

CANDEO HEALTH AND SAFETY MEASURES

**These measures are based on the current guidelines and recommendations as of July 1, 2020. Candeo Schools is prepared to adapt to any changes or mandates that may unfold in the coming months. This is to be treated as a living document. Updates will be communicated to staff and parents as needed.*

Candeo Schools has prepared a comprehensive plan to mitigate risk of exposure and spread of COVID-19 on both of our campuses. This document contains detailed information of safety measures and protocols for the 2020-2021 school year. Candeo Schools has utilized resources and guidance from the Arizona Department of Education (ADE) and Centers for Disease Control (CDC) and will continue to monitor and adjust these protocols as authorized by government mandates.

INTENSIFY CLEANING & DISINFECTION

CDC Guidelines

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infections.

Candeo's Plan

- As part of the daily cleaning regimen, approved disinfectant will be used on all touchpoint

surfaces.

- Janitorial staff will be assigned schedules for increased cleaning of surfaces and bathrooms throughout the day.
- Classroom touchpoint areas will be disinfected daily.
- Bathroom touchpoint areas will be disinfected twice daily.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Special protocols for cleaning and disinfecting areas where an individual with COVID-19 has been will be put in place.

VENTILATION SYSTEMS

CDC Guidelines

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
- Do not open windows or doors if they pose a safety threat or health risk for children using the facility.

Candeo's Plan

- Change air filters on a regular schedule.
- Cleaning of HVAC system components to reduce trapped dust which may harbor germs.
- Open doors and windows safely and appropriately to provide additional circulation of outdoor air.

HAND WASHING/HAND SANITIZER

Candeo's Plan

- 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 not a sink in the classroom)
 - After being outside for physical activity
 - Before and after snack and lunch times

- Prior to leaving school for home, and
- After sneezing, coughing, or blowing the nose

FACE COVERINGS/CLOTH MASKS

CDC Guidelines

- Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult.
- Individuals should be frequently reminded not to touch face coverings and to wash their hands frequently.

Candeo's Plan

Governor Ducey has issued a proclamation regarding face coverings (Executive Order 51) mandating that all students, staff, and visitors wear a face covering. It only allows for exceptions to wearing a face covering when outside on the playground when social distancing can be practiced and during defined breaks where it is safe to remove masks.

SOCIAL/PHYSICAL DISTANCING

CDC Guidelines

The CDC encourages, but does not mandate, social/physical distancing.

Candeo's Plan

- Students will remain with the same groupings (cohorts/grade levels) throughout the day.
- Classroom layouts will allow for social distancing as much as possible.
- All desks will face the same direction rather than facing each other.
- Students will not be physically grouped to work together, unless this can be achieved with adequate social distancing.
- Fine Arts and Physical Education classes will observe classroom physical distancing and safety protocols.
- Social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.

- Students will line up and walk spaced-apart during transitions.
- If an emergency situation arises that requires a staff member to touch a student or another staff member, they are to resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces touched.

CONTAINMENT/COHORTS

CDC Guidelines

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Limit mixing between groups if possible.

Candeo's Plan

Elementary Cohorts

- Students will report to their assigned location when they arrive at school.
- Students will remain in their assigned grade level classes throughout the day.
- To limit exposure to other students and staff, cohorts will stay together throughout the day, including for lunch, recess, and dismissal.

Middle School Cohorts

- Classes assigned to grade level cohorts.
- Students will report to their assigned location when they arrive at school.
- To limit exposure to other students and staff, cohorts will stay together throughout the day, including for lunch, recess, and dismissal.
- Large groups of students transitioning at common times will be minimized.

SHARED BELONGINGS

CDC Guidelines

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individual labeled containers,

cubbies, or areas.

- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible, or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

Candeo's Plan

- Where possible, student belongings will be kept in individual bins or cubbies labeled with each student's name.
- When feasible, sharing of school supplies among students will be restricted. If a school supply or piece of equipment must be shared by students, it will be wiped with disinfectant after each use.

