Operational Re-entry Plan

TUCSON UNIFIED SCHOOL DISTRICT

NEXT STEPS 2020
A New Era for Education

Date: 6/16/20
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Agenda

- CORE Team
- Timeline
- Progress
- Survey trends
- Safety Focus
- School Guidelines
- K-12 Re-entry
- Building Cleaning and Safety
- Next Steps
- Q&A
• Renee Heusser
• Leslie Lenhart
• Nicole Lowery
• John Muir
• Rob Ross
• Richard Sanchez
• Nikki Stefan
• Renee Weatherless
• Blaine Young
• Association Leaders (TEA, ELI, AFSCME, CWA)
• Department Leads for Specific Areas
CORE Team Guiding Principles

- Ensure safety centered focus throughout plans for reopening schools
- Alignment with recommendations and guidance from ADE, WHO, CDC, ADHS, PCHD, etc.
- Input and participation from Employee Bargaining Units, etc.
- Fiscally responsible planning within district means to fund
- Considerations for all stakeholders: students, families, teachers, all staff
May 2020
- Create Re-entry Task Force
- Meet 2x weekly as large groups
  - Includes all departments and school participants
- Initial parent survey distributed
- Initial staff survey distributed
- Dr. Trujillo student and staff forums

June 2020
- Review survey results
- Develop re-entry safety protocol for schools and offices
- Determine ability to socially distance students in schools
- Develop curriculum options for on-campus and online
- Develop teacher commitment to on-campus and online
- Determine teacher and student device updates or changes
- Continue to market and support enrollment

July 2020
- Finalize plans per most recent recommendations from PCHD
- Ensure PPE is available at all schools for staff and students
- Finalize mandatory staff safety training due to COVID-19 and make available by 7/20
- Distribute survey on re-opening plans
- Ensure all schools have required safety signage
- Schools provide notification of students on-campus vs online
- Develop transportation plan

August 2020
- School starts August 6th
- Begin both on-campus and online curriculum programs
May Progress

- **Re-entry Task Force**
  - Engaged all department and school participants
  - Hold 2x/week update meetings
  - Created template to track key focus areas
  - Initial surveys – Parent and Staff
    - Comfort level to return on-campus or in office
    - PPE expectations (face covering and social distancing)
    - Parent Survey had 12,233 responses, covering over 17,000 students
    - Parents want a hybrid model of on-campus and online curriculum
    - Staff Survey had 4,297 responses, of our 8,000 employees

- **Dr. Trujillo Forums with Students and Staff**
- **Initial Parent and Staff survey**
- **Prepare Summer Enrollment Specialists**
Update On Plan Development

- Realignment of committees and tasks to provide increased focus on specific planning areas
- Cross-functional subcommittees made up of teachers, leaders and support staff to develop implementation plans
- Core Team review process for assessing initial plans and providing feedback and guidance to place in final form
- Superintendent briefings to keep Core Team aligned with Superintendent vision and expectations
- Compile and share community input with subcommittees to factor into planning
Project Teams

- Instructional Models
- Online Education
- Buildings and Campuses
- District and State Testing
- Bell Times
- Food Services
- Human Resources
- Communications
- Technology
- Transportation
- Attendance
- Exceptional Education

- Finance
- Fine Arts
- Language Acquisition
- Counseling
- Community Schools- IELC
- Enrollment & Lottery
- Family Engagement
- Interscholastics
- CTE
- School Safety
- Health Services
June Progress

• Finalize re-entry safety protocols to schools and offices (will be shared at end of presentation)
• Review Parent and Staff Survey results and distribute parent curriculum survey
• Dr. Trujillo continue Staff, Parent forums
• Develop alternative instructional models/options
• Determine school capacity options to meet physical distancing and safety protocols
• Develop K-5th Online curriculum
• Develop transportation plans
• Continue technology deployment and support plans
• Launch Summer Enrollment Specialists in schools June 9
• Continue enrollment marketing campaign
Community Feedback Options

- Parent Survey on Safety 5/18
- Staff/Teacher Survey 5/22
- Parent Survey on 4th Qtr. Experience 6/4
- Student Forums (Completed)
- Staff Forums (Ongoing)
- Parent Forums (Ongoing)
- Email Answers2020@tusd1.org
- District Webpage with Updates and Resources – Next Steps 2020
Survey Results Trends

- Parent Survey on Safety 5/18 (12,266)
- Staff/Teacher Survey 5/22, Reopened thru 6/10 (4,433)
- Parent Survey on 4\textsuperscript{th} Qtr Experience 6/4 (6,328)
5/29 Parent Survey Results Trends

12,233 responses

Are you planning to attend a Tucson Unified school next year?

