



Legacy Traditional Schools (“LTS”) Arizona | Mitigation Plan

Who

Principals, Assistant Principals, Health Assistants, Instructional Coaches, Registrars, Secretaries, Facilities, Food Services, Teachers, Support Staff, Parents and Students.

School Programming Options

- All students will have the option to choose online school or return to the traditional school environment, as allowed by the state.
- Students will have the option to switch their learning selection each quarter.
- Online School Model
 - 100% of learning will take place online.
 - Core course content – math, reading, science, and social studies – will be taught through the Schoology learning management system (replacing Google Classroom) using Legacy’s curriculum.
 - Electives (Specials) will be limited.
- Traditional School Model
 - 100% of learning will take place in the brick and mortar school, so long as schools remain safe to operate.
 - Any periods of intermittent or extended closure will supplement the instruction using the Schoology learning management system.
 - Safety guidelines will be enacted to protect staff and students and mitigate risk of exposure or transmission of COVID-19 within the school community.
- All LTS Arizona schools will provide free, on-site learning opportunities and support services to students, including in-person support services such as student supervision and strategic support, for students **in need** during standard school hours, which may include paraprofessional support for students with distance learning instruction pursuant to Executive Order 2020-41(3)(b).
 - All Legacy campuses will make a physical space available between 8 a.m. and 2:40 p.m. to students who need a safe place to go during the day. Per ADHS, on-site support services are intended for students who need a safe option for in-person support and who otherwise could not access resources for virtual learning.

- In order to ensure proper staffing and other resources, families must notify the school of their student's in-person attendance by **noon** on the Friday of the week prior to when the student will attend.
 - If families are in need of onsite support services beginning Aug. 17, parents/guardians will need to complete a form by 4 p.m. each Friday for the following week indicating the day(s) in which their child will need to be on campus. Parents/guardians will need to sign up each week from Tuesday through Thursday. The school will be providing a link to this form each week.
 - The results of this form allow LTS to establish guidelines and protocols to ensure the well-being of our Legacy students in need of on-site services, while maintaining health and safety on campus.

Healthy Practices

Personal Protective Equipment

- Face coverings are required for all students and staff in order to comply with Executive Order 2020-51 and other municipal and/or county requirements, **however**, LTS will notify students and staff if this requirement is modified and will follow all guidelines set forth by local and state officials. Clear face shields are not substitutes for face coverings, but may be worn in addition to a face mask.
- Two Legacy-branded cloth face coverings will be provided for each staff member prior to the first day of school.
- Face coverings will be made available for students on an as needed basis.
 - If a staff member with a disability needs consideration of reasonable workplace accommodations, Human Resources should be contacted to engage in the interactive process.
 - If a student with a disability needs consideration of accommodations, parents should contact the school's principal.
- The use of other personal protective equipment, like gloves, is optional for both students and staff.
- Medical-grade face coverings and gloves are required for Health Assistants (and Health Assistant Subs/Backup Staff) when interacting with adults or children experiencing injury or illness. The PPE Standard Operating Procedure will be followed at all times.

- Medical-grade PPE will be provided to staff who, in the course of their daily assignment, may come into contact with bodily fluids. Decisions will be made on a case-by-case basis in consultation with the staff member's supervisor.
- Face coverings and gloves are required for food services employees.

Daily Health Screenings

- All staff and students will be expected to conduct a self-screening of body temperature and COVID-19-related symptoms prior to reporting to the school building.
- In alignment with CDC guidance, Legacy has identified a body temperature of 100.4 or higher and/or any COVID-19/flu symptoms as criteria to substantiate staff and student absence from school.
- If fever or symptoms are present at the time of self-screening:
 - Staff: Report fever/symptoms to supervisor. In consultation with the supervisor, contact Human Resources to discuss the use of PTO and/or other leave of absence options. Staff should be prepared to present a doctor's note of clearance upon return. Teladoc may be used free of charge for staff.
 - Students: Report fever/symptoms to the Attendance Line.
- If staff or students do not have a thermometer at home, they may report to the Health Office and/or screening staging area (site dependent) when arriving to the campus to have their temperature taken.
- When a student or staff member has been required to stay home from school: (a) following a positive test for COVID-19; (b) after showing symptoms of COVID-19; or (c) after recent close contact with a person with COVID-19, the school will implement the following mitigation strategies related to re-entry on the school campus. Such individuals will be permitted to return to school for on-site support services or in-person instruction, upon compliance with CDC and local health official guidelines, which currently provide:

A. *Following an Illness Suspected or Confirmed to be COVID-19: After ...*

1. At least 10 days* since symptoms first appeared; and
2. At least 24 hours with no fever without use of fever-reducing medication; and
3. Symptoms (such as cough or shortness of breath) have improved.

