u>Lesson #4</u>	<u>7:25-8:20</u>
<u>P2</u>	B	+	AC	<u>Lesson #4</u>	<u>8:25-9:25</u>
<u>P3</u>	B	+	AC	<u>Lesson #4</u>	<u>9:30-10:25</u>
<u>P4</u>	B	+	AC	<u>Lesson #4</u>	<u>10:30-11:25</u>
<u>LUNCH</u>					<u>11:25-12:00</u>
<u>P5</u>	B	+	AC	<u>Lesson #4</u>	<u>12:05-1:00</u>
<u>P6</u>	B	+	AC	<u>Lesson #4</u>	<u>1:05-2:00</u>
<u>Tutoring</u>				<u>Tutoring</u>	<u>2:00-2:45</u>

<u>Wednesday</u>					
<u>P1</u>				<u>Office</u>	<u>7:25-8:00</u>
<u>P2</u>				<u>Office</u>	<u>8:05-8:45</u>
<u>P3</u>				<u>Office</u>	<u>8:50-9:25</u>
<u>P4</u>				<u>Office</u>	<u>9:30-10:05</u>
<u>P5</u>				<u>Office</u>	<u>10:10-10:45</u>
<u>P6</u>				<u>Office</u>	<u>10:50-11:25</u>
<u>PD/Staff meetings</u>				<u>PD/Staff meetings</u>	<u>1:00-3:00</u>



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: Cloth face coverings or non-medical masks may be used. Also, washing/sanitizing of hands should be done before and after putting on and taking off a mask.

Universal masking, wearing of cloth masks or non-medical face masks, will be required to be worn by students and subject to the health condition exception stated below and recommended by the CDC*. Students will not be required to wear face coverings when eating.

*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, including the use of a face shield.

Students may bring their own cloth or non-medical face mask to and from school. Schools also have a supply of face masks available to provide students who do not have their own and for students who arrive without a facemask. The District will also provide face shields as needed.

Note: Cloth and non-medical face coverings are designed to protect other individuals rather than the individual wearing the covering. Accordingly, the greater number of students 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.

Before School Arrival

The CDC provides a “self-check” to help individuals make decision and seek appropriate medical care. The self-checker can be used for children (as well as staff) and can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

At Home - Daily Health Screenings and Reporting

Per CDC guidance, 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;
- change in congestion or runny nose not related to allergies*;
- 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 daily runny nose or congestion due to allergies should be kept at or sent home.*

The District will inform parents/families via registration documents, on the District and school websites, and via email or School Messenger reminders that they must screen students for the above symptoms each morning for students attending school as part of the in-person or hybrid models.

For the health and safety of other students, of teachers and staff, parents/families are required to conduct daily health screenings prior to sending their children to school. Parents/guardians should self-report symptoms, and must keep students at home if any symptoms are present. Students who are ill should not come to school. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

Parents/guardians are required to report a student, or any person residing with a student, testing positive for COVID-19. Please review the Reporting Procedures for COVID-19 Symptoms or a Positive Test section of this document.

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

On Buses

When in-person instructional options are able to resume, students riding the bus to school will be allowed to assemble at the bus stop while observing appropriate social distancing guidelines. Signage will be posted in English and Spanish on the exterior of the bus that 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 while children wait for the bus to arrive.

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

- The driver will contact their dispatcher who will notify the school that a potentially symptomatic student is arriving and should see the school health office.
- If the parent is at the bus stop, the driver or aide will inform the parent that visible symptoms are observed, advise the parent that the child should call in sick and that the school's health office may be contacting the parent when the child arrives at school. If the parent refuses to take the child home from the bus stop they will be advised that the child will be sent to the school's health office upon arrival to school.
- The driver or aide will ensure, as possible, that the student is socially distanced from other students.
- If a student has a chronic condition such as allergies or asthma, parents should inform staff of that condition. If staff have been so informed, students with symptoms of runny nose or cough may be permitted to ride the bus.

Bus Seating

NUSD will transport those students who rely on busing services and will spread out riders as much as possible to create distancing given bus capacity. Drivers, aides (if present), and students will be required to wear a face mask.

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

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

Additional Bus Information

A communication will be shared with parents before in-person instruction begins that outlines standard busing information as well as special considerations under COVID-19.

Students will be expected to utilize provided hand sanitizer when entering and exiting buses.

School buses will be disinfected with an EPA-approved product twice daily: Once after the morning routes and once in the afternoon. Bus seats will also disinfected

between morning routes (elementary, middle and high school) as well as between each afternoon route (elementary, middle and high school). After disinfection activities involving aerosolized sprays are completed, windows will be opened to allow the bus to ventilate and air-dry.

