

HealthyVerify Procedures
Tolleson Elementary School District
August 6, 2020

These policies and procedures (“Procedures”) are intended to help Tolleson Elementary School District (“Tolleson”) reduce the risk that infectious diseases, including COVID-19, will be transmitted at its schools and facilities. While no precautions can fully eliminate the risk of disease transmission, these Procedures are intended to create a healthier environment and provide key guidance. They are subject to change, however, as our understanding of COVID-19 continues to improve. As recommendations change, these Procedures will be updated during your period of certification. Further, as the extent of the community spread varies and new treatments become available, new information will be reflected in amended Procedures.

The HealthyVerify Procedures included in this document incorporate, and in some cases expand upon, portions of Occupational Health and Safety (“OSHA”) recommendations, Centers for Disease Control and Prevention (“CDC”) guidelines, and state-level recommendations, including the Arizona Department of Education’s (“ADE”) Roadmap for Reopening Schools, and the Arizona School Risk Retention Trust’s Protocol for Reopening policy template document. Certain provisions were developed by HealthyVerify specifically for the unique circumstances of Tolleson’s operations. All provisions based on external guidance were reviewed and approved by HealthyVerify prior to inclusion in these Procedures. Finally, note that HealthyVerify does not decide whether Tolleson schools may reopen for the school year, or if reopening, what the optimal timing for reopening is, and the preparation of these Procedures should not be considered a recommendation for reopening. Any decision to reopen should be made by Tolleson in coordination with local health authorities.

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I. Employees

A. Training

All Tolleson employees will be trained on the procedures and requirements in this document that affect them. Tolleson will be responsible for ensuring that these Procedures are implemented consistently during the certification period. Tolleson employees designated as Health Safety Managers, as described under Section IX, will be responsible for ensuring compliance at each Tolleson school and facility.

B. Reducing Employee Risk

Tolleson employees fall into different categories of risk under OSHA classifications. Employees working with students and the public are classified as a Medium Exposure Risk to COVID-19. This category is for jobs that require interface with the general public.

Tolleson employees in environments that do not require contact with the general public, such as administrative managers and office staff that do not interface with the public or students likely fall into the Low Exposure Risk category. OSHA recommends that employers develop an Infectious Disease Preparedness and Response Plan for Low and Medium Exposure Risk settings. The procedures outlined in this document are intended to constitute such a plan for Tolleson.

The CDC advises the risk of COVID-19 increases based upon interaction with students. Specifically, the CDC denotes three risk levels:

- **Lowest Risk:** students and teachers participating in virtual only classes and activities;
- **Medium Risk:** Small in-person classes, wherein the classes stay together, and remain throughout across school days/groups do not mix. Students remain social distanced.
- **Highest Risk:** Full sized classes, where students mix throughout the day and share classroom supplies.

Dependent on the structure of the class, employees interacting with students should be aware of the level of risk and act accordingly, including being cognizant of social distancing measures, wearing protective equipment, washing their hands, and proper cleaning and disinfection procedure.

This document incorporates portions of OSHA recommendations and includes elements of the CDC's guidelines in place as of July 14, 2020, along with the Arizona Department of Education's Final Draft of Roadmap to Reopening Schools. In some cases, the procedures outlined herein go beyond OSHA recommendations.

C. Monitoring Employee Health

Tolleson will take the steps below to ensure that employees remain healthy and minimize the risk of infection. All employees will be required to self-check their temperature at home before entering a Tolleson school or facility to begin work. In addition, employees must commit to ongoing self-monitoring for illness symptoms and complete a one-time attestation that reflects this expectation.

1. Temperature Checks

Before Tolleson employees are permitted to enter a school or facility and begin work, they will agree to self-check their temperature at home each day. Employees registering a temperature in excess of the CDC’s recommended 100.4F will not be allowed to enter the school or facility, and Tolleson will instruct them to adhere to this policy. Employees registering a temperature in excess 100.4F will not be permitted to return to work until the timeframes described under Subsection 3 below above expire.

2. Symptom Screening Commitment and Attestation

Tolleson employees will monitor themselves for illness symptoms while these Procedures are in effect. Employees will be directed to ask themselves the following three questions below before reporting to work each day:

- a. Have you been in close contact with a person known to have COVID-19 since the last time you came to work?¹
- b. Have you had a fever in the last 24 hours?²
- c. Do you have any new cough, shortness of breath, chills, sore throat, muscle pain, diarrhea or new loss of taste or smell?

