July 2020

Dear WAVE Families:

Welcome to the 20-21 school year. While we are excited to start the year, we know there are challenges ahead. The Western Arizona Vocational Education District (WAVE) has prepared the following guide to assist staff, students, parents and visitors with the reopening of our district/classes for the 20-21 school year. The WAVE District Administration/Staff and Governing Board understands that reopening schools is not a “one size fits all” approach. We are committed to providing high-quality education that meets the needs of our students, families and community.

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. The policy recommendations that follow do not address whether a district should reopen, but instead address risk mitigation once the decision to reopen has been made.

This plan is a working document and will be updated as needed. While this year will present us with challenges, we look forward to welcoming your student to WAVE! Your support and partnership is appreciated and we are confident that together we can be successful in our mission to educate students.

Sincerely,

Amy L. West, Superintendent
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WESTERN ARIZONA VOCATIONAL EDUCATION DISTRICT

COVID-19 Protocols for 2020-2021

STAFF ASSIGNMENTS

At the district level, the Superintendent, WAVE Faculty/Staff and partner district CTE Administrator will coordinate all messages to students, parents, and community regarding reopening, possible closures, and other COVID-19-related information. Each site will have posters with messaging on hand-washing and covering of coughs/sneezes along with posters reminding individuals not to enter if sick.

At each school or site, a site administrator will coordinate procedures related to:
- physical distancing
- uniforms/masks
- implementation of cleaning protocols
- communicating any reported case of COVID-19 among the school population to the Superintendent
- communicating to the Superintendent if absences of students on any given day are above 20%, or if there appears to be a cluster of respiratory-related illnesses
- special education/504 students with the partner district to make sure needs are being met

*Due to our small staff size, if more than one instructor appears to have an issue relating to COVID-19, it may be necessary to move to remote learning for a period of time.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols.

Communication

Prior to students returning to campus, parents will receive a copy (or directed to review a copy on the district website) of these protocols. As part of this process, the packet 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/guardians regarding these protocols and agreeing to screen their children daily before sending them to school.

Each school site will identify a person to be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.
WAVE information will be communicated through:

- Facebook: WAVE JTED or WAVE JTED Culinary Arts & Hospitality Campus
- Website: www.waveited.org
- LHUSD Blackboard Messaging

**PROTOCOLS: STUDENTS ON CAMPUS**

**Daily Health Screenings**

**At home**

Students must not come to school or ride a bus 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.

Parents should screen students for the above symptoms each day, should self-report symptoms, and must keep students at home if any symptoms are present. Students will have the opportunity to make up work missed due to symptoms of COVID-19.

Parents should inform school/staff if a student has a chronic condition such as allergies or asthma that may account for certain symptoms and should monitor for any changes that could be attributed to something more serious.

**On the bus (optional)**

WAVE students using transportation provided by LHUSD, must follow the processes and procedures established by LHUSD.

**At school**

A staff member will visually check each student for symptoms as the students enter the building. Students will wear masks when entering the building and at all times when present on campus. Hand sanitizer will be strategically placed in the building for student use.

Upon arrival, students should proceed to their designated areas of the building.

Any student with visible symptoms of a runny nose, cough, shortness of breath, or signs of a fever, will be asked to remain in a designated space. Parents may be contacted for pick-up with the following exceptions:
• If the student has a runny nose and the instructor observes that there are no other symptoms, the instructor will inquire as to whether the student has had any other symptoms or if 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 instructor observes that there are no other symptoms, the instructor will inquire as to whether the student has had any other symptoms or if there have been any COVID-19 exposures in the home. If not, the student may return to class.

Parents may be contacted for additional information should the instructor determine extra details are needed.

Drop Off/Pick Up

Parents that drop off/pick up students must do so without getting out of the car, unless express permission from the instructor/site administrator is provided for good cause. If a parent has permission to get out of the car during drop-off/pick-up, have the student arrive at/leave school before or after assigned times for the majority of students to avoid congestion.

Students riding the bus will enter/exit the rear entrance of the building and students driving themselves will enter the front entrance of the building.

Enhanced Social Distancing

Basic social distancing practices

Staff members will educate and remind students regularly about physical distancing.

Where possible, students will remain with the same groupings and the same staff throughout the day.

Optional Learning Plans

Students and families wanting additional learning accommodations than what is offered in this document should reach out to the Superintendent or Campus Administration to discuss possible solutions or alternatives.

Classroom layout

A variety of methods will be used to maintain physical distance:

• desks and tables will be placed 6 feet apart unless that spacing is not possible due to the size of the classroom and the number of students assigned to it
• desks will be positioned so students are facing the same direction when possible rather than facing each other
• group activities will be limited
• plexi-glass dividers will be used where necessary
• cloth face coverings will be used for activities if other options are not feasible or available
Bathrooms

Students are not to enter bathrooms in groups larger than the number of stalls/urinals in the bathroom, and be reminded to maintain physical distancing. If feasible, sneeze guards/partitions will be added to the sink areas. Teachers will limit the numbers of students using the bathroom as much as possible. Posters reminding students of proper handwashing techniques will be displayed.

Reception desk

If feasible, a plexi-glass divider will be added to the reception area. If this is not feasible, adhesive tape will be placed on the floor to maintain physical distancing from the reception desk and signage will direct visitors to maintain physical distancing.

Hand Washing

All students 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 classroom tasks
- before and after food consumption
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

Cloth Face Coverings

Students are required to wear cloth face coverings in the culinary program environment as physical distancing will be difficult and we are replicating the industry expectations currently in place. *Subject to the exception listed below.

*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will need to meet with administration prior to the start of school to discuss alternate methods of protection.