Which of the following are you planning when your child(ren) return to school in August?

Will you require your child(ren) to wear masks while in the classroom?
Compilation of survey data results in process
5/29 TUSD Staff Survey Results Trends

4,297 responses

Do you feel safe returning to your physical work location once the district re-opens?

When the district re-opens, which model would you prefer?

Do you feel face coverings should be mandatory for students, staff members, and visitors on campuses and in offices throughout the district?

All Areas- 51% teachers, 22% School Support, 16% Other, 3.7% District Operations, 3.5% School Administrator, 1.7% District Administrator
5/29 TUSD Staff Survey Results Trends

4,297 responses

How confident are you that social distancing can be supported/enforced in the following areas when we return to school?

- **Bus**: 30.16% Very Confident, 57.55% Somewhat Confident, 6.03% Not Confident at all
- **Bathroom**: 37.04% Very Confident, 48.41% Somewhat Confident, 11.36% Not Confident at all
- **Playground/Field**: 32.26% Very Confident, 52.92% Somewhat Confident, 9.49% Not Confident at all
- **Classroom**: 40.45% Very Confident, 45.16% Somewhat Confident, 9.77% Not Confident at all
- **Lunchroom**: 33.35% Very Confident, 54.34% Somewhat Confident, 7.89% Not Confident at all
- **Hallways**: 34.67% Very Confident, 53.04% Somewhat Confident, 8.29% Not Confident at all
Health and Safety Protocols / Standards

- **Health Screening Questions (Hourly Employee Time Clock or App)**
  - Family screening questions – call in if yes to any question
  - Use a continuum process (family, bus driver, monitor, teacher)

- **Sick Individuals**
  - Isolation room in each school
  - Point person at every school (Principal or Health Asst) who makes decision
  - Health Services staff contacts PCHD for instructions
  - Must be symptom free to return

- **All Staff must wear face coverings when not physically distanced** (per CDC, ADHS, PCHD)

- **Hygiene Practices** (hand washing, hand sanitizer, signage)

- **Meetings and Visitors**

- **Employee Training Requirements**

- **Employee and Student Travel**

- **Procedures for Cleaning**

- **Hard Barriers for Customer service areas**

*Alignment with recommendations and guidance from ADE, WHO, CDC, ADHS, PCHD, etc.*
Health and Safety

Symptom Surveillance

• **For students, the parent will be responsible to health screen their child at home** prior to sending to school. If their child has any signs/symptoms of illness, then they are asked to keep child home and contact the school to report illness.

• **Health screening**: completed by all staff/visitors upon entry to school/building. We are looking at technology regarding the possibility of this wellness check to be conducted with an app or survey. The individual will need to attest that all answers are a “no”.

• **Attendance and Absenteeism** will be identified as it relates to COVID-19 symptomatology in order to maximize contact tracing effectiveness.
Health and Safety

Symptom Surveillance

Standard questions:

1. Have you been in close contact with a confirmed case of COVID-19 or with someone with symptoms within the past 14 days?
2. Have you had a fever or felt feverish in the last 72 hours?
3. Are you experiencing any new respiratory symptoms including a cough, sore throat, runny nose, congestion, or shortness of breath?
4. Are you experiencing any new muscle aches or chills?
5. Have you experienced any new change in your sense of taste and smell?
Health and Safety

Response to Symptoms

Individuals with signs and symptoms of illness/COVID-19

- Will be denied entrance and sent home
- All staff will work together to ensure visual daily health checks for students
- Bus drivers, monitors, teachers, adjunct staff
Health and Safety

Procedure for when student/staff become ill

Procedure for when a student/staff become ill or is identified as having come in contact with a COVID-19 positive case.

- **Student will be sent to health office for evaluation**, and if deemed necessary, will be isolated and parent/guardian will be contacted for immediate pick up. School safety has been identified as the transporting entity if parent/guardian is unable to pick student up.

- **Health office staff will implement standard health care precautions** including the required PPE (eye protection, N95 mask, and a gown) when presented with a possible COVID-19 infection.

- **A pre-determined isolation room will be used** to separate anyone who exhibits COVID–like symptoms without creating stigma.