If an employee answers any of these questions in the affirmative, that employee should not come to work or enter a Tolleson school or facility until the timeframes described under Subsection 3 expire. Tolleson employees shall complete a one-time attestation indicating their understanding with, and agreement to follow, this policy. The format of this attestation will be at Tolleson’s discretion. Tolleson will remind employees of

¹ For the purposes of this question, “close contact” shall be defined on the questionnaire pursuant to the CDC’s definition and in plain, easy to understand language (updated May 12, 2020). The CDC defines “close contact” as (a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time—including caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 patient—or (b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). See FN 2, COVID-19 FAQ, Centers for Disease Control and Prevention, available at https://www.cdc.gov/coronavirus/2019-ncov/faq.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ffaq.html

² Tolleson will make no-touch infrared thermometers available for employees to check their temperatures.

this policy regularly while these Procedures remain in effect.

3. Returning to Work After Illness

Employees exhibiting a fever, the illness symptoms listed above in Subsection (C)(2)(a-c), or who have come into close contact with a person diagnosed with COVID-19 – at home or otherwise – will be permitted to return to work under the following circumstances:

- If a symptomatic employee tests positive for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If a symptomatic employee tests negative for COVID-19 (PCR or antigen testing): Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
- If a symptomatic employee has not been tested: Return to work after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If an asymptomatic employee has close contact with a confirmed case of COVID-19: Stay home for 14 days and monitor symptoms, regardless of PCR or antigen test result.
- If an asymptomatic employee tests positive for COVID-19 (PCR or antigen testing): Stay home until 10 days have passed since the day the test was done.

Special criteria for persons with severe/critical illness or who are severely immunocompromised: Studies have shown that severely immunocompromised individuals and people who have severe/critical cases of COVID-19 can remain contagious longer than others. Therefore, ADHS released the following guidelines for these special cases:

- If an employee is symptomatic: Return to work after 20 days have passed since symptoms first appeared, at least 24 hours have passed since last fever (without the use of fever-reducing medicines), and other symptoms have improved.
- If an asymptomatic employee tests positive for COVID-19 (PCR or antigen testing): Return to work once 20 days have passed since first positive COVID-19 PCR/antigen test was taken, unless symptoms develop, in which case the rule directly above applies.

Tolleson shall encourage these employees to call their health provider for advice on testing for COVID-19.³ Tolleson will facilitate flexible sick leave policies and remote working or telecommuting options that enable employees to stay home when they are sick or when they have been exposed to a person with COVID-19.⁴

4. Action Plan for a Confirmed COVID-19 Case

In the event an employee is confirmed to have contracted COVID-19, Tolleson will take the steps below:

a. If an employee contracts a confirmed case of COVID-19, that employee shall remain in home isolation pursuant to Subsection 3. All employees who have come into proximity⁵ with that employee will be notified of potential exposure and advised to continue coming to work, and that wearing mask at all times continues to be required and is now especially important for them, as is maintaining social distancing. Employees who have come into contact with the infected employee should also monitor their symptoms closely and stay home if they develop any symptoms described in Subsection 2. If these employees develop symptoms, COVID-19 testing is strongly encouraged. These employees may return to work based on the timeframes described in Subsection 3.

b. Exposed employees who test negative may return to work immediately and will continue to wear masks and maintain social distancing as is required for all employees. Any exposed employee who tests positive shall follow the protocol of self-quarantine and return to work outlined in Subsection 3.

D. Protective Attire

1. Masks

Tolleson employees will be required to wear masks at all times. These masks may be disposable or made of cloth. If made of cloth, the mask shall conform to the CDC's guidance on homemade face coverings.⁶

2. Gloves

Employees are not required to wear gloves unless a specific procedure states otherwise.

³ The Arizona Department of Health Services (“ADHS”) maintains a list of available testing sites here: <https://www.azdhs.gov/COVID19testing>

⁴ This provision is in accordance with CDC and ADHS recommendations.

⁵ Note that ‘proximity’ at work differs from “close contact” as described elsewhere in these procedures. “Close contact” is as defined by the CDC and as described in FN 1.

⁶ The CDC's instructions for the construction and use of cloth face coverings are available at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

3. Eye Protection

Employees are not required to wear eye protection unless a specific procedure states otherwise. In those instances, goggles or face shields may be used as eye protection.

E. Respiratory Etiquette and Social Distancing

Employees will adhere to social distancing guidelines, meaning that a 6 ft. minimum distance should be maintained from other employees, students, and other individuals whenever possible. Employees will also be reminded to refrain from touching their faces, mouths, and eyes, as well as to practice respiratory etiquette. Respiratory etiquette includes covering coughs with a tissue and throwing the tissue away, sneezing into one's upper sleeve instead of one's hands, and washing hands or using hand sanitizer after coughing or sneezing.

F. Hand Washing and Cleanliness

Employees shall keep their hands as clean as possible by washing using soap and water for at least 20 seconds. Employees shall also be reminded to wash or sanitize their hands at the following times:

- After blowing one's nose, coughing, or sneezing;
- After using the restroom;
- Before eating or preparing food; and,
- After contact with animals or pets.
- After using shared equipment.

As described under Subsection E, employees will also be encouraged to wash their hands before and after touching their face, or to use hand sanitizer on these occasions. Finally, employees will be reminded to avoid handshakes.