*20 days if severely ill or immunocompromised.

- B. *Following a Positive Test for COVID-19 but without Symptoms:* At least 10 days have passed since the positive test.
- C. *Following Recent Close Contact with a Person with COVID-19**: 14 days after the exposure.**

*This includes students residing in a household with a family member with COVID-19.

** As essential employees, Staff members are exempt from the 14 day quarantine after exposure, **unless** experiencing symptoms.

- D. *Following a Negative Test but with Symptoms*:*

1. At least 24 hours with no fever without use of fever-reducing medication; and
2. Symptoms (such as cough or shortness of breath) have improved.

*This includes students or staff residing in a household with a family member with COVID-19 symptoms.

Hand Hygiene

- Staff and students are required to wash their hands every two hours with warm water for at least 20 seconds.
- Grades K-5 students should wash their hands when entering class each morning, at 9:30 a.m., 11:30 a.m., 1:30 p.m., before and after all special area classes, when leaving the room, before and after lunch, before and after recess, before and after leaving class to use the restroom.
- Grades 6-8 students should wash their hands when entering class each morning, when entering each new class of the day, before and after lunch, and before and after leaving class to use the restroom. Teachers are expected to facilitate this and ensure it occurs.
- Students leaving class for any outside services should wash hands before and after leaving the classroom.
- Hand sanitizer will be available in the office and classrooms to be used throughout the day. Staff and students are encouraged to bring their own sanitizer as well.

Student Health Office Operations

- The Health Assistant and all Subs/Back-up personnel must be trained on the [PPE Standard Operating Procedure](#).
- The Health Assistant and/or a designee will report to the Health Office or the designated staging area daily to conduct temperature screenings for any staff and students who wish to have an onsite screening rather than conducting a self-screening at home.
- Teachers should be mindful of Health Office capacity limitations and use best judgment when determining the need to send a student to the Health Office.
- Only urgent needs that cannot be addressed within the classroom will be attended to in the Health Office to avoid overcrowding.
 - Medication
 - Students with chronic illness / Health Action Plans
 - Acute injuries
 - COVID-19/flu symptoms
- The Health Assistant will sanitize the cot and any equipment used with a student and will change PPE before seeing the next student
- Each teacher will receive a first-aid kit containing basic supplies (gloves, gauze, bandaids, instant ice packs) to allow minor scrapes/injuries to be addressed within the classroom where possible
- If a student borrows clothing from the Health Office after an accident or injury, the clothing should be returned to the school freshly laundered. The school will rewash all clothing on-site, as a safety precaution, onsite prior to returning it to the Health Office's extra clothing closet.
- Campuses must designate an isolation area on campus for individuals exhibiting symptoms until they are picked up. Once used, the isolation area should not be occupied by any other individuals until it has been cleaned/sanitized. A back-up isolation area may be necessary based on the number of symptomatic students/staff present in the school and/or the frequency of symptomatic cases. Campus must determine staff supervision for the isolation area when needed.
- The school will contact an ill student's parents or emergency contact to request that the student be picked up from school as soon as possible, and ideally within 1 hour. The school will call 911 if the student is exhibiting serious symptoms.
- If there is a confirmed positive case of COVID-19, the school will issue a [notification](#) to the parents of students who have affiliation to the individual who tested positive in alignment with county and state health regulations, FERPA and any other applicable privacy law or regulations.

Safely Returning to School

Physical Distancing & Mitigating Measures

- Physical distancing expectations must be adhered to by all staff and students to the extent practicable and feasible.
- Care will be taken to remain 6' apart when possible.

Capacity Limits on Campus

Capacity limits will be set for all rooms on campus, and the limits will be enforced at all times.

