



Mitigation Plan

Catalina Foothills School District is taking many steps to protect your child from the spread of COVID-19. The health and safety of your child at school is at the center of our planning.

This plan will require ongoing monitoring and it may change as needed.

Following the Science

Implementation of CFSD's mitigation plan, as well as decisions on school opening and closures, will depend on public health conditions as guided by Pima County Health Department (PCHD) and Arizona Department of Health Services (ADHS) (Executive Order 2020-51). PCHD currently recommends inclusion of the current COVID-19 metrics that are found on the [Pima County COVID-19 dashboard](#) as a factor in re-opening schools. Pima County metrics include *disease transmission*, *healthcare system status* and *public health system status* as benchmarks for the current status of the pandemic. Note that these current metrics will be utilized in conjunction with [Arizona State Health Department guidance](#). Pima County Health Department (PCHD) recommendations on the closing and re-opening of schools will continue to be updated based on the changing pandemic situation. Where PCHD's benchmarks vary from those of ADHS, CFSD will follow the PCHD benchmarks.

CFSD is compliant with state and local public health orders about school closures. We are ready to protect students and employees who are at [high-risk](#) for severe illness.

Reducing the Spread

CFSD is implementing the following strategies to encourage behaviors that reduce the spread of COVID-19.

Staying Home when Appropriate

- CFSD is educating staff and families about when they/their child(ren) should [stay home](#) and when they can return to school. We also remind them what to do if they are feeling sick.
 - We actively encourage employees and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Our policies encourage sick employees and students to stay at home, and ensure employees, students, and students' families are aware of these policies. CFSD does not give out perfect attendance awards. We offer remote learning and telework options, where feasible.
 - [Staff and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).

- Staff and students who have recently had [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
- CFSD provides education to students about:
 - COVID-19 (e.g., symptoms, transmission, prevention)
 - What to do if they are feeling sick
 - Reasons for changes in school routines (e.g., cohorting, meals, gatherings, activities, and visitors)
 - Importance of the three W's to prevent illness:
 - Wearing a face covering
 - Walking 6 feet apart
 - Washing hands
- CFSD provides additional information to employees on:
 - COVID-19 (e.g., symptoms, transmission, prevention)
 - Proper use, removal and cleaning of face coverings and how to assist students with these actions
 - Policies for enforcing social distancing
 - How to teach/model/monitor: hand washing/use of sanitizer; use/disposal of tissues for coughing, sneezing and wiping noses
 - Response if they or a student: is ill, has a possible exposure, has a confirmed exposure, has a positive test, and if the school has an outbreak (defined as two or more cases that are linked within 14 days)
 - How the school will address illnesses for students and staff, and reporting requirements to the school and public health authorities
 - Employee policies (e.g., leave)
 - Reasons for changes in school routines (e.g. cohorting, meals, gatherings, activities and visitors)
 - State and local mitigation efforts
 - Employee role in health, hygiene and sanitation practices in the classroom and/or at school
 - When employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had close contact with a person with COVID-19](#)
- CFSD provides education/materials to families about:
 - COVID-19 (e.g. symptoms, transmission, prevention)
 - COVID-19 screening and how school will respond to if a student: is ill, has a possible exposure, has a confirmed exposure, has a positive test, and if the school has an outbreak
 - What to do if someone in their home gets sick
 - Proper use, removal and cleaning of face coverings and how to assist children with these actions
 - School health, hygiene and sanitation practices
 - School policies on: Wearing a face covering, Walking 6 feet apart, Washing hands

Hand Hygiene and Respiratory Etiquette

- Together with our families, CFSD teaches and reinforces [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. CFSD offers increased use of sinks and hand-washing stations, and hand sanitizer stations in high traffic areas at our K-5 schools. Portable and wall-mounted hand sanitizer stations will be in use throughout our middle schools and high school when soap and water are not readily available.
- All elementary classrooms have sinks for handwashing, and all grade 6-12 classrooms will have hand sanitizer. Students will wash their hands with soap and water at least 20 seconds or use hand sanitizer at the following times:
 - Upon arrival at school
 - After being outside for physical activity
 - Before and after lunch
 - Prior to leaving school for home
- CFSD encourages staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Face Masks

- CFSD requires the use of [face masks for students and staff](#). We have provided education to students, staff and families about the importance of face masks through school announcements, posters, and social media. We remind students not to touch their face mask and to [wash their hands](#) frequently.
- [Face masks](#) are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. [Face masks](#) are not respirators, shields, valved masks, or other medical personal protective equipment.
- Face shields are provided to all certified staff and staff who work in SOS@CFSD, and may be worn over face masks to provide additional protection.
- Where physical distancing criteria are met, students may have face masks with them but not worn. This includes outdoor physical activity. Students will be physically distanced at lunch time, and will not require face masks during their time eating.
- We will provide a disposable face mask if a student arrives at school not wearing one. The disposable face mask is probably not as comfortable as a cloth mask. Parents may want to provide a pencil pouch to store additional face masks, so students are prepared.
- The policy for requiring face masks is based on county and state health guidance in conjunction with advisement from the Superintendent. The policy may be discontinued based on guidance from Pima County Health Department and/or Arizona Department of Health Services and advisement from the Superintendent.