To assist in the prevention of potential spread, NUSD schools will not offer field trips during this pandemic. Bus transportation to athletic events will be evaluated once sports are permitted to resume and as long as physical distancing in transit is required.

School Arrival

Upon arrival at school, each student's temperature will be checked by designated staff.

Temperature check stations will be established in several areas on campus, please see the campus map in the appendix. Students whose temperatures are 99.7 degrees will be rechecked to determine if they are running a fever or, especially for those students who walk to school or for students during warmer weather, if their temperature is simply elevated due to physical activity or the weather. Students who are identified as having a temperature will be sent to the health office for further evaluation and parent contact as necessary.



After the temperature check, students will proceed to pick up breakfast (secondary school students) and go directly to the student's first period classroom or sit in designated seating area as indicated by this sign:

Each staff member will visually check each student for symptoms prior to students entering the classroom at the beginning of the day (or class) and throughout the school day. Any student with visible symptoms of a change in congestion or runny nose not related to allergies, cough, shortness of breath, or vomiting, will be sent to the health office. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the nurse/health associate observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or

there have been any COVID-19 exposures in the home. If not, the student may return to class.

- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the nurse/health associate observes that there are no other symptoms, the nurse/health associate will contact the parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. If not, the student may return to class.
- We have a Telehealth system in place at the nurse's office. This system will allow the student to speak directly to a doctor, if it is deemed necessary.

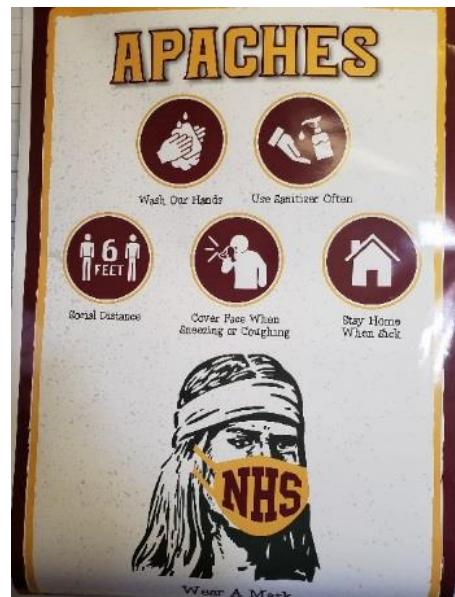
Drop-Off/Pick-Up Procedures

Students will be dropped off and picked up from school **without parents getting out of the car, with very limited exception** and with the express permission from a site administrator.

Enhanced Physical Distancing

Basic Physical Distancing Practices

Staff members will educate and remind students regularly to maintain, if feasible, at least six feet of distance between individuals inside and outside of the classroom. Signage will be placed throughout campus as a reminder. Similar to these:



Classroom Layout

All desks have been positioned to allow proper physical distancing and all desks and tables face in the same direction wherever feasible. All desks and tables will be labeled for the students indicating where they can sit.

Hallways

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

Cafeterias and Meal Service

NHS will use a multiple number of spaces during lunch including eating in classrooms, in the cafeteria and outside. Because masks cannot be worn while eating, students must eat within a 15-minute timeframe* (active eating time- once the student has begun to eat) if we are unable to keep proper physical distancing. Students will be prohibited from sharing lunch items with each other.

** 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."*

NHS will have several areas in which we will be serving grab and go lunches, please see the map in the appendix.

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

- Marking areas/tables indicating where students may sit.
- Assign students to a specific seat with a minimum of 6 feet between marked seats.
- Limit cafeteria seating to the number of assigned seats.
- If students line up for lunch service, markings will be placed on the floor to indicate where students should stand to maintain social distancing.
- Prohibit students from sharing lunch items with one another.

Bathrooms

Students will enter bathrooms in groups no larger than the number of stalls/urinals in the bathroom, and will be required to wear face masks at all times. Posters and/or stickers on mirrors reminding students of proper handwashing techniques will also be displayed.

Front Offices

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

Hand Washing

All students and staff will wash their hands with soap and water for at least 20 seconds, using hand sanitizer with at least 60% alcohol content, via handwashing stations located on campus, in restrooms or classroom sinks at the following times:

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

Student Belongings/Materials

Sharing of technology devices, school supplies and belongings among students will be very limited and only if it is absolutely necessary. If equipment or supplies must be shared by students, staff will disinfect the item after each use.

Trips and Activities

Field trips will not be permitted until further notice. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

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

Large-scale school events such as "Open House" or carnivals will be cancelled for the time being to adhere to CDC guidelines and local requirements. Small-scale activities such as parent-teacher conferences may take place over the phone or by other electronic means.

Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document. Bus transportation to athletic events will follow all CDC recommendations and this year parents/guardians will be allowed to transport their child to and from events with a signed waiver.