- **Offices:** 3 total staff, spread out 6' apart
- **Health Office:** 3 students/staff may visit the Health Office at a time, not including the Health Assistant. Others must wait in a campus designated area, 6' apart.
- **Standard Classrooms:** No more than 3 adults should congregate in one classroom space, and must remain 6' apart from one another. Only students enrolled in each class should be in the room. Students may not visit classrooms they are not assigned to throughout the day.
- **Gymnasium:** No more than 3 classes of students at a time. Students should stand/sit 6' apart when possible.
- **Cafeteria:** No more than 3 classes of students at a time, cafeteria tables should be set up single-sided, and students should sit with a maximum of 4 students per bench.
- **Copy Room:** 3 total staff, spread out 6' apart
- **Break Room:** 3 total staff, spread out 6' apart
- **Conference Room:** 3 total staff, spread out 6' apart
- **Playground:** Only one grade level should be at AM/PM recess at a time, admin should create a staggered schedule

Employee Workspaces

- Employees with individual offices should work inside the office with the door closed
- Teachers will work in their assigned classrooms during independent work time with the door closed.
- Staff that does not have a classroom or office space on campus should be assigned a "home base" by their principal within a classroom to assist with contact tracing.



- Staff will work within their assigned work area unless otherwise directed by administration.
- Front office staff should have tape marked on the floor 6' back to prevent others from approaching the desk

Front Office

- The reception desk in the front office should have tape on the floor to indicate 6' distance.
- When parents are completing an early pick-up or late drop-off, they will drop their ID in a bin and step back so that the secretary can examine it without handling it. Once checked in, the parent can retrieve the ID.
- At the principal's discretion, the campus may install plexiglass at the reception desk.

In the Classroom

- Desks will remain in rows in a gridlike pattern. Desks should never be grouped or pushed together. If a number of students within a class choose remote learning, when possible, teachers may arrange student desks to provide more distancing.
- Classroom doors should remain closed throughout the day.
- All hallways should be marked with arrows so students can only walk one direction on one side and another direction on the other side. JH passing periods may need to be extended to allow for additional time which may be needed so students can follow a path only walking in hallways in one direction, not crossing over one another.
- Students will not be asked to sit on the floor, in circles or in partners/groups at any time.
- Students should refrain from touching other students.
- Students should remain in their seat while in class.
- Students will not share desk supplies, all supplies sent in will be kept in the student's desk for individual use only.
- JH students using a shared textbook will be asked to use a sanitizing wipe to wipe it down prior to the new class coming in.

Around Campus

- Students should proceed directly to their classroom upon being dropped off to school. Parents will not be allowed on campus to escort their child to class. Teachers should be in their classrooms at the time drop-off begins.

- Teachers should consider only permitting one student to leave class to use the restroom at a time, however, professional decision-making must be used in this area if a child does not feel well or if there is another urgent need.
- Teachers should eliminate the use of shared/reusable restroom or hallway passes. Students should receive a post-it or other disposable note to throw away upon return to class.
- Library books can still be checked out but must be sanitized by the librarian upon return. Library books should not be checked out to a new student upon return for at least 24 hours.
- Water fountains should not be used to drink directly from, but can be used to fill a water bottle. This will help to mitigate the transmission of germs. Water bottles should be required to have the student's first and last name clearly visible to avoid students accidentally grabbing the wrong water bottle
- LKC admin should assign classrooms that will be utilized for grade level homework times and the gym/cafeteria/and outside time should be on a rotation with those assigned classrooms to ensure that large groups are not in one area at any time.
- LKC drop-off procedures will be sent to those enrolled in a separate communication.
- The school will ensure circulation of outdoor air as much as possible. Activities, including some lunches, may take place outdoors, if possible.

Mozart and Momentum

- Physical Education classes will be held outdoors to the greatest extent possible. Staff and students may remove masks when outdoors and when observing 6' physical distancing.
- Band classes- students will not be able to play instruments and must remain in masks. The class will consist of more general music instruction until further notice. If and when masks are no longer required by state and local authorities, band may resume.
- Choir classes will be held as scheduled. Masks will be recommended while singing unless required by municipal, county, and state mandates.

Driveline

- Students will not be able to be picked up through the office or from the classroom.

- Parents will only be able to pick up students utilizing the Driveline process.
 - If students are in need of accommodations (due to age or disability) for pick up and/or drop off, parents should contact the classroom teacher to initiate. Staff can be assigned to assist students getting in and out of vehicles so that parents can remain outside of the school.
- Visual markers/dots will be used on the cement at Driveline to identify where students should stand to wait for their parent's vehicle while maintaining safe distancing from others of 6'
- Students may also be walkers and leave school on foot.
- Campus principals may consider a more staggered schedule for pick-up to be communicated to families
- Staff and students may remove masks while outdoors and while observing 6' of physical distancing during Drive Line.

