


HealthyVerify

CERTIFICATION

HealthyVerify Procedures
Phoenix Elementary School District #1
(2022 - 2023)
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Inspiring Every Child to Achieve

PHOENIX #1
Elementary School District 

HealthyVerify Procedures

Phoenix Elementary School District #1

These policies and procedures (“Procedures”) are intended to help the Phoenix Elementary School District (“Phoenix #1”) reduce the likelihood that infectious diseases, including COVID-19, will be transmitted on its premises. While no precautions can fully eliminate the risk of disease transmission, these Procedures are intended to create a healthier environment and provide key guidance. These Procedures are subject to change 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.

It should be noted that procedures incorporate, or in certain cases, build upon ongoing guidance from the Centers for Disease Control and Prevention (“CDC”), Arizona Department of Health Services (“ADHS”), Maricopa County Department of Public Health (“MCDPH”) and various state and local public health guidance related to limiting the transmission of COVID-19.

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I. Risk Response

For the 2022-23 school year, Phoenix #1 is adopting a flexible strategy for mitigating the risk of COVID-19 transmission. As such, certain provisions of these procedures will only apply on an as-needed basis pursuant to HealthyVerify, ADHS or CDC recommendations. These specific provisions are enhanced measures that will be applicable when the level of community spread of COVID-19 in Maricopa County merits additional caution and are noted throughout this document.

II. Employees

This Section describes the procedures that apply specifically to Phoenix #1 employees.

A. Training

All Phoenix #1 employees will be trained on all procedures and requirements in this document specific to their role. Phoenix #1 will be responsible for ensuring that these Procedures are implemented consistently during the certification period. Phoenix #1 employees designated as Health Safety Managers, as described under Section VII, will be responsible for ensuring compliance at each Phoenix #1 school and facility.

B. Reducing Employee Risk

Employees interacting with others, including students, should be aware of the level of risk and act accordingly, including wearing masks when heightened risk response measures are in place.

C. Monitoring Employee Health

Phoenix #1 will take the steps below to ensure that its employees remain healthy and minimize their risk of infecting themselves or others.

1. Symptom Screening Commitment

Employees will be expected to monitor their health every day. As such, if they were to affirm any of the questions below, they should not enter a Phoenix #1 facility. If they were to become symptomatic during the workday, they should notify their supervisor, leave the school or facility and adhere to the return timeframes listed below.

Employees will consider the following daily health questions before going to work:

- Have you had a fever in the last 24 hours?¹
- Do you have any new cough, shortness of breath, chills, sore throat, muscle pain,

¹ Fever is defined as 100F or higher.

diarrhea or new loss of taste or smell?

If an employee can answer any of these questions in the affirmative, that employee should not enter a Phoenix #1 facility until the timeframes described under Subsection 2 expire. Phoenix #1 will remind employees of this policy regularly while these Procedures remain in effect.

2. Guidance for Isolation Procedures Due to Positive COVID-19 Cases and Exposures

Employees are required to follow the guidelines listed below when:

- a. experiencing fever or symptoms as listed above in Section (C)(1), or
- b. they have been confirmed to test positive for COVID-19

Employees required to isolate may only enter a Phoenix #1 facility under the circumstances listed below:

- If an employee is experiencing symptoms of COVID-19, they must remain home until they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved. Testing for COVID-19 is strongly recommended.
 - If a person tests positive, they must follow the guidelines below.
 - If a person tests negative, they must remain home until they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
- If an employee tests positive for COVID-19 (PCR or antigen testing) and is experiencing symptoms of COVID-19, they must remain home for at least 5 calendar days from the date their symptoms began. They may return to work if they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved, and it is strongly recommended to wear a mask around others for 5 additional days from the beginning of symptoms.
- If an employee tests positive for COVID-19 (PCR or antigen testing) and is not experiencing symptoms of COVID-19, they must remain home for at least 5 calendar days from the date of their positive test. They may enter a Phoenix #1 facility if they have not had a fever for 24 hours (without the use of fever-reducing medicines) and have remained asymptomatic, and it is strongly recommended to wear a mask around others for 5 additional days upon their return to work.
- 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 has symptoms: 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 employee does not have symptoms and 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.

Phoenix #1 shall encourage these employees to call their health provider for advice on testing for COVID-19.² Phoenix #1 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.

3. Plan for a Confirmed COVID-19 Case

In the event an employee is confirmed to have contracted COVID-19, that employee shall remain in home isolation pursuant to Subsection 2. Employees may return to work based on the timeframes described in Subsection 2.