PROTOCOLS: SCHOOL AND DISTRICT VISITORS

The District will limit nonessential visitors and volunteers at each of the school sites for the safety and well-being of students and staff.

Parent volunteers will not be used in classrooms at this time and the volunteer policy is suspended during the COVID-19 health crisis.

Staff will limit their meetings with parents or other people from outside of their work location. Meetings will be held virtually or telephonically whenever feasible. Staff or essential visitors will report to the front office, not go beyond unless it is absolutely necessary and must follow all safety protocols. Staff serving more than one school will need to follow all protocols when visiting schools.

Parents will report to the front office and not go beyond unless it is for the safety or well-being of their child and must follow all safety protocols including wearing a face mask and physically distancing as feasible.

Athletics/Activities

Nogales High School has begun the fall sports/activities season and will follow all guidelines as outlined by the National Federation of High School Athletics (NFHS); Arizona Interscholastic Association (AIA); Center for Disease Control (CDC) and the Arizona Department of Health Services (ADHS) in conjunction with the Santa Cruz Health Department (SCHD).

NHS and NUSD are committed to ensuring the safety of all participants and coaches and strict guidelines have been put in place as we begin with Phase 1 of return to activities, among these are:

- COVID19 testing of all coaches, sponsors and participants.
 - All fall participants will be initially tested on September 16th
 - Weekly testing will occur in all mid to high risk sports/activities (Football, volleyball, cheer, band)
 - Bi-weekly testing will testing will take place with low risk sports (Cross Country, golf, dance, flags)
- Facemasks must be worn if athlete is not engaged in rigorous activity. All coaches, managers etc... must wear masks at all times
- Small group activities are permitted for 10 people or less with coach onsite
- All athletes, coaches, and other support staff must be free from symptoms for at least 14 days and no individual is in close contact with anyone who is sick within that 14 day period before group training may begin

- All athletes, coaches, and support staff who are a member of a high risk group or live at home with a member of a high risk group shall only attend training sessions virtually
- Screening for symptoms occurs based on a daily COVID-19 symptom questionnaire of all participants including coaches and staff. If an athlete is showing any symptoms or discloses symptoms or illness, parent should be called and the athlete needs to be seen and cleared by a healthcare provider
- Temperature checks are required for all participants, prior to all practices.
- Each athlete shall log their self-reported questionnaire and temperature o COVID-19 point of contact for team shall maintain symptom logs
- Parents, coaches, and athletes shall know signs and symptoms of illness. If athlete, coach, or staff member has signs or symptoms of illness or a person living in their home has signs or symptoms of illness they shall not come to practice and notify the team COVID-19 point of contact immediately.
- Disinfecting and cleaning of all personal equipment and material shall occur before and after practice as well as any other time there is contact with another person
- Athletes shall be kept in the same training group (cohorting) c.

Phase 2:

- Medium group activities are permitted for 50 people or less with coach onsite. Public facilities (including gyms) remain closed, unless appropriate distancing AND strict sanitation procedures can be maintained.
- All athletes, coaches, and other support staff must be free from symptoms for at least 14 days and no individual is in close contact with anyone who is sick within that 14 day period before group training may begin
- All athletes, coaches, and support staff who are a member of a high risk group or live at home with a member of a high risk group shall only attend training sessions virtually
- Screening for symptoms occurs based on a daily COVID-19 symptom questionnaire of all participants including coaches and staff. If an athlete is showing any symptoms or discloses symptoms or illness, parent should be called and the athlete needs to be seen and cleared by a healthcare provider
- Temperature checks are strongly encouraged for all participants
- Each athlete shall log their self-reported questionnaire and temperature o COVID-19 point of contact for team shall maintain symptom logs
- Parents, coaches, and athletes shall know signs and symptoms of illness. If athlete, coach, or staff member has signs or symptoms of illness or a person living in their home has signs or symptoms of illness they shall not come to practice and notify the team COVID-19 point of contact immediately.
- Disinfecting and cleaning of all personal equipment and material shall occur before and after practice as well as any other time there is contact with another person
- Athletes shall be kept in the same training group (cohorting) d. Phase 3:
- Public training facilities are now open with regular group size permitted. All sports, with and without contact may resume with usual activity.
- Social distancing still recommended, but not required

- Training sessions return to normal with average athlete group amount
- Equipment and other shared material can be used but cleaning shall continue before and after each different athlete group use