TRAINING & SIGNAGE

CDC Guidelines

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and properly wearing a cloth face covering).
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families.

Candeo's Plan

- Communication and training, where applicable, will be provided for all employees, students and parents on the expected safety protocols.
- Custom posters to promote health and safety protocols will be placed throughout campus in highly visible locations.

HEALTH SCREENING PROCEDURES

AT HOME HEALTH SCREENINGS

- Before leaving home, a parent will check their child for any symptoms that would prevent them from attending/remaining at school. These symptoms may include:

- Fever or chills
 - Shortness of breath or difficulty breathing
 - Muscle aches
 - Sore throat
 - Headache
 - Fatigue
 - Congestion or runny nose
 - Cough
 - Vomiting
 - Diarrhea
 - New loss of taste or smell
- Parents are responsible for screening their students for the above symptoms each morning, 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.

DURING SCHOOL HEALTH SCREENINGS

CDC Guidelines

- If feasible, conduct daily health checks (e.g. temperature screening and/or symptom checking of staff and students).
- Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

Candeo's Plan

- A staff member will visually check each student upon arrival.
- Any students with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever above 100.4 degrees will be taken to the health office where parents may be contacted for pick up, with the following exceptions:
 - If the student has a runny nose and the trained staff member observes that there are no other symptoms, the staff member will contact the parent to inquire as to whether the student has had any other symptoms or there may have been any COVID-19 exposure in the home and 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 staff member observes that there are no other symptoms, the trained staff member 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, and if not, the student may return to class.

REPORTED CASES

CDC Guidelines

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products.
- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Candeo's Plan

In addition to following CDC guidelines for protocols regarding reporting cases, Candeo Schools will also work with guidance from Maricopa County Health.

DROP-OFF/PICK-UP PROCEDURES

Candeo Schools will determine the staggered start and pick-up times in a way that best meets the safety needs and protocols and accomplishes the goal of reducing the number of students in common areas at the same time.

Parents must stay in their vehicles during drop off and pick up. Exceptions to this include those parents who have made previous arrangements with administration to go directly to the front office or those parents who choose to park and walk their child to the outside of the designated drop off gate. Parents will not be allowed inside the gate(s). Specific information and directions

regarding arrival and departure procedures will be forthcoming.

PLAYGROUND PROTOCOLS

CDC Guidelines

Outdoor areas generally require normal routine cleaning and do not require disinfection. You should maintain existing cleaning and hygiene practices for outdoor areas.

Candeo's Plan

- The number of students allowed outdoors and on playground equipment will be minimized.
- Recess times and locations will be staggered.
- Playground equipment will be disinfected on a regular, scheduled basis.

FOOD SERVICES

CDC Guidelines

Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.

Candeo's Plan

- Students will continue to purchase meals through My Hot Lunch Box or they may bring meals from home.
- Students will eat in their classrooms, cafeteria or outside of the cafeteria, physically distanced, depending on the weather.
- If a classroom has a student with food allergies, school administration and the Student Services Coordinator will monitor and discuss appropriate accommodations.

EVENTS AND FIELD TRIPS

CDC Guidelines

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held.

- Limit group size to the extent possible.
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, as possible.

Candeo's Plan

- Field trips, events, and large gatherings are postponed until further notice.
- Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.
- School-wide assemblies will not be held with students in the same physical location. Instead, Candeo Schools will hold school-wide assemblies virtually with student groups remaining in their classrooms.
- Large-scale school events such as "Meet the Teacher Night" may be held virtually 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.
- Extracurricular activities will be postponed at the start of school and will be reevaluated after the first month of school.

VISITORS & VOLUNTEERS

CDC Guidelines

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible.

Candeo's Plan

Limited visitors will be permitted on school campuses. Volunteers on campus will be postponed until further notice.