G. Meetings

Tolleson will adopt the following practices for meetings:

- In-person meetings will be avoided whenever possible and virtual platforms used as an alternative.
- If in-person meetings are unavoidable, Tolleson shall ensure that social distancing is maintained, meaning that employees will keep a 6 ft. distance from one another, and meeting group size shall be limited to 10 or less people unless otherwise necessary. All participants shall wear masks and the meetings will be held in the largest space practical. Confined areas, such conferences rooms that would require attendees to be in close proximity to one another, should be avoided.
- Common or shared sources of food such as buffets, potlucks, shared water or beverage dispensers, etc. are prohibited.

- Any equipment used in meetings should be disinfected with either alcohol wipes or a disinfectant spray containing at least 70% alcohol prior to use, pursuant to the methods described under Section V.

II. Students

Tolleson students will be required to undergo ongoing health monitoring and temperature checks, in addition to wearing masks and conforming to cohorting procedures described in detail below.

A. Monitoring Student Health

Tolleson will require that parents monitor their child’s health on a daily basis and keep their child at home if the child is experiencing illness symptoms or comes into close contact with a person known to be infected with COVID-19. This expectation, which is highlighted below, will be communicated to parents through any means Tolleson deems appropriate, and will be in addition to consistent, ongoing reminders included in subsequent Tolleson communications.

Tolleson Elementary School District now requires that you, as a parent or guardian of a Tolleson student, closely monitor your child for illness symptoms or fever every day before sending your child to school. For the health and safety of our children, faculty, and community, please review the questions below. Consider the following questions every day before you send your child to school. If any of the following apply to your child, keep your child at home.

- *Has your child had a fever, which is defined as a temperature of 100.4F or above, in the last 24 hours?*
- *Has your child experienced any new cough or shortness of breath, runny nose, sore throat, headache, chills, muscle aches, abdominal pain, vomiting, diarrhea, or any loss of sense of smell or taste?⁷*
- *Has your child been in close contact – at home or otherwise – with a person known to have COVID-19 since the last time he or she came to school? (Close contact is defined as being within 6 feet of an infected person for a period of 15 minutes or longer.)*

Note that the parent monitoring requirement described above is to be implemented in conjunction with temperature checks conducted on-site at Tolleson schools, which are described under Subsection III(A). Parents should be informed that these temperature checks will be implemented jointly with the home symptom monitoring described above.

⁷ See more on symptoms for children; Erin K. Stokes, MPH; Laura D. Zambrano, PhD; Kayla N. Anderson, PhD; Ellyn P. Marder, DrPH.; Kala M. Raz, MPH; Suad El Burai Felix, MPH; Yunfeng Tie, PhD; Kathleen E. Fullerton, MPH. Coronavirus Disease 2019 Case Surveillance – United States, January 22-May30, 2020. Morbidity and Mortality Weekly Report, Centers for Disease Control and Prevention. June 19, 2020. Vol. 69(24);759-765.

Any child who has a fever as defined above or any of the symptoms listed above shall stay home. The student will be allowed to resume on-campus classes according to criteria described in Subsection B below. For these students, Tolleson will facilitate remote or virtual learning access for those students who must remain at home because of their symptoms, household contact with persons diagnosed with COVID-19, or testing positive for COVID-19 regardless of symptoms. Tolleson will encourage students who are sick to stay home without fear of reprisal by discouraging perfect attendance awards, consistently educating parents on symptoms and criteria to stay home, and reassuring parents that there will be no negative impact in school performance and evaluation if their child needs to stay home when sick.⁸

B. Returning to School After Illness

Students who have a fever or are exhibiting the symptoms listed above under Subsection A, or who have close contact with a person diagnosed with COVID-19 – at home or otherwise – will be permitted to return to class on-campus under the following circumstances:⁹

- If a symptomatic student tests positive for COVID-19 (PCR or antigen testing): Return to school after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If a symptomatic student tests negative for COVID-19 (PCR or antigen testing): Return to school after they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
- If a symptomatic student has not been tested: Return to school after they have not had a fever for 24 hours (without the use of fever-reducing medicines), other symptoms have improved, and 10 days have passed since symptoms first appeared.
- If an asymptomatic student has close contact with a confirmed case of COVID-19: Stay home for 14 days and monitor symptoms, regardless of PCR or antigen test result.
- If an asymptomatic student tests positive for COVID-19 (PCR or antigen testing): Stay home until 10 days have passed since the day the test was done.