Absenteeism

- The School will monitor absenteeism patterns among both students and staff and may alert local health officials about large increases in student and staff absenteeism, particularly if absences appear to be due to respiratory illnesses.

Large Group Gatherings

- To the extent practicable, gatherings will be kept as small as possible.
- For students, large group gatherings are defined as more than one class of students and the accompanying staff necessary to supervise.
- For staff (when students are not present on campus), large group gatherings are defined as the sustained congregation of more than 10 individuals.

Student Gatherings

- *Flag Ceremony* will not convene in person. It will be done remotely over the intercom each morning. Students will participate from their classrooms.
- Lunch will be conducted through the implementation of a staggered schedule to limit group size. See the Food Service section for details.
- Classes will not be combined.
- No campus events will be scheduled until further notice.
- Emergency evacuation drills will be practiced in small groups so that students are prepared in the event there is a need to engage in an actual procedure.



However, the drills will not be held on a campus-wide scale to avoid unnecessary large group gatherings. See the Emergency Drills section for more information.

Staff Gatherings

- Weekly staff meetings on campus will be held via Google Meet to avoid the gathering of large groups and to maintain social distancing
- If an in-person meeting of more than 10 people needs to be held, it must be held in an open area with chairs 6' apart.

Food Service

- Students in K-6 grades will alternate between eating in the cafeteria and eating in the classroom to decrease the size of the group gathering.
- Students in 7-8 grades will eat in the cafeteria daily but will alternate meal and recess times to decrease group gathering size.
- For students eating in the cafeteria, lunch will be served from the counter, cold lunch only.
- A salad bar will not be offered
- Students will not touch a device to type in their number to pay for lunch, only staff will.
- Markings will be placed on the floor to maintain 6' physical distancing while in line.

Grades K-6 Lunch

- Principals will create a staggered lunch schedule for classrooms and will assign classes a rotating schedule to ensure that no more than 3 classes eat lunch in the cafeteria per lunch period.
 - At the Surprise campus, no more than 4 classes per lunch period may eat in the cafeteria due to the larger size of the cafeteria.
- Classes that are not assigned to eat in the cafeteria on a given day will eat in the classroom.
- Teachers who have their class eating inside the classroom on a certain day should use a Specials class that day as their 30 minute lunch.
- Students purchasing lunch on the assigned days they are eating in class will go to the cafeteria to get the cold lunch, then return to class.
- All classes will attend lunch recess daily.

Junior High Lunch



- A staggered lunch schedule will be created without modifying the bell schedule
 - All students will keep the same lunch time, half of the students should play then eat and the other half should eat then play.
 - Campuses can decide how to determine splitting the groups of who eats and who plays when.
 - Campuses also have the option of assigning half of the JH to eat outside picnic style on the grass, the other half inside and alternate days.
 - JH students will not eat inside classrooms.

Breakfast

- Breakfast will be served each day from 7:30-8:00am
- Tables will be set up one-sided, so that all students are facing one direction (the same as during lunch) for physical distancing purposes
- Students will sit no more than 4 to a bench
- Students will stand in line and follow 6' physical distancing expectations with the assistance of visual cues on the floor
- Staff will monitor to ensure that no more than 4 students sit on a bench.
- Students will report directly to their classrooms after eating.

Extra-Curricular Activities

Tutoring

- Teachers will only tutor students in their own class
- Students may not attend tutoring sessions of other teachers in other rooms
- Students arriving to tutoring must go directly to the class

After School Sports

- Only athletes and coach will be allowed at practices
- Sports equipment should be cleaned/sanitized after each practice/game
- Athletes should use hand sanitizer before and after games and practice, students should bring their own sanitizer.
- Water and personal athletic equipment will not be shared
- Coaches should remind players not to "spit" when participating in outdoor activities
- Only immediate family (parents and siblings) may attend games as spectators



- Campus should schedule staff to work entrances to monitor only allowing parents to enter.
- Schools may consider giving game passes out to parents so they must show this to enter.
- Spectators are asked to adhere to physical distancing
- Spectators must comply with face covering mandates in the municipality, county, or state in which the game is held upon entry and for the duration of the game
- Additional COVID-19 waiver to be signed by all athletes
- Face coverings will be required for athletes and coaches in alignment with active municipal, county, and state proclamations and executive orders

After School Clubs

- Postponed until further notice in person
- Campuses may choose to offer virtual clubs