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As part of the school uniform, each WAVE student will be provided with five (5) cloth face coverings. Students are expected to wear a clean cloth face covering each day and to wash their face coverings daily/weekly in order to be prepared for and in proper uniform for the following week’s instruction.

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.
Trips and Activities

Field trips will be handled on a case by case basis or cancelled for the first semester.

Large-scale school events such as Back to School Night or Dinner Series 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 (FCCLA, CCAP, etc.) will be handled in accordance with state and organizational guidelines.

Specialized Classes

Career and Technical Education classes (electives) are vital to the social and emotional well-being of students and are permitted. Instructors may utilize alternative lesson plans or additional safety precautions to help keep students and staff safe.
PROTOCOLS: EMPLOYEES

Exposure Assessment and PPE

Prior to returning to work, district administration and staff will assess the work site to determine what PPE is necessary and make plans to provide the PPE to staff with the appropriate training.

Daily Screening

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

- fever of 100.4 and 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:

Each employee will screen themselves prior to reporting for work. This includes a temperature check. Employees will self-report to the Superintendent if they have a temperature above 100.4 as well as if they have any additional symptoms. It is the expectation that employees will not report to work if they are exhibiting symptoms. The Superintendent will maintain documentation of self-reported symptoms.

Employees must also self-report any symptoms that develop during the day and should be sent home. They should remain home if they exhibit any of the symptoms identified above while away from school.

Along with this, employees should report to the Superintendent if they or a person who resides with them has tested positive for COVID-19. If an employee believes they have been exposed to COVID-19 but have not been tested or experienced any symptoms, they should seek guidance from the Superintendent.

Handwashing

All employees will 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 classroom tasks
- before and after food consumption
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.
Enhanced Social Distancing

Employees should maintain physical distancing whenever possible and avoid congregating in common spaces. When physical distancing is not possible, employees should practice good hygiene and wear PPE.

Cloth Face Coverings

Staff are **required** to wear cloth face coverings in the culinary program environment as physical distancing will be difficult and we are replicating the industry expectations currently in place. Once in-person instruction resumes, staff will be allowed to remove their mask for large group demonstration purposes. Demonstrations will be conducted with other precautions (i.e.: physical distancing, barriers, etc.) *Subject to the exception listed below.*

*Any staff member who has difficulty breathing or cannot wear a mask for health reasons should contact the Superintendent to develop a plan and discuss alternate safety precautions.*

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WAVE staff will be provided with PPE or they can provide their own cloth face coverings. Staff are expected to wear a clean cloth face covering each class period.

PROTOCOLS: BUILDING

Visitors to School

Nonessential visitors will be limited. Essential service visitors (vendors, maintenance, etc.), must follow safety protocols and should be on campus when students are not present whenever possible. Parent/community volunteers will not be allowed in the classroom until it is determined safe to do so.

Cleaning and Disinfecting

Staff and students will implement daily cleaning and disinfecting procedures of all frequently touched surfaces in work areas, such as door handles, sink handles, desks, and learning tools. Scheduled cleaning will also be increased.

Staff are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.
PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

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 to the Superintendent ONLY. 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.

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 area of exposure may need to be closed for a 24-hour period. During that time, if feasible, open windows or outside doors to increase air circulation.

5. Determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.

6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two scenarios has occurred:

   Scenario one

   - At least 3 days (72 hours) have passed since recovery, which is defined as: (a) resolution of fever without the use of fever-reducing medications; and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
   - At least 10 days have passed since the first symptoms emerged.

   OR
Scenario two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Any changes to the guidelines listed will be communicated as needed. Additional resources relating to COVID-19 may be obtained by contacting the building administrator or the Superintendent.

POTENTIAL SCHOOL CLOSURES

There is the potential for ongoing, intermittent or long term school closures. As the District obtains information, it will be communicated to the WAVE employees, students and families. If ordered by the State or local health authorities to close, WAVE is prepared to implement/continue a distance learning plan.
TIMELINE

July 20 – 24 – 2020-2021 Planning & Preparation
- Building preparation
- Development of curriculum, online learning materials, calendar of assignments, grading/participation expectations, parent/student learning agreements, etc.
- Scheduling of appointments

July 27 – 31 – 2020-2021 Planning & Preparation/Student Orientations
- Student/Parent meetings - Limited to less than 10 on campus at a time/1 student/family member per teacher/staff following safety protocols (masks provided, hand sanitizer, distancing, etc.)
- Distribution of the “WAVE Way” Guide (device checkout, sign on to WAVE email/Google classroom/online curriculum, paperwork distribution, expectations, etc.)
- Distribution of “Pantry Packs”

August 3 – 7 – WAVE Calendar Starts
- Synchronous remote instruction begins via Google Classroom/Meets
- Students will be expected to log on during their assigned class time/4 days per week
- Attendance will be taken and direct instruction will take place
- Students will be released to complete lesson and will rejoin at the end of class for closure.
- Grades will be taken.

August 10 – 14
- Synchronous remote instruction begins via Google Classroom/Meets
- Students will be expected to log on during their assigned class time/4 days per week
- Attendance will be taken and direct instruction will take place
- Students will be released to complete lesson and will rejoin at the end of class for closure.
- Grades will be taken

*Pantry Packs will be distributed per building provided schedule.

August 17
- In person instruction may begin if permitted by the state/local Governing Board or we will continue with online instruction until further guidance is received.

Continued Closure – Plans for Instruction
WAVE students will remain in an online environment until it has been determined by state and local authorities it is safe to return to in-person instruction. Once we are allowed to return to in-person instruction, we will resume normal lab/classroom activities with the procedures listed above.

*Subject to change. Based on guidance, WAVE may need to modify their plan at a later date.