Special criteria for persons with severe/critical illness or who are severely

⁸ This provision was included based on the Arizona Department of Education’s guidance on reopening schools and CDC guidance, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

⁹ These criteria are based on ADHS ‘Release from Isolation’ guidelines.

immunocompromised: Studies have shown that severely immunocompromised individuals and people who have severe/critical cases of COVID-19 can remain contagious longer than others. Therefore, ADHS released the following guidelines for these special cases:

- If a student is symptomatic: Return to school after 20 days have passed since symptoms first appeared, at least 24 hours have passed since last fever (without the use of fever-reducing medicines), and other symptoms have improved.
- If a asymptomatic student tests positive for COVID-19 (PCR or antigen testing): Return to school once 20 days have passed since first positive COVID-19 PCR/antigen test was taken, unless symptoms develop, in which case the rule directly above applies.

Tolleson teachers shall encourage parents of ill students to call their health provider for advice on testing for COVID-19.¹⁰ As described under Subsection A, Tolleson will facilitate remote or virtual learning that enables students to stay home when they are sick or they have been exposed to a person with COVID-19, without negative impact on their learning or school performance.¹¹

C. Mask Requirement

All students, with the exception of those with special health needs, will be required to wear face mask. These masks may be disposable or made of cloth. If made of cloth, the mask shall conform to the CDC's guidance on homemade face coverings.¹² Tolleson will advise parents that masks will be required and that students should put them on before boarding the school bus, or for students arriving at school via another means, before they enter a Tolleson school campus. Tolleson will maintain a stock of disposable masks for students to wear should their mask become lost or soiled, and Tolleson will also encourage parents to send a spare mask with their child to school each day.

D. Cohorting and Social Distancing

Tolleson will group students into "cohorts." Cohorts are groups of students that will remain together throughout the school day and will not intermingle with other groups. Cohorting minimizes the risk of exposure to illnesses outside of the cohort, and should a member of the cohort become infected, it facilitates contact tracing among affected students. Cohort parameters will be established at Tolleson's discretion and may be assigned by classroom or other groupings as appropriate. Tolleson will limit intermingling between cohorts –

¹⁰ COVID-19 Testing Sites in Arizona can be found at <https://www.azdhs.gov/index.php>.

¹¹ This requirement is critical to enhance compliance with self-reporting symptoms and contacts and is included in the Arizona Department of Education's reopening guidelines.

¹² The CDC's instructions for the construction and use of cloth face coverings are available at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

student and employee groups will remain as static as possible by having the same groups of students interact with the same employees each day, and this applies during class, recess, and on buses, to the extent possible.

Students will also maintain a 6 ft minimum social distance between one another and Tolleson employees whenever possible. Although this may not be feasible at all times, it will be encouraged by Tolleson employees and students may be reminded of this requirement with announcements and signs. Students will also follow the markings that designate distancing requirements in Tolleson schools that are described in more detail in Section III.

E. Students with Disabilities or the Medically Vulnerable

Special accommodations, along with compliance with all applicable state, federal, and local laws, shall be made for Tolleson students with disabilities or those with unique medical needs. Where possible, these students should wear masks and maintain a 6 ft. social distance, and employees who interact with these students should be reminded that wearing masks in their presence is required.¹³ To the extent possible, these students should arrive at school at a separate, staggered start time and maintain a staggered schedule that allows for separation from other students. Virtual or distancing learning options should be readily available for these students. Tolleson will also ensure that it protects the privacy of those students at higher risk for severe illness regarding underlying medical conditions.

F. Students with Family or Household Members with Disabilities or the Medically Vulnerable

Tolleson will ensure that virtual or distancing learning options are readily available for all students living in households with adults or other children with disabilities or who are medically vulnerable should these families opt for distance learning.

III. Campuses and Classrooms

Tolleson will implement the procedures described in this section relating to its buildings and operations at schools and in its facilities.

A. Student Arrivals

Students should put on masks before entering any Tolleson campus, and for students who takes buses, masks should be put on before boarding the bus. Upon arrival at school, students will go directly to their classroom or a designated area for meeting their cohort. Tolleson employees will remind students throughout the campus during arrival times to go directly to this classroom or meeting area immediately, and parents will be informed and remind of this policy. Full day students who eat breakfast at school will report to their

¹³ Note that *all* Tolleson employees are required to wear masks pursuant to Subsection I(D)(1), and this requirement is particularly important for employees interacting with the students described under Subsection II(E) above.

classroom and be served breakfast there.

Students will enter the building at designated entrances with walk-through temperature scanners installed. As each student enters the school building, they will pass through the scanner, and any student registering a temperature in excess of 100.4F will be accompanied to a Quarantine Area, as described in Subsection B below. Tolleson will designate specific employees to perform temperature check operations, which will include those responsible for monitoring the scanners for students with elevated temperatures, and others who are responsible for escorting any student to the Quarantine Area if an elevated temperature is detected. Employees performing either of these functions will wear gloves in addition to the face masks and eye protection required for all Tolleson employees.

Tolleson will ensure that this process does not result in crowding or bottlenecks and remind students to maintain social distancing while moving through scanners. If necessary, Tolleson may place barriers and markings at entrances that facilitate the entry temperature check process.