Adequate Supplies

- CFSD supports [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, disposable face masks (as feasible) and no-touch/foot-pedal trash cans.

Signs and Messages

- CFSD posts [signs](#) in highly visible locations (e.g., school entrances, restrooms) that promotes everyday healthy measures and describes how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a face mask](#)).
- We Include messages about behaviors that prevent the spread of COVID-19
- when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).
- We broadcast daily school announcements and videos on how students can stop the spread of germs.

Maintaining Healthy Environments

CFSD implements the following strategies to maintain healthy environments.

Cleaning and Disinfection

- CFSD cleans and disinfects frequently touched surfaces (e.g., playground equipment, door handles, sink handles) within the school daily or between use as much as possible. The use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) is limited when possible, or cleaned between use.
- Cleaning products are not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Shared Objects

- CFSD limits sharing of items that are difficult to clean or disinfect.
- Each child's belongings are separated from others' belongings and are brought home each evening.
- CFSD ensures adequate supplies to minimize sharing of high touch materials to the extent possible and limits use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- CFSD limits sharing electronic devices, toys, books, and other games or learning aids.
- Schools have social distancing policies for accessing personal items.

Ventilation

- CFSD ensures ventilation systems operate properly and increase circulation of outdoor air as much as possible through the HVAC system.
- CFSD replaces and checks air filters and filtration systems to ensure optimal air quality.

Water Systems

- CFSD ensures water systems are safe to use after the shutdown.
- Drinking fountains will be available for bottle refills only.
- We encourage staff and students to bring their own water.

Modified Layouts

- CFSD spaces seating/desks at least 6 feet apart.
- CFSD recommends turning desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart, where feasible.

School Buses

- Riders and the driver wear masks.
- Buses are thoroughly cleaned and disinfected daily.
- Drivers are provided disinfectant wipes, masks and disposable gloves.
- Hand sanitizer will be available on the bus.

Physical Barriers and Guides

- CFSD has installed physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- We provide physical guides, such as markers on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- Some guides indicate “one way routes” in hallways.

Communal Spaces

- The communal use of shared spaces is reduced and we [clean and disinfect](#) between use.
- The use of lockers is not permitted.
- All staff are reminded to practice physical distancing when in any common rooms that remain open.

Food Service

- CFSD serves grab-and-go meals with disposable food service items (e.g., utensils, dishes).
- Food service employees are encouraged to [wash their hands](#) after removing their gloves or after directly handling used food service items.
- No buffet or family-style meal service is offered. The sharing of food and utensils is not permitted.

Health Screenings

- When feasible, CFSD conducts daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and students.
- Health checks are conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators are given examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC's [General Business FAQs](#) for screening staff.
- When conducting in-person screening:
 - All points of entry will be staffed with screening personnel
 - Screener will be masked and will maintain social distance from people being screened
 - If students or staff screen positive, follow the directions on the [Student and Employee Covid-19 Screening Sheet](#) (*PCHD Overarching School Guidance for Development of School Mitigation Plans*, page 6).

Immunizations

- CFSD recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the school community.
 - Reduce demands on health care facilities.
 - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures for the district and public health authorities.

Recess, Sports and Non-Class Activities

- CFSD follows the AIA guidelines regarding sporting events and participation in sports activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities.
- Activities may be adjusted to adhere to latest public health recommendations. After-school activities only occur with physical distancing and mask use in physically distanced groups.
- Schools will implement outdoor activity and instruction when possible.
- Schools will stagger/cohort recess to minimize contact with other class cohorts where possible.
- Schools will develop and implement strategies to restructure activities to support physical distancing with increased frequency of cleaning in sports facilities.
- Athletes will circulate one way through facilities.
- Non-contact and contact sports: The district will determine when it is safe to resume activity.

Maintaining Healthy Operations

CFSD implements the following strategies to maintain healthy operations.

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

- CFSD offers reasonable accommodations for staff at [higher risk for severe illness](#) that limit their exposure risk (e.g., telework, modified job responsibilities).
- CFSD provides options for students at [higher risk of severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
- Consistent with applicable law, CFSD protects the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.