- **Notification of possible COVID-19 case**: In the schools, the primary administrator/designee. In buildings, the designated COVID-19 point of contact person. All notifications will then be called in to Health Services Department. Health Services will notify PCHD. PCHD will direct the process upon this notification.
Face Coverings:

- CDC recommends wearing face covering when physical distancing of 6 feet is not feasible.
- All staff are required to wear "face covering", when not physically distanced.
- K-5 grade students can wear a face covering at their parent's discretion.
- All 6th -12th grade students are required to wear a face covering when not physically distanced.
- Bus riders will be required to wear a face covering.
- 6th-12th grade students who decline to wear face coverings will be offered online distance learning.
- Students /staff without a face-covering will be provided with a face covering, if they forget it.
- Students and staff are expected to provide their own face covering.
- A system will be developed for those students /staff that do not comply.
  - A district regulation to handle non-compliance in a consistent way.
Health and Safety Education

Education:

- The symptoms of COVID-19 will be relayed to households via Parent Link, TUSD1 COVID-19 site and parent handouts. This will be available in multiple languages. Disseminate hygiene practices, disinfecting standards for home and school, isolation/quarantine recommendations per PCHD (found in the Quick Reference Guide provided by Health Services)

- **Staff education** will be an on-line training module in True North Logic

- **Student education** will be conducted by teachers via various learning modules

- **Posters, signage, and visuals** will be available
Generic Sample Signage
District branded signage in development
Employees Returning to Work

- Education has been deemed an essential function
  - District employees are essential workers
  - We work in education because we care about kids
  - To ensure student safety and provide student support, District personnel will need to report for duty

- Ensure employees are returning to a safe environment
  - Clean & sanitary workplace
  - Physical distancing and workplace hygiene
  - Screening employees and visitors

- Competing demands
  - Balancing the needs of employees, students, and parents with recommendations from ADE, WHO, CDC, ADHS, PCHD
Employees Returning to Work

Emergency Paid Sick Leave (EPSL) & Other Options

- Eligible employees may request EPSL and are eligible for up to 80 hours (based on FTE) for COVID related illness
  - Leave can be used between 4/1/2020 and 12/31/2020

- Expanded Family Medical Leave
  - For employees who cannot work due to COVID related childcare needs

- Employee Leave of Absence
  - TUSD provides several leave options for employees who are unable to work due to medical or personal issues.

- ADA Accommodations
  - Reasonable accommodations can be made via ADA provisions

* See Addendum for more information
K-12 Re-Entry Plans

- Logistics for Arrival
- Transitions
- Classroom
- Lunch
- Dismissal
Arrival

- **Elementary:**
  - Limited points of entry, students report directly to classrooms or a designated location (where physical distancing can be observed)
  - Students will physically distance to receive Grab-n-Go breakfast. Eat in classroom or a designated location.

- **Middle/ HS:**
  - Students practicing physical distancing prior to opening bell. Students wearing face coverings.
  - Restrict number of entry points.
  - Staff at each entry point to ensure each student has face covering/Check ID (high school)
  - Staff reminding students to abide by Health Screening Questions.
Transitions for K-12

- K5 students are practicing physical distancing. (i.e. entering, exiting, transitioning from one location to another)
- Face coverings worn at HS & MS during transitions.
- Students on one side of hallway – directional markings in hallway.
- Teachers in hallways at passing periods to assist with flow of traffic. Shared responsibility.
- Limited traffic to student services – appointment only
- Limit number of students in bathrooms – passes available
- Continually disinfect bathrooms throughout day (Hourly)
Classroom Environment

- **Elementary:**
  - Teachers and all adults are wearing face coverings.
  - Desks/tables are physically distanced, facing same direction. Remove excess furniture.
  - Hand washing every two hours. "Brain Break"
  - Individual student learning aids. (ziploc bags: pencils, headphones, glue stick, etc.)

- **Middle/ High School:**
  - Desks/tables are physically distanced as much as possible. Remove excess furniture.
  - Students wearing face covering
  - Encouraging hand washing and hygiene process
  - Master schedule redesigned (i.e. block schedule) for smaller class size and fewer transitions.
  - Students facing same direction.
  - Limit collaboration and partner work.
**Elementary:**
- Staggered schedules.
- One-way flow into Service line (physically distanced).
- Grab and Go (Prepackaged containers).
- Touch pad limited to one Food Service adult or scan student bar codes.
- Physically distanced in cafeteria (number of tables and identified seats) signage to assist.
- Transition to outside recess with assigned locations by class for play.
- Continual disinfecting of cafeteria.
**Middle/ High:**

- Redesigned lunch schedules for less students in cafeteria.
- Physically distanced in cafeteria (number of tables and identified seats) signage to assist.
- Added points of service throughout campus.
- Bar code readers for touchless check out.
- Hand sanitizer stations.
- Students remain outside building at lunch.
- Individualized outdoor activities only.
- Face coverings unless eating.
Dismissal