B. General Campus Measures

Tolleson will take the steps below to minimize the risk of infection at its schools:

- Playgrounds will be closed during the initial phase of reopening.
- Signs will be placed on water fountains that indicate they are not to be used. Instead, students and employees will be directed to obtain water from water stations that enable touchless water bottle filling.
- Tolleson shall ensure at each school's ventilation system is operating properly and that air filters changed quarterly.
- Tolleson shall phase timing of work performed at schools by non-teaching employees or contractors according to the urgency for the work performed and the number of students present at campus to ensure that only necessary staff is present on campus. (See Subsection C below regarding Visitors for additional detail.)
- Hand sanitizing stations will be placed at the entrance of the campus with signage asking students and guests to use them frequently.
- Tolleson will close cafeterias and temporarily convert them to a "Quarantine Area." The Quarantine Area will include marked areas within with seating or cots spaced with 6 ft. intervals between them. Seating or cots will be made of a material which allows for quick disinfection with chemicals described in Section V. Quarantine Areas will be monitored by a designated Tolleson employee when in use – who will be wearing a mask, gloves, eye protection and other Personal Protective Equipment as deemed appropriate by Tolleson medical staff. Quarantine Areas will have a restroom available exclusively for use by ill students in the Quarantine Area. Note that Tolleson should maintain a separate isolation area for students with non-COVID-19 related symptoms or injuries that are in need of care.
- Tolleson will place floor markings and signs in hallways indicating "lanes" in

which students and employees should walk within to maintain social distancing. These signs will direct the flow of traffic in hallways. Tolleson should also take steps to ensure that any areas of schools that may result in crowding, due either to the building's layout or student tendencies to congregate in a particular area, should be closed or marked so as to ensure these crowding bottlenecks do not occur.

C. Visitors

Visitors on Tolleson campuses will not be allowed except for emergency situations. Visitors are considered those individuals who are not essential for Tolleson operations, such as parents or vendors. Parents picking up students should report to the school's front office and meet their child there. In the event a campus visitor is necessary and unavoidable – for example, a technician performing an unscheduled building repair – that visitor will be required to wear a mask, have their temperature checked, and will be subject to the symptom screens described under Subsection I(C).

D. Classrooms

Tolleson will ensure that the following steps are taken in its classrooms:

- Students will have assigned seating with their cohort.
- Desks will be placed 6 ft. apart from one another wherever possible and will be positioned such that they face the same direction. Desks will not be placed such that students face one another. In special needs classrooms, small group tables may be used under limited circumstances. These tables will not be the students' primary seating arrangement and will be used only when instructional needs require their use. Plexiglass sneeze guard partitions will be installed on all small group tables.
- Student's belongings should be kept separate and isolated from one another, such as designated cubbies or partitioned storage. Cubbies or other in-classroom storage should be assigned to individual students and be consistently used by that student.
- Whenever possible, the sharing of objects between students should be discouraged. (This includes personal belongings like backpacks or cell phones.) For essential supplies like pencils, pens, etc., if possible, provide the student with their own "pack" of supplies to use that is labeled with the student's name and used exclusively by that student. For any other shared classroom equipment, wipe down the shared equipment/supplies with either alcohol wipes or if unavailable, sprays that contain at least 70% of alcohol after each student's use.
- Tolleson will refer to CDC guidelines when determining the allowable occupancy of each classroom.
- Only those Tolleson employees deemed essential for being in the classroom will be permitted entry.
- Each room will have hand sanitizer for the room for both student and employee use, and if running water is available in the room, students will be encouraged to wash hands frequently.

- Extra water bottles and face masks will be kept on hand in each classroom for students who forget to bring these items with them.
- Classrooms should be stocked with basic cleaning and disinfecting supplies, including disinfecting wipes containing at least 70% alcohol, and paper towels.

E. Restrooms

Tolleson will ensure that the following steps are taken regarding its school restrooms:

- Depending on each restroom’s capacity, only a limited number of students should be permitted to use it at time. A limited hall or restroom pass system may be used to minimize the number of students in the restroom at one time.
- If possible, students should be encouraged to use (whether through prior instruction or signage) every other urinal and bathroom sink in restrooms to facilitate social distancing. If this is not possible, Tolleson may consider installing physical barriers such as plastic flexible screens between sinks. Restroom stalls are exempt due to their inherent physical barrier design.
- Students shall be reminded, with signs or verbal reminders, of the importance of proper hand washing technique.
- High touch surfaces in restrooms shall be cleaned and disinfected pursuant to Section V after high-use times during the school day.
- Cohorts will use a designated restroom on campus and use that restroom at scheduled times each day. (Note that if a student needs to use the restroom outside of designated times, they will be permitted to do so.)
- Restroom occupancy limits will be posted outside each restroom and shall not be exceeded.
- Teachers will monitor students and ensure that students wash hands in restrooms where sinks are visible.