Field Trips

- Postponed until further notice
- Teachers may consider virtual field trips to enhance learning

Musical Performances

- Postponed until further notice

Emergency Drills

- Fire Drills will be scheduled by grade level, not schoolwide to avoid a large group gathering. Site administration will create a monthly schedule to ensure all classes practice once monthly.
 - The audible alarm will not be used due to the frequency of drills.
 - Evacuation via exit routes will be practiced by each class monthly.
- Campus Alert Drills and Lockdown Drills will also be scheduled by grade level to practice procedures.
 - These drills will be scheduled by grade level
 - One drill will take place in the Fall and one will take place in the Spring

Parents/Visitors/Guests

Parents of Enrolled Students



- Schools remain closed to all parents, visitors and guests, with the exception of parents picking up a child from school early or dropping off a child late.
 - Before entering the office, parents must read all signage and be prepared to comply with active municipal/county/state mandates related to face coverings. If a mandate is in place and a parent does not have a face covering, entry will be denied and an alternate accommodation will be offered to complete drop off or pick-up.
 - Parents should stand 6' back from the office desk
 - Secretaries should handle Raptor for parents needing to sign students in/out of school for early release or late arrival
 - Parents should read all signs for specific campus level instructions.
- Parents should check-in/out of LKC per LKC policy which will be emailed to families enrolled in that program in a separate memo

Central Office Employees

- Central office employees may visit campuses for essential business and will follow all campus protocols when visiting.

Staff Visitors

- Teachers may not have any personal visitors on campus, regardless of whether school is in session
- No staff other than the evening facilities crew should be on site before 6 a.m. or after 6 p.m. (with the exception of the opening or closing LKC staff)
- No staff should be onsite on the weekends

Prospective Parent Tours

- Pre-scheduled, limited attendance tours will be held on each campus from 4pm-5pm on Mondays and Wednesdays in 30 minute increments, to be led by campus administrators.
- Tour should include visiting the front office, one designated classroom, the gymnasium, one music room and one outdoor playset only, no other locations and must follow the same path on each tour
 - Principals must share specific tour locations with Facilities Managers so as to not disrupt the evening cleaning schedule
- Tour Guidelines
 - Tours limited to parents and prospective students only.



- The visitor's temperature must be taken at the door and be lower than 100.4 to enter. If any tour participants' temperature is at or above 100.4, the entire tour group will need to be rescheduled. Campus to provide thermometer.
- Only the tour guide should touch doors when opening.
- Use hand sanitizer before and after each tour.
- Visitors and the tour guide must wear face coverings.
- No hand shaking.
- Remain 6' apart and respect physical distancing.
- Tours limited to one family at a time
- Tour must not enter any area where LKC is being held

Back to School Night

- Back to School Night will be held as a minimal contact / remote event. The events will be held at published dates and times, but will take place using a combination of remote and in-person engagement strategies to maintain safe social distancing before Legacy is ready to welcome back parents and visitors (which will occur in Phase 4 of the reopening plan).

Remote Engagement

- Teachers will be available live via videoconferencing to "meet" their students.
- Date and time will be arranged and communicated by the school.
- Teachers will pre-record a video message for any students who are unable to attend the live, remote event.

Minimal Contact In-Person Engagement

- Tables will be set up out front of the school during all driveline time for parents needing more information on driveline, lunch, LKC and other general questions.
- Student Health Services personnel will be available for intake of student medication. Parents will need to drop off medication in original prescription bottles and adhere to the medication policies in the Student Handbook.
- Teachers will all be assigned a day/time where parents can drive through the driveline to say hello before the first day.
- Teachers will be able to give parents their welcome packets during this drive through event to include items such as driveline signs, welcome letters, syllabus, etc.

- Teachers will collect school supplies during this time. Supplies should be in a paper bag labeled with the students name and teacher name, and fastened closed. Teachers will be sure all items get to each student's desk for the first day.

Cleaning & Sanitizing

General Guidelines

- The campus Facilities team will oversee cleaning and sanitizing efforts throughout the campus for daily routine cleaning, sanitizing of high touch surfaces, and deep cleaning after large group gatherings.
 - They will wear gloves while cleaning/sanitizing and will wash their hands afterwards, using the handwashing and hand sanitizing procedures outlined above.
- Static fog guns will be purchased to expedite the cleaning and sanitizing process for high-touch surfaces.
- Deep cleaning protocols will be implemented following any large gatherings on the campus. The Facilities Manager should be notified by the principal of large gatherings in advance to schedule deep cleaning.
- If there is a confirmed positive case of COVID-19 within the building, a deep cleaning protocol will be initiated after consultation with the COVID Task Force.
 - If a classroom is implicated, efforts will be made to move students to another room. If another room is unavailable, students may be asked to stay home for the day and participate in remote learning while the room is sanitized.