- **Elementary:**
  - Increase number of exit points to expand area for traffic flow.
  - Limited access to parents, visitors or volunteers to the building.
  - No congregating in groups while waiting for pick up.
  - Assign marked zones for outside pick up area with signage and physical distancing. (grade level)

- **Middle:**
  - Staggered dismissal (i.e. Exit building by grade level or specific location/hallway)

- **High:**
  - Exit immediately, all access points open. Staff assisting to clear campus.
Re-Entry to Buildings and Classrooms

Phase I – Summer Enrollment Specialist Soft Opening

Phase II – Employees Re-Entering the Workplace

Phase III – Students Re-Entering Classrooms

Transportation
Operations mobilizes to provide:

- **Soft Entry Buckets**
  - Hand sanitizer
  - Vindicator (disinfectant)
  - Disposable masks (for visitors without face covering)
  - Gloves to utilize while disinfecting area
  - Clean/Dirty Pen containers with directions to disinfect
  - Wellness Check laminated questions
  - Plastic clipboard
  - Sign In Sheets
  - Face covering wearing poster

- **Plexiglas Shields**
  - 1-2 for Enrollment Specialist workspace
Phase II: Employees Re-Entering the Workplace

- **Buildings evaluated for one-way ingress/egress**
  - Allowing for a minimum of 6’ distancing
  - Following ADA guidelines

- **Office space evaluated for physical distancing**
  - Plexiglas shields placed where necessary
  - One-way walk path identified and signed

- **COVID-19 signage placed appropriately**
  - Face covering in elevators and restrooms
  - Proper hand washing and sanitizing procedures
  - Physical distancing and face covering as needed
  - Walk path arrows

Tucson Unified School District
Phase III: Students Re-Entering Classrooms

- **Schools evaluated for one-way ingress/egress**
  - Allowing for physical distancing
  - Following ADA guidelines
  - Alternative plans in place when not available

- **Classrooms evaluated for physical distancing**
  - Desks face one direction

- **COVID-19 signage placed appropriately**
  - Proper hand washing and sanitizing procedures
  - Physical distancing and face covering as needed
  - Walk path arrows where necessary
Disinfecting schedules created and monitored
  • Schedule kept at front desk and updated daily
  • High touch point disinfecting
  • Restroom cleaning
  • Staff will be trained proper disinfecting procedures

High touch point disinfecting
  • Door handles, knobs, push plates, panic bars
  • Soap dispensers, sinks, faucets, handles, flush handle
  • Light switches, elevator buttons, handrails, alarm keypads
  • Phones, keyboards, copiers (spray on rag and wipe down)
Indoor Air Quality

- Full HVAC air filter replacement at all sites by school start
  - MERV8 pleated air filter
  - 37 schools completed to date

- Phase 1 coil cleaning in all admin and office areas
  - Based on soft re-entry

- Evaluating outside air dampers and fresh air intake
  - Per CDC/ASHRAE recommendations to increase filtered fresh air
Plan for routing all students based on past routing practices or considerations

- Reviewed routing and GPS software for flexibility and ability to adopt to possible curriculum models
- Gather and analyze data regarding route loads and fleet capacities
- Adapt routes to new schedules focusing on physical distancing measures
Transportation

❖ Develop the written plan for safe transportation implementing CDC regulations and recommendations

- 2 Students per seat utilizing all rows
- All students would need face coverings
- Utilize hand sanitizer as students load and unload
- Load bus back to front
- Unload bus front to back
- Disinfect buses twice a day
- Drivers will be expected to disinfect high touch points between routes
- Signage on all buses
Next Steps

- Summer Enrollment Specialists and School Community Services will continue to connect with and support new and existing families.
- Communications & Marketing continues.
- Finalize implementation plans.
- Provide Governing Board Instructional overview on 6/23.
- Continuous feedback from stakeholders.
- Monitor and update as needed.
Thank you!

TUCSON UNIFIED SCHOOL DISTRICT

NEXT STEPS 2020

A New Era for Education
**Addendum: TUSD Guiding Principles for COVID-19 Re-entry**

- **Health screenings** will be conducted regularly for individual on TUSD property. Student and employee screenings may occur at any time and may occur multiple times per day. Temperature checks are not mandated and therefore will not be conducted on or by TUSD staff or students as an initial screening method. Instead, wellness check questions will be used for staff and students.

- **Wellness check questions:**
  - Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
  - Have you had a fever or felt feverish in the last 72 hours?
  - Are you experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
  - Are you experiencing any new muscle aches or chills?
  - Have you experienced any new change in your sense of taste or smell?