F. Playgrounds and Recess

Playground equipment will be closed during initial phases of reopening. Cohorts will be maintained during recess. Recess will consist of primarily of stretching and other moving activities that allow for students to maintain social distancing. Other activities that allow for social distancing, like running or games like “Simon Says,” for example, may be used during recess.

G. Field Trips, School Gatherings, and Extracurricular Activities

During the initial phase of reopening, field trips, school gatherings like assemblies, and extracurricular activities involving groups of students should be avoided. Activities like choir, band, theater, or any activity that is difficult to undertake while social distancing and/or wearing a mask should be avoided. During this phase, school sponsored sporting events are also discouraged, but if unavoidable, the steps described under Subsection H below should be taken.

H. Youth Sports

Youth sports are initially suspended for the 2020-2021 school year. Tolleson will consider applicable CDC, ADE, and AZDHS guidelines when considering options for the resumption of its athletics programs.

IV. District Office

For the purposes of HealthyVerify Certification, Tolleson’s District Office is considered a Tolleson “facility,” and as such, these procedures, and any references to Tolleson facilities in this document are applicable to the District Office. Tolleson shall designate a Health Safety Manager, pursuant to Section IX, who will be responsible for implementing these procedures at the District Office.

Note that District Office employees who do not interface with public fall into the Lower Exposure Risk category under OSHA guidelines. Therefore, employees at the District Office who are not interfacing with the public may remove masks while seated at their desk or workstation, but must otherwise wear them while in hallways, common areas, or if another person is in in their office or near their workstation. District Office employees who engage with the public, such as employees working in reception areas, must wear masks at all times.

V. Cleaning and Disinfection of Schools, Facilities, and Vehicles

Tolleson employees and cleaning staff shall follow the CDC’s Disinfecting Facilities Guide instructions that apply to the item being cleaned. These instructions are detailed below.

A. High Touch Surfaces

High-touch surfaces include, tables, chairs, shared classroom equipment, doorknobs, light switches, countertops, handles, desk, phones, keyboards, toilets, faucets, floors, and sinks. These surfaces must first be cleaned with soap and water, rinsed, and then disinfected with an EPA-registered disinfectant. High touch surfaces in vehicles are described under Subsection V(A) do not require cleaning with soap and water and may be cleaned using the solutions described below or disinfecting wipes containing 70% alcohol. High touch surfaces that are electronics, and therefore are not suitable for cleaning with soap and water, are addressed in Subsection C below. The disinfectant used must be one of the following:

- An EPA-registered disinfectant.¹⁴

¹⁴ Products that are EPA List N disinfectants shall be used. Current List N disinfectants may be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Disinfectants that are not included on List N must carry a label that features an EPA registration number and lists human coronavirus as a target pathogen. If the product does not, a bleach solution or alcohol solution, as described in Subsection V(A) above, shall be used instead.

Note: Tolleson will operate PX300ES electrostatic spray devices, in conjunction with PurTabs .33G tablets for many of its cleaning operations. HealthyVerify has confirmed that this combination of device and product qualify as EPA

- A diluted household bleach solution mix with:
 - (1) 5 Tablespoons (1/3 cup) bleach per gallon of water OR
 - (2) 4 Teaspoons bleach per quart of water.
- An alcohol solution with at least 70% alcohol.

High touch surfaces shall be cleaned and disinfected every 2 to 3 hours. When using either of the bleach or alcohol-based solutions described above, the solution will be left on surface for at least 1 minute prior to wiping clean. The employee cleaning the surface shall wear gloves and ensure good ventilation while disinfecting.

B. Soft Surfaces

Soft surfaces include any carpeted floor, furniture, rugs, and drapes. Soft surfaces must be cleaned as often as OSHA guidelines normally require. Soft surfaces shall be treated, as appropriate, according to one of the following procedures:

- Cleaned using soap and water or with cleaners appropriate for these surfaces.
- Laundered according to the manufacturer’s instructions. The warmest appropriate water setting shall be used, and items will be dried completely.
- Disinfected with an EPA-registered disinfectant.

C. Electronics

Electronics include touch screens, keyboards, tablets, remote controls, and payment processing equipment. Electronics shall be cleaned based on number of users. Devices used by one employee shall be cleaned once daily, and devices used by multiple users shall be cleaned after each user is finished using the device. If possible, wipeable covers will be placed on electronics. Electronics will be cleaned as follows:

- By following the manufacturer’s instructions for cleaning, OR
- If unavailable, with alcohol-based wipes or sprays containing at least 70% alcohol. Surface will then be dried thoroughly.

VI. Buses and Transportation

Tolleson provides bus transportation services for its students getting to and from campus, as well as operating a fleet of vehicles that employees use for maintenance and other district business, known as its “white fleet.” The sections below detail how Tolleson will mitigate the risk of infection in its transportation operations, and include procedures for vehicle disinfection, vehicle assignment, route planning, and procedures to be taken during routes. Note that Subsections A through D pertain to Tolleson buses, while Subsections E through G relate to Tolleson’s white fleet vehicles.