D. Masks

Phoenix #1 has an optional face mask guideline for students and employees. Masks may be disposable or made of cloth. Masks will be strongly recommended for individuals returning from isolation under the circumstances described under Subsections II(C)(2) and III(B). Phoenix #1 may periodically strongly recommend all employees and students to wear masks as a heightened risk response measure.

E. Hand Washing and Cleanliness

Employees shall keep their hands as clean as possible by washing them regularly with 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;

² The Arizona Department of Health Services ("ADHS") maintains a list of available testing sites here: <https://www.azdhs.gov/COVID19testing>.

- After using the restroom;
- Before eating or preparing food; and,
- After contact with animals or pets.
- After using shared equipment.

III. Students

A. Monitoring Student Health

Phoenix #1 asks that families monitor their child's health and keep their child at home if the child is experiencing illness symptoms. This request, which is provided below, will be communicated to families through any means Phoenix #1 deems appropriate, and will be in addition to reminders included in subsequent Phoenix #1 communications:

Phoenix Elementary School District asks that you, as a parent or guardian of a Phoenix student, closely monitor your child for illness symptoms, including 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°F 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?³*

Any child who has a fever as defined above or any of the symptoms listed above shall stay home, and the child's parents/guardians shall communicate the absence to Phoenix #1. The student will be allowed to resume on-campus classes according to criteria described in Subsection B below. For these students, Phoenix #1 will facilitate asynchronous work (printed or electronic based on student need). Every effort will be made to work with families to support their child and reduce the impact of COVID-19 on their child's education.

³ 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.

1. Guidance for Isolation Procedures Due to Positive COVID-19 Cases and Exposures

Students are required to follow the guidelines listed below when:

- a. experiencing fever or symptoms as listed above in Section (A), or
- b. they have been confirmed to test positive for COVID-19; or

Students required to isolate may only return to school under the circumstances listed below:

- If a student is experiencing symptoms of COVID-19, they must remain home until they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved. Testing for COVID-19 is strongly recommended.
 - If a student tests positive, they must follow the guidelines below.
 - If a student tests negative, they must remain home until they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.
- If a student tests positive for COVID-19 (PCR or antigen testing) and is experiencing symptoms of COVID-19, they must remain home for at least 5 calendar days from the date their symptoms began. They may return to school if they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved, and it is strongly recommended to wear a mask around others for 5 additional days upon their return to school.
- If a student tests positive for COVID-19 (PCR or antigen testing) and is not experiencing symptoms of COVID-19, they must remain home for at least 5 calendar days from the date of their positive test. They may return to school if they have not had a fever for 24 hours (without the use of fever-reducing medicines) and have remained asymptomatic, and it is strongly recommended to wear a mask around others for 5 additional days upon their return to school.
- Special criteria for students 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 a student has symptoms: 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 student does not have symptoms and 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.
- Phoenix #1 teachers shall encourage parents/guardians of ill students to call their health provider for advice on testing for COVID-19.⁴ As described under Subsection A, Phoenix #1 will facilitate remote or virtual learning that enables students to stay home when they are sick without negative impact on their learning or school performance.

B. Masks

Phoenix #1 has an optional face mask policy for students and employees. Masks may be disposable or made of cloth. Masks will be strongly recommended for individuals returning from isolation under the circumstances described under Subsections II(C)(2) and III(B). Phoenix #1 may periodically strongly recommend all employees and students to mask wear as a heightened risk response measure.

C. Students with Disabilities or the Medically Vulnerable

Special accommodations, along with compliance with all applicable state, federal, and local laws, shall be made for Phoenix #1 students with disabilities or those with unique medical needs. Where possible, these students are strongly encouraged to wear masks and maintain a 3-6 ft. social distance, and employees who interact with these students should be informed that wearing masks in their presence is uniquely important. To the extent possible, during periods of heightened risk response, 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. Phoenix #1 will also ensure that it protects the privacy of those students at higher risk for severe illness regarding underlying medical conditions.

D. Students with Vulnerable Individuals in Their Household

Phoenix #1 will make every effort to provide virtual or distance learning options for students living in the same household as adults or other children with disabilities or who are medically vulnerable if these families opt for distance learning.

Schools have contingency plans to support learning for students who may need to miss school because of COVID-19. In the event a student tests positive, please work with the school to access learning plans for students.

⁴ COVID-19 Testing Sites in Arizona can be found at <https://www.azdhs.gov/COVID19testing>.