- **Sick individuals** will be refused entry into schools or buildings to reduce the risk of contamination. Employees presenting with sickness, symptoms, or answering yes to any of the screening questions shall not be permitted to enter facilities. Parent/guardians presenting with sickness symptoms shall be denied entry into facilities. Students who show symptoms of sickness shall immediately be placed in a predetermined isolation area until they can be taken home.
Face coverings will be required for any person, 6th grade or older, while on TUSD property. This applies to all individuals; including students, parents/guardians and staff.

- Face coverings can be any cloth barrier or paper mask that covers the nostrils and mouth.
- Face coverings may be taken down when working or eating more than 6 feet away from others or when separated by a hard barrier.
- Face coverings may be provided; funding and terms to provide are still being determined.
- EXCEPTIONS may be available for employees with proper ADA documentation. Student exemptions also require documentation from health care provider submitted to the Nurse’s Office.
- Transportation will provide separate direction to employees and students on the school bus.
- Students who refuse to wear a Face covering will be provided Online Education option.
Addendum:
TUSD Guiding Principles for COVID-19 Re-entry

- **Directional traffic flow** – Due to required face coverings in all district middle schools, high schools and business offices, directional hallway traffic will not be implemented. However, in all elementary schools, since students are not required to mask, directional hallway traffic will be implemented whenever possible.

- **Educate the community on COVID cleaning standards.** Regular communication through posted signage, videos, and comprehensive training on best methods to protect students, families, staff and the community. Education campaign will include methods, frequency of cleaning, classroom protocols and staff efforts to reduce risk, hand washing/sanitizing and physical distancing expectations.

- **Hard barriers** will be used in all points of service at locations across the district. The Operations department will deem the best method for installation and use of barriers (plexiglass).
Addendum: TUSD Guiding Principles for COVID-19 Re-entry

- **Cleaning protocols** and chemical handling are intended for employee use only and will be provided to all facilities by Operations. Cleaning/disinfecting will take place on all high touch areas at least daily. Students should not handle chemicals or execute cleaning protocols other than personal hygiene like hand washing and hand sanitizing.

- **Hand sanitizer** will be made available in all district schools, facilities and busses. Since proper hand sanitizing will disinfect germs present on a dispenser, touchless sanitizer dispensers should not be necessary. The presence of sanitizer shall be prioritized over the dispenser type.

- **Employee and student travel** will continue to be suspended until further notice. The district will seek guidance from the State Department, CDC and Pima Health Department guidelines for travel.

- **Meetings and gatherings** shall be conducted electronically whenever possible. Student functions shall follow CDC and health department guidance. No school functions shall be scheduled or held without approval of Regional Superintendents in conjunction with the regulatory agencies.
Addendum:
TUSD Guiding Principles for COVID-19 Re-entry

- **District employees** are deemed essential and are required to report for duty or use leave balances, as allowed by policy, during their scheduled work hours. To ensure student safety, all school personnel must return to their work site to ensure proper supervision and student support. Staff working outside a school site may coordinate with their supervisor to adjust schedules, stagger shifts, or amend work location to promote healthy work protocols. Changes must be approved by individual department heads and may not impact customer service needs, safety protocols or impede department deliverables. Employees who require specific adjustments based on health needs must file for accommodations through the ADA, a process which requires physician documentation.

- As we strive to meet the needs of our students and their families, supervisors will also consider the unique circumstances of individual employees in implementing the public health recommendations and providing workplace flexibility where it makes sense.
District Employees Returning to Work

Emergency Paid Sick Leave (EPSL)

- Beginning April 1st, employees became eligible for two weeks of EPSL, up to 80 hours (based on FTE), in two paid categories:
  - **REGULAR RATE OF PAY:** If the employee is unable to work or telework due to a need for leave because the employee:
    a) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
    b) has been advised by a health care provider to self-quarantine related to COVID-19;
    c) is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
  - **2/3 OF REGULAR RATE OF PAY:** If the employee is unable to work or telework due to a need for leave because the employee:
    a) is caring for an individual subject to an order described in (a) above, or self-quarantine as described in (b) above;
    b) is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
EXPANDED FAMILY MEDICAL LEAVE

Additionally, a TUSD employee who has been employed with the District for at least 30-days may qualify for Emergency Family Medical Leave Expansion (EFMLEA) if the employee is caring for a child whose school or place of care is closed for reasons related to COVID-19. The first two weeks for employees taking EFMLEA is unpaid, unless the employee has other leave balances or qualifies for EPSL leave. The remaining 10 weeks if paid at two-thirds of their regular rate of pay, up to $200 per day and $12,000 in the aggregate.

Employee rights to leaves of absence and/or ADA Accommodations

- Various leaves ranging from 30 days to a full year
- Reasonable accommodations via ADA