List N disinfectants. These devices and tablets shall only be used by trained employees, pursuant to the manufacturer’s instructions, and all instructions included in its Safety Data Sheet will be followed.

A. Bus Disinfection

To reduce the risk of any surface becoming contaminated within a Tolleson bus, drivers will be responsible for ensuring all high touch surfaces in these vehicles are disinfected twice daily or prior to picking up the first passenger on each route. Surfaces to be disinfected include interior and exterior door handles, the steering wheel, dashboard, center console, shift lever, seat belt buckles, switches and heat/cooling controls, keys, grab handles, seat adjustment handles and if applicable, garage door opener remote controls. These surfaces will be wiped down with alcohol-based wipes or spray containing at least 70% alcohol, and this must occur prior to the commencement of each route. For example, for a bus performing a single route, before picking up students in the morning the assigned driver will perform this wipe down, and it will be repeated before picking up students for the return trip home. For vehicles performing multiple routes, vehicles should be disinfected before the first route in the morning and in between routes, prior to the next group of students who are picked up.

Each vehicle will have a “COVID-19 Kit.” This kit will contain hand sanitizers, disinfecting wipes or spray containing 70% or more alcohol, paper towels, as well as gloves and goggles in case the driver is exposed to bodily fluid. Drivers will be required to notify Tolleson if they need more supplies in the COVID-19 kit.

Vehicles will be thoroughly cleaned and disinfected on a weekly basis pursuant to the methods described under Section V.

B. Bus Assignment

Wherever possible, buses will be used consistently by the same driver and students. Drivers shall be assigned to the same bus and routes each day, and accordingly, the same group of students will ride in the same bus. Tolleson will also maintain records of each driver and student who uses a bus each day in the event contact tracing is needed.

C. Route Planning

Wherever possible, routes will be shortened to reduce the number of students in a vehicle at any one time and help to facilitate the distancing measures described under D below.

D. Procedures During Routes

Drivers and students shall wear masks during routes and signs will be placed on buses, pursuant to the ADE Roadmap for Reopening, encouraging students and parents not to go to school if exhibiting symptoms. If a driver observes a student that he or she believes may be ill during a route, the driver shall inform the Tolleson nurse’s office.

Drivers will use the bus's non-recirculating air conditioning function to improve ventilation within the vehicle and whenever possible and safe, and as weather allows, open the windows for air to recirculate. The number of riders in a bus at any one time will be minimized and the space between them shall be maximized. If feasible, students on the bus will have assigned seating and siblings will be required to be seated together.

E. Shared White Fleet Vehicle Disinfection

Shared white fleet vehicles include any Tolleson vehicle that is used by more than one employee and is not assigned to a specific employee. All high touch surfaces in these vehicles will be disinfected after each time the vehicle is used. These surfaces include interior and exterior door handles, the steering wheel, dashboard, center console, shift lever, seat belt buckles, switches and heat/cooling controls, keys, grab handles, seat adjustment handles and if applicable, garage door opener remote controls. Prior to its return, the employee using the vehicle question will wipe down these high touch surfaces with alcohol-based wipes or spray containing at least 70% alcohol. Tolleson will also maintain records of each individual who uses a shared vehicle in the event contact tracing is needed.

F. Assigned White Fleet Vehicle Disinfection

High touch surfaces in vehicles assigned to specific individual employees shall be cleaned according to the same procedures described in (E) above but shall be done either once per week or after another employee uses the vehicle. The Tolleson employee who is assigned the vehicle in question will be responsible for this cleaning.

G. White Fleet Vehicle Operation

When vehicles are being operated, it will be recommended that employees use the non-recirculating air conditioning function when possible so as to improve ventilation within the vehicle, or open windows if feasible. Employees will be discouraged from riding together in vehicles. If riding together is necessary, employees will be seated as far apart as possible and ensure proper ventilation and airflow in the vehicle and continue wearing masks while inside the vehicle.

VII. Infected Persons Protocol

In the event Tolleson becomes aware of a COVID-19 infected person on its properties or in its vehicles, the steps below shall be taken. These steps described the procedure the be followed for both infected persons and areas occupied by that person or persons.

A. Infected Persons

Tolleson shall separate employees and students exhibiting COVID-19 symptoms immediately. These employees and students should be sent home. If any person exhibiting COVID-19 symptoms cannot leave campus immediately, he or she will go to the Quarantine Area in the

cafeteria. If a Tolleson employee identifies a student who is demonstrating COVID-19 symptoms, they will direct that student to the Quarantine Area and, if that employee is not the student's teacher, notify that student's teacher that the student is going to the Quarantine Area. The employee will then escort the student to the Quarantine Area, where the nurse will determine whether the student should remain on campus or be sent home. If the student is sent home, they will be sent with materials regarding COVID-19 and a description of the policy regarding returning to school. The school nurse (or another designated Tolleson employee) will personally contact the parent or guardian of the student. School nurses and aides working in the Quarantine Area shall wear masks, eye protection, and gloves when caring for ill persons.