Gatherings, Visitors, and Field Trips

- CFSD offers virtual group events, gatherings, or meetings, if possible. No in-person meetings are held.
- No nonessential visitors, volunteers, and activities involving external groups are allowed.
- Essential permitted visitors on school grounds are instructed to follow guidelines on face masks, physical distancing, and hand hygiene, and they must limit movements to the area they were approved to visit.
- Schools have posted signs at entrances to the building advising that masks are required and no visitors may enter the building.
- CFSD plans virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- Schools have a student drop-off and pick-up procedure so that parents/guardians wait in their car for students to be dismissed. Staff members (in face masks) will monitor drop-off and pick-up.

Identifying Small Groups and Keeping Them Together (Cohorting)

- Where feasible, CFSD ensures that student and staff groupings are as static as possible by having the same group of children stay with the same staff.
- CFSD limits mixing between groups if possible.

Designated COVID-19 Point of Contact

- Each school designates a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse).

Participation in Community Response Efforts

- CFSD participates with local authorities in broader COVID-19 community response efforts (e.g., representing CFSD on Pima County Health Department and Pima County School Superintendents' committees).

Communication Systems

- CFSD has put a system in place for:
 - Consistent with applicable law and privacy policies, having staff and families [self-report](#) to the district if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) (e.g., see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
 - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure.

Leave (Time Off) Policies and Excused Absence Policies

- CFSD implements sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
- CFSD has developed policies for return-to-school after COVID-19 illness. CDC’s [criteria to discontinue home isolation and quarantine](#) informs these policies.

Back-Up Staffing Plan

- CFSD monitors absenteeism of students and employees, cross-trains staff, and creates a roster of trained back-up staff.

Staff Training

- Train staff on all safety protocols.
- Conduct training virtually or ensure that [social distancing](#) is maintained during training.

Recognize Signs and Symptoms

- Families are the first point in the student’s health screening continuum. For in-person services, families must sign a [Parental Acknowledgement and Disclosure](#) and a [COVID-19 Waiver, Release, and Assumption of Risk](#) form, found on [cfsd16.org>ReopeningPlan>SOS@CFSD](https://cfsd16.org/ReopeningPlan/SOS@CFSD).
- When feasible, CFSD conducts daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and students.
- Health checks are conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators are given examples of
- screening methods in CDC’s supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC’s [General Business FAQs](#) for screening staff.

Sharing Facilities

- No outside organizations are allowed to use school facilities.

Support Coping and Resilience

- CFSD encourages employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- We promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- We encourage employees and students to talk with people they trust about their concerns and how they are feeling.

Calendar Considerations

- To conform to [Executive Order 2020-44](#), the first day of school was delayed one week, which began on Monday, August 17, 2020. As a result, the CFSD Governing Board approved a revised calendar. ([LINK TO REV. 2020-2021 CALENDAR](#)). Due to starting the school year one week later than originally planned, this calendar captures an offset of 5 days during the year reallocated to instructional days: 3 days during the fall break and 2 days the last week of May.

School Closure Considerations

- CFSD is working with PCHD to forecast situations in which schools may be required to close in the future based on the potential number of contacts, distribution of cases throughout the school, size of the school, and vulnerability of the population, along with other factors.
- CFSD has a plan to move to distance or virtual learning in the event of intermittent closures.
- CFSD will notify staff and families of closure through School Messenger and social media.
- CFSD has developed a plan to reopen after an intermittent closure and has developed communication to notify staff and families of reopening.

Preparing for When Someone Gets Sick

CFSD implements the following strategies to prepare for when someone gets sick on campus.

Advise Staff and Families of Procedures for Cases, Contacts and Exposures

- Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#). See the [CFSD Isolation Decision Matrix](#).
- CFSD monitors student and employee absences.
- CFSD regularly updates our procedures for cases, contacts and exposures.
- CFSD communicates changes to these procedures to employees and families through our website, email and social media channels.
- CFSD is ready to consult with Pima County Health Department if there are cases in a school or an increase in cases in our local area.

Isolate Those Who are Sick

- CFSD makes sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
- CFSD immediately separates staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) apart from other students and staff at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick. See the [CFSD Isolation Decision Matrix](#).
- Every school has identified an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).

Clean and Disinfect

- CFSD will close off areas used by a sick person and will not use these areas until after [cleaning and disinfecting](#).
- CFSD will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible.

Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, school administrators will
- notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with FERPA. School staff shall notify Pima County Health Department by filling out a [School Communicable Disease Report](#). Once completed return to the Pima County Health Department by faxing (520) 838-7538, or calling (520) 724-7797.
- When possible, schools will keep a list of symptomatic students, staff, and their close contacts, to assist contact tracing efforts.
- CFSD informs 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.

Returning to School

- CFSD offers guidance on when it is safe for a student who recovered from COVID-19 to return to school. See [CFSD COVID-19 Return-to-School Guidance](#).