

Open Doors Community School
COVID Response Procedure
Updated September 6, 2021

Open Doors Community School will follow guidance from the Centers for Disease Control, the Pima County Health Department, and the State of Arizona to prevent and respond to COVID-19 transmission. These procedures may change at any time to comply with changing guidance. This procedure applies to all students, staff and visitors unless otherwise indicated. The following protocols and procedures guide our practice:

School Entry

1. By executive order of Governor Doug Ducey, all public and charter schools may not require masks or vaccinations after September 29, 2021, but may do so until that time. Open Doors strongly recommends that all children and staff mask during the day, and that all students and staff over the age of 12 become vaccinated to protect the children and staff in our care who are unable to do so.
2. Mask wearing will be encouraged by all staff, and staff may offer masks to children at any time. Until September 29, 2021, staff may require any child who displays signs of sickness to wear a mask, and the principal may require school-wide mask use as a COVID prevention measure, especially if we learn of reported cases.
3. Throughout the year, parents may require their children to wear a mask and we will honor your requests. Please place your written request on file at our main office for our records.
4. All visitors, including parents and vendors, must be masked to enter the building. All visitors are to remain in the lobby only, unless approved to enter further by the Principal.
5. An ODCS staff member will temperature check all children and adults before entry. No person with a fever will be admitted into the building.
6. Upon entry into the building, all persons must use hand sanitizer.
7. By entering the building, all persons are self-certifying that they are symptom free, have not been exposed to the virus, and do not have someone in their household showing symptoms or ordered to quarantine by medical or government officials.

Illness Management

8. All staff and students are advised to stay home if they are experiencing any symptoms of any illness or COVID-19, including symptoms you believe are due to allergies, colds, or

any cause other than COVID-19. Symptoms include, but are not limited to coughing, sneezing, shortness of breath or difficulty breathing, headaches, fever, chills, muscle pain, sore throat, loss of taste or smell. We encourage staff and students to stay home even if you do not have a fever.

9. Both staff and students must stay home if you are experiencing a fever of any kind, for any reason. A doctor's note and negative COVID test will be required for return to school.
10. No staff or children should be pre-medicated to reduce fevers for temperature checks. If a child reports that they were pre-medicated by a parent, they will be sent home sick.
11. All children who come to the front office to report any of the symptoms mentioned above, whether or not they exhibit a fever, will be asked to sit, and isolate, and parents/guardians will be called to pick them up and monitor them at home.
12. At any time, teachers may use their discretion to have children sent home sick if they are exhibiting any symptoms that could be COVID-related.
13. If a child is sent home with a fever, they must receive a COVID test and provide a doctor's note and proof of a negative COVID result to return to school. If a child is sent home without a fever, we ask that you keep that child home for one additional day to monitor them. If they develop a fever, they must show proof of a negative COVID test result prior to returning to school.
14. COVID testing is often the best precaution you can take. ODCS reserves the right to ask staff or parents to bring themselves / their child for a COVID test, whether or not the person in question has a fever. In the case that a COVID test is requested, proof of negative COVID results must accompany the person upon return to school.
15. If a child is sent home and misses multiple days of school, parents may request that their teacher provide a take-home packet to continue instruction and schoolwork from home.

Reporting & Quarantine

16. All parents and staff must report any exposure to the virus immediately to your teacher, the front desk, or the Principal. Any staff member who receives a report must notify the Principal immediately. Exposure is defined as:
 - a. Within 6 feet of an infected person for a minimum of 15 minutes, or
 - b. A positive COVID test, or
 - c. Anyone who lives in your household(s) positive COVID test.
17. If the person reporting exposure is still in the building, they will be required to leave or isolate until pick-up. The exposed person will be asked to Quarantine from the school in

accordance with the most recently published State of Arizona and Pima County Health Department Guidelines.

18. All persons who live in the same household must quarantine if any one of them is required to do so.
19. All children and staff members who have quarantined due to COVID-19, must provide a doctor's release and proof of a COVID negative test within 48-hours prior to returning to work/school.
20. If an affected person is contacted through contact tracing by a school, government office, coalition, or any other entity, the student, staff member and/or visitor is to notify the Principal immediately to determine next steps.

School Sanitizing

21. At the end of each workday, all staff will sanitize their workspaces and high traffic/high touch areas therein, including computer keyboards, phones, and door handles.
22. Each evening, the school is cleaned and sanitized by the janitorial team, and specially sanitized with antiviral cleaning bi-monthly or upon notified exposure, as needed.

COVID-19 Exposure/Testing Notifications:

23. When the Principal is notified of a school exposure, they will notify all staff and the parents of the child's classmates. The Principal reserves the right to notify the entire school if it is believed that the child encountered others at the school.
24. The Principal may quarantine a class or the entire school, at any time, in accordance with State of Arizona or Pima County Health Department Guidelines. Should this happen, teachers will send home student packets and assignments to continue at-home learning.
25. All staff members who experience exposure or test positive for COVID-19 must notify HR within 24 hours, in addition to the Principal. HR will contact the staff member to determine if the staff member is eligible for Emergency Sick Leave (through September 30, 2021) and to discuss contact tracing with the staff member. Upon a negative result, the staff member will no longer be eligible for Emergency Sick Leave.
26. All COVID-19 positive tests may necessitate reporting to the appropriate health authorities.

Community Events:

27. ODCS will hold and sponsor in-person events on the school premises, outside of school and afterschool hours, in accordance with CDC, State of Arizona, and Pima County Health Department Guidelines.
28. After ODCS resumes event activities. Participation in any community activity on behalf of the school must receive prior approval by the Principal.

COVID Pooled Testing

Open Doors Community School will participate in the Concentric Pooled Testing program, funded by the State of Arizona, beginning in early September. Parents will be asked to opt-in their children for testing. Additional Information will be sent to parents.

Travel

When a staff member or student travels by air they will be considered to have been exposed to COVID-19, and the most recent quarantine regulations will apply. Please take this into consideration when making plans for breaks and holidays.

***For the safety of the children in our care, this procedure is subject to modification at any time.
These procedures are in force until further notice.***