B. Occupied Areas

If Tolleson determines that a person infected with COVID-19 has entered one of its facilities, vehicles, or campuses, Tolleson will ensure that all areas or vehicles where the infected person is known to have entered, where feasible, will be cleaned pursuant to the methods described under Section V immediately.

VIII. Food Safety

Tolleson shall follow the following practices relating to serving food:

- Follow all applicable state and local food regulations for safe food handling, in addition to the FDA's 4 key steps to food safety.¹⁵
- Wash, rinse, and sanitize food contact surfaces such as food equipment after each use using an EPA-registered disinfectant.
- Wrap food containers to prevent cross-contamination.
- Discontinue use of any kind of shared serving methods, such as salad bars, self-service buffets, or beverage service stations, napkin dispensers, utensil dispensers, or condiment stations. (Note that although Tolleson will be serving students meals in classrooms, such shared serving methods should not be utilized outside of the cafeteria either.)
- Tolleson shall offer retraining of food handler training to its employees handling food. Employees handling and serving food shall wear masks and gloves at all times.
- Any third-party food companies that make deliveries to facilities or campuses should be updated regarding the social distancing and mask wearing policies included in this document.
- Ensure that any machines used to wash plates, bowls, dishes, and/or silverware are properly operating. Note that the use of disposable plates and silverware is preferred.

IX. Compliance

To ensure that these procedures are fully implemented in all its schools and facilities, Tolleson will designate certain employees as Health Safety Managers and Health Safety Specialists. These

¹⁵ The FDA's Safe Food Handling guide is available at <https://www.fda.gov/media/91319/download>.

designations and the scope of responsibilities assigned will be determined as Tolleson deems appropriate.

A. Health Safety Manager

Tolleson shall designate one employee at each of its schools and facilities as that location's Health Safety Manager. Health Safety Managers will be responsible for ensuring that the procedures outlined in this document are implemented at that Manager's location. Health Safety Managers will follow a daily checklist to ensure that the tasks outlined in this document are completed. The checklist will include:

- Monitoring cleaning frequency of high touch surfaces and ensuring high touch surface signs are updated according to cleaning schedules.
- Ensuring protective attire (masks, gloves, eye protection) is worn by employees as required per specific procedures.
- Ensuring daily screening is performed before each employee begins work.
- Ensuring social distance is being promoted among employees, students, and visitors.
- Monitoring employees and students for visible signs of COVID-19.
- Ensure there are adequate supplies of paper towels, tissues, disinfectant wipes, or sprays, and no-touch trash cans.
- Handle communication with parents and guardians relating to COVID-19. [This is a suggestion, Tolleson has discretion in making this delegation.]

B. Health Safety Specialists

Health Safety Managers may appoint other Tolleson employees as Health Safety Specialists to carry out specific disinfection, cleaning, or other needs. Health Safety responsibilities may include all or part of the Tolleson employee's job during their shift. These responsibilities shall be determined at the discretion of the Health Safety Manager and may be as limited or extensive as is deemed appropriate by Tolleson.

X. Parent, Family, and Community Engagement and Communication

In accordance with Arizona Department of Education guidelines,¹⁶ Tolleson shall determine parent, family, and community expectations regarding its strategies and communications related to COVID-19. Tolleson will provide each of these stakeholder groups with regular two-way communication and provide training and guidance on the measures it is taking with respect to COVID-19 and use both distance learning and in-person tools and protocols. Tolleson shall provide training and resources for best practices for resuming classroom teaching and learning for special populations; and engage in conversation about sensitivities and needs in respect to individualized student plans and needs.

¹⁶ This provision is taken from the ADE's Considerations for Teachers in Reopening Schools, June 2020, available at <https://files.constantcontact.com/cbebfe4e101/4c929282-94f5-4920-b8e7-21b3e6d77fb7.pdf>.

Further, communications will emphasize the importance of adults self-monitoring their health and watching for symptoms in children. Communications will reference the symptoms described under Subsection I(C).

***Note: Implementation of these HealthyVerify Procedures will not eliminate the risk of disease transmission. Employees, students, and others may still become ill or transmit diseases to one another despite these Procedures being followed. HealthyVerify does not determine whether Tolleson or any school campus should open or not or when the most appropriate time to open may be. Any determination to open for the school year should be determined by the relevant school district authorities in coordination with state and local health authorities. Tolleson and its individual campuses will be responsible for notifying state and local health authorities of any outbreaks among students or employees, and if occurring, whether school closures (total or partial) may be needed.**