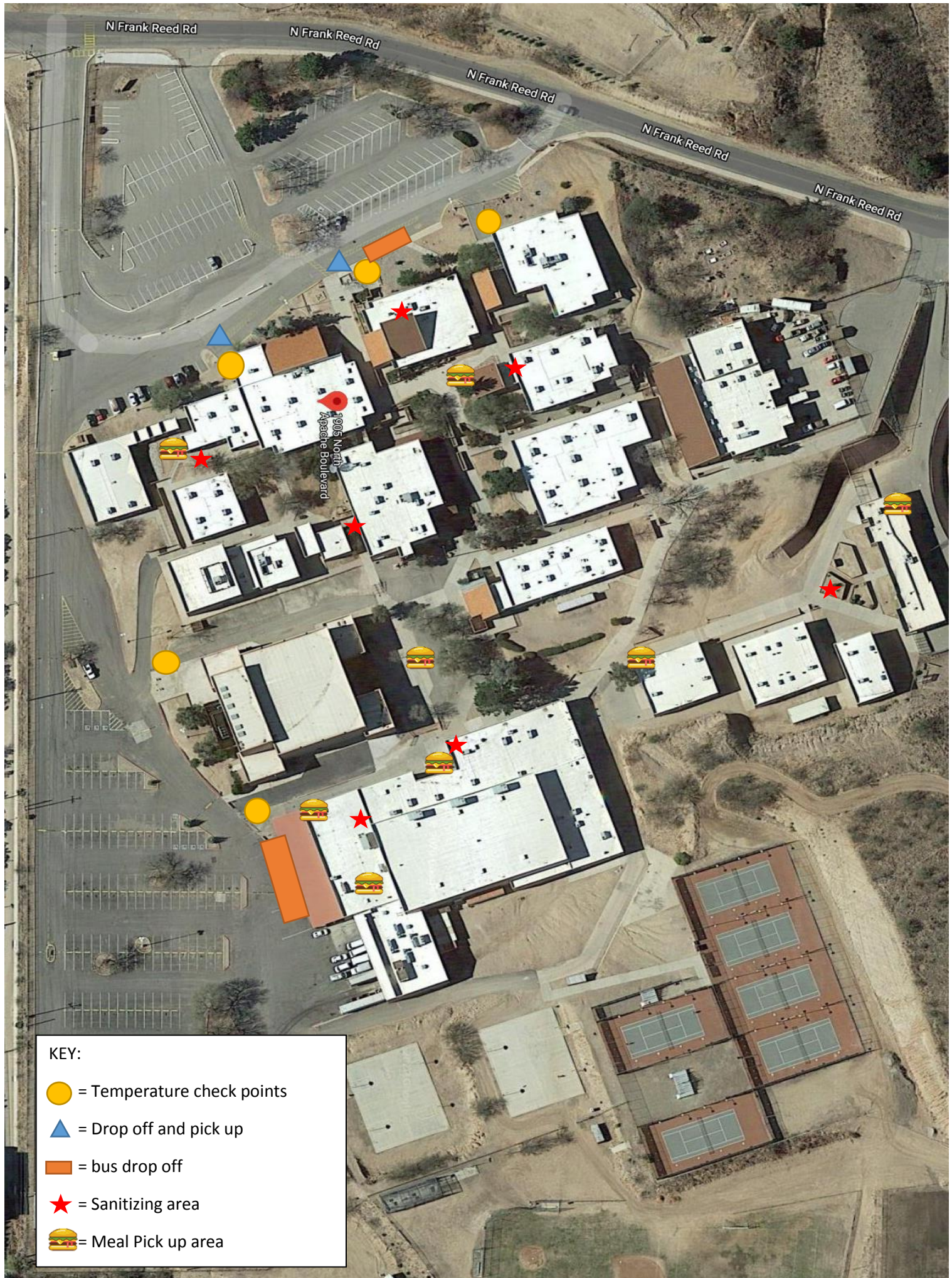
Competitions:

NHS will return to competition in accordance with AIA guidelines and acclimatization protocols. Competition schedules are based on schools that are in session and open for competition, therefore schedules are being developed and changed on a weekly basis. However, we do know that the Arizona Music Educators Association (AMEA) and the Arizona Band and Orchestra Directors Association have cancelled all competitions. Additionally, the AIA Spiritline Committee has postponed all competitions (at this time) to at least January.






Each sport has a several protocols and procedure in place to allow for “Safe Play”. These guidelines include, but are not limited to: social distancing (when appropriate and possible), the use of PPE’s (when appropriate and possible), and disinfecting of equipment (as often as possible).

Spectators:

At the time of this publication spectator attendance at events is still under consideration and review amongst all of the schools/districts. NHS will be providing each NHS student athlete with a pass for 4 family members, this pass will be non-transferrable and may only be used for that student’s family, for home games only. Opposing fans will not be allowed to attend the games at NHS at this time. Each school/district will be implementing their own spectator policies and these policies will be provided as they become available.



KEY:

-  = Temperature check points
-  = Drop off and pick up
-  = bus drop off
-  = Sanitizing area
-  = Meal Pick up area