IV. District Office

For the purposes of HealthyVerify Certification, Phoenix #1’s District Office is considered a Phoenix #1 “facility,” and as such, these procedures, and any references to Phoenix #1 facilities in this document are applicable to the District Office. Phoenix #1 shall designate a Health Safety Manager, pursuant to Section VIII, who will be responsible for implementing these procedures at the District Office.

V. Campuses and Classrooms

Phoenix #1 will implement the procedures described in this section relating to its buildings and operations at schools and in its facilities.

A. Establishment of Isolation Areas

Phoenix #1 will continue to utilize “Isolation Areas” for children who have fevers or other symptoms associated with COVID-19. The Isolation Area will include marked areas within it that feature cots spaced with 6 ft. intervals between them. Isolation Areas will be monitored by the school nurse or health aides when in use, who will wear personal protective equipment as deemed appropriate by Phoenix #1 medical staff. Isolation Areas will have a restroom available exclusively for use by ill students in the Isolation Area. Phoenix #1 will also maintain a separate isolation area for students with non-COVID-19 related symptoms or injuries that are in need of care.

B. General Campus Measures

Phoenix #1 will also continue to implement building ventilation measures for COVID-19 mitigation based on guidance issued by the CDC and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (“ASHRAE”).⁵ Phoenix #1 has engaged a 3rd party environmental consulting firm, Dominion Environmental Consultants (“Dominion”), to evaluate its buildings and make recommendations for implementation. The report prepared by Dominion shall continue to inform Phoenix #1 COVID-19 mitigation efforts with respect to its campus ventilation systems during the 2022-23 school year.⁶

C. Visitors

Visitors are permitted on Phoenix #1 campuses. However, Phoenix #1 will discourage persons exhibiting illness symptoms from visiting. As a heightened risk response measure,

⁵ The ASHRAE measures are derived from those developed by the ASHRAE Epidemic Task Force, and are available at <https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-reopening-schools-and-universities-c19-guidance.pdf>.

⁶ Note that these enhanced ventilation measures were undertaken at Phoenix #1’s discretion and were implemented to supplement and enhance HealthyVerify recommendations.

Phoenix #1 may implement limitations on visitors on its campuses.

D. Restrooms

Restrooms will be cleaned regularly according to ordinary timeframes.

E. Playgrounds and Recess

Playgrounds and recess equipment will be used as normal. Field Trips and School Gatherings

F. Field Trips and School Gatherings

Field trips and school gatherings will occur as normal, although larger events will be held outside whenever possible. These activities may be limited, occur in a modified format, or be canceled as a risk response measure.

G. PEER, Extracurricular Activities, and Youth Sports

Youth sports and after-school childcare and activities will continue to operate. These activities may be limited, occur in a modified format, or be canceled as a risk response measure.

VI. Buses and Transportation

Phoenix #1 transportation services will operate as normal. As a heightened risk response measure, Phoenix #1 may strongly recommend students to wear masks on buses.

VII. Infected Persons Protocol

In the event Phoenix #1 becomes aware of a COVID-19 infected person on one of its campuses, the steps below shall be taken. Phoenix #1 will separate employees and students exhibiting COVID-19 symptoms immediately. These employees and students should be sent home as soon as possible. If any person exhibiting COVID-19 symptoms cannot leave campus immediately, they will go to the Quarantine Area.

If a Phoenix #1 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 Phoenix #1 employee) will personally contact the parent or guardian of the student. School nurses and aides working in the Quarantine Area shall wear appropriate personal protective equipment when caring for ill persons.

After these immediate steps have been followed, guidelines for employees listed in Section II, Subsection C and students listed in section III, subsection B must be strictly followed.

VIII. Compliance

To ensure that these procedures are fully implemented, Phoenix #1 will designate certain employees as Health Safety Managers. These designations and the scope of responsibilities assigned will be determined as Phoenix #1 deems appropriate.

Health Safety Manager

Phoenix #1 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.

IX. Family and Community Engagement and Communication

Phoenix #1 shall determine family and community expectations regarding its strategies and communications related to COVID-19. Phoenix #1 will provide family and community stakeholder groups with regular two-way communication regarding its COVID-19 mitigation strategies during the 2022-2023 school year and clarify that these procedures are *subject to change* on as-needed basis pursuant to HealthyVerify, ADHS, MCDPH or CDC recommendations. Communications will also emphasize the importance of adults self-monitoring their health and watching for symptoms in children. Communications will reference the symptoms described under Subsection II(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 Phoenix #1 or any school campus should be 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. Phoenix #1 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.**