Facilities Team Cleaning/Sanitizing Responsibilities

- Sanitize high-touch surfaces`
 - Use a dual-purpose cleaning solution for high-touch surfaces, which include tables, chairs, countertops, and door handles.
 - Use hospital spray on items that cannot be wet
- Evening custodians will sanitize the entire facility (including all classrooms, floors, sinks, toilets, countertops, desks, chairs, and door handles) each evening
 - Use hospital spray and other custodial cleaning supplies
 - LKC rooms should be cleaned after 6pm.

- Shared playsets and swings will be cleaned using sanitizing spray between each lunch or recess.
- Recess balls should be sprayed with disinfectant between each lunch or recess period

Food Service Staff Cleaning/Sanitizing Responsibilities

- Clean and disinfect frequently touched surfaces in the kitchen such as workstations, door handles, tables, and countertops on a routine basis.
- Disinfect shared use items in the kitchen as such computer keyboard, office phone, and calculators after each use
- Clean and sanitize prep tables after each use
- Face coverings will be required to be worn for all kitchen staff and washed daily.
- Will practice proper hand hygiene by washing hands with hot water for 20 seconds. Key times to clean hands include:
 - Before and after work shifts and when leaving and returning to kitchen
 - Before, during, and after preparing food
 - After putting on, touching, or removing cloth face coverings
 - Before putting on and taking off disposable gloves when performing food prep

Staff Cleaning/Sanitizing Responsibilities

- All Staff: Sanitize assigned computer keyboard and screen daily
- All Staff: Wipe down conference rooms with disinfecting wipes or a towel with a cleaning solution after each use throughout the day
- Lunch Aides: Sanitize tables and benches between each lunch group
- Playground Aides: Assist facilities with sanitizing equipment/balls between each group
- Teachers: Sanitize mobile computer carts and computer labs between each use
- Health Assistant: Sanitize the Health Office every two hours
- All Staff: Clean phones/headsets every two hours

Contingency Planning

Safe Operations Criteria

- Principals will continually monitor the metrics provided by the Arizona Department of Health Services and Arizona Department of Education that make operating the school a safe and healthy decision.
- If there is an outbreak of COVID-19 within the school or another situation that causes undue concern relative to the safety of students (inadequate staff coverage for supervision or cleaning, for example), the principal will consult with the COVID Task Force and with the local health department to determine if it is safe to continue operating the school, or portions of it. Based on the guidance received, the Task Force will determine whether or not an interim closure should be implemented.
- If an outbreak of COVID-19 occurs at the school, the school will notify the local health department using any required or suggested notification method. An “outbreak” for these notification purposes is two or more laboratory-confirmed cases among students or staff with onsets within a 14 day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting.

Remote Learning School Option

- In the event that school operations are determined to be unsafe to continue for an interim period of time, notice will be provided to parents and all students will convert to a remote learning environment until it is safe to return to the school building.
- During interim remote learning, students will receive access to core academic instruction as well special education and related services, as appropriate. To the extent practicable, access to learning opportunities will be provided in special area classes.
- During interim remote learning, all LTS Arizona schools will provide free, on-site learning opportunities and support services to students, including in-person support services such as student supervision and strategic support for students in need during standard school hours, which may include paraprofessional support for students with distance learning instruction pursuant to Executive Order 2020-41(3)(b). The on-site support services that are offered and the prior parental notification requirements will mirror those applicable to on-site support services offered prior to campus re-opening.

Confidentiality

Training & Compliance

- Follow-up training regarding expectations and requirements surrounding protected health information and confidentiality will be provided during staff meetings on an ongoing basis.
- Staff will be expected to adhere to the protocols and relevant roles involved in reporting potential exposure to COVID-19 and positive cases of COVID-19.
- Staff will be expected to use the reporting system they were trained on to preserve confidentiality that will allow them to report potential exposure and positive cases directly to Human Resources.
- Administration will ensure that screenings that take place on campus do not result in a written record of employee or student data.