



# CHANDLER TRADITIONAL ACADEMY LIBERTY CAMPUS

*"Providing A Choice In Education"*

September 10, 2020

Dear CTA Families,

As we get closer to reopening on September 14<sup>th</sup> for our Kindergarten through second grade students and on the 21<sup>st</sup> for our third through sixth grade students, we are working diligently reviewing our safety practices and procedures. It seems like a very long time ago, I sent the first video showing you what a classroom would look like and some of the safety measures that were going to be in place. Since that video in July, things have changed and we are adjusting according to the latest information. The re-opening procedures we are implementing are attached for you to review and will also be available on CTA Liberty's website. We will be monitoring and adjusting as needed. Please keep in mind if we follow the basic practices, washing hands often, coughing/sneezing into an elbow, wearing a mask, social distancing, and staying home when feeling sick, we will be able to continue to meet the benchmark metrics, which will allow us to stay open with in-person learning. In addition, our custodians and staff will be implementing additional cleaning measures throughout the day when students are moving around the campus.

We must work together to provide a safe environment with an understanding that things will be different. Parents will not have access to the playgrounds or campus, and we are asking you to stay in your vehicles when picking up/dropping off your student. We are changing our pickup and drop off procedures as well. Please review the attached reopening procedures. These changes will allow us to utilize additional entry/exit points in our school for students and minimize students congregating around campus. Families with multiple students can have their oldest student meet their younger sibling at their designated spot and be picked up together.

It will take some time to adjust to our new procedures and it is my intent to provide the safest environment for our students and staff, ensuring our students are healthy socially and emotionally while continuing our high behavioral and academic standards.

I have spoken to many families over the last few months and I understand the specific situations and challenges many of our families are dealing with each day. We will continue to navigate and work together. Thank you for your support, understanding, and patience.

Respectfully,

Anthony M. Smith, Principal

attachment



# CTA Liberty

## Re-Opening Procedures

### **Staff Arrival:**

- Check temperature before leaving your house.
- Stay at home if you are sick/signs of COVID-19.
- Social distance upon arrival.
- Face coverings at all times. Face coverings **do not** need to follow our dress code colors.
- Wash / Sanitize hands often.
- Duties and student supervision will require social distancing among peers.
- Everyone will have duty every day on the playground as well as grade assigned areas after school.

### **Student Arrival:**

- K, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades drop off in the back parking lot (north).
- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades drop off in the front parking lot (south).
- Parent drop off: Parents remain in car, each grade enter through designated point of entry, then proceed directly to the classroom.
- Walkers: Each grade enter through designated point of entry then proceed directly to the classroom.
- Bus drop off: Each grade enter through designated point of entry then proceed directly to the classroom.
- All classroom doors will be propped open.
- Parents/Guardians/ Visitors are not allowed to be on campus.
- Sanitize hands upon entering the building at designated point of entry or classroom.
- Kids Express students will be walked to their classroom.
- Monitor students for symptoms, but also know student health conditions to avoid overreaction.

### **Front Office:**

- Office available by appointment only.
- Parents are not permitted to visit for lunch.
- No volunteers at this time.
- Please call 480-883-4903 to report an absence.
- If an item needs to be dropped off for a student, please call the front office once in the parking lot and someone will come out to get the item. An email will then be sent to the teacher. The office will not be delivering any items.
- Classroom questions should be sent to classroom teacher. Email is the best communication option to reach teachers.

## **Classroom Set-up:**

- All students face forward.
- Start rows against one wall and work 4-6 feet to the opposite wall, if available.
- Students social distancing is the priority.
- Students are required to wear face coverings. Face covering breaks will be given.
- Place small group students together in their regular seats, so you can go to them, instead of them coming into a small group.
- Keep Cohorts of kids together - when switching classrooms, whole group moves.
- Teachers will sanitize desks between transitions.

## **Recess:**

- The Playground is split into four zones to assist with social distancing.
- Grade level recess must be scheduled to limit large gathering.
- Each teacher supervises their own class in the assigned zone.
- Each class plays in one zone per day.
- Transitions are supervised by the teacher.

## **Student Transitions:**

- Students are masked during all transitions.
- All transitions will be organized and supervised by staff and/or Classroom Teacher.
- Always route the direction of students during a transition so that a grade level is not bunched up in one place at one time. Example: Lunch and specials.
- Use arrows for flow of traffic.

## **Restrooms:**

- Please do not share bathroom passes for students.
- Only four students in the restroom at one time.

## **Lunch:**

- Students will be responsible for their lunch box before and after lunch. We will not be utilizing any lunch bins.
- To maintain safety guidelines some grades will be split in half between their classroom and the multipurpose room.
- Students will wash or sanitize their hands before entering the multipurpose room.
- Students will enter the multipurpose room through the designated doors in the main building hallway.
- Students buying lunch will enter through the door closest to the 2<sup>nd</sup> grade hallway.
- Students bringing lunch will enter through the door closest to the 3<sup>rd</sup> grade hallway.
- Students will exit the multipurpose room through the designated doors marked "Exit only". Exit doors are located on the north and west side of the multipurpose room.
- Tables are marked where students may sit. Two students to each table.

- Students may remove their face coverings once they have sat down.
- Students are not permitted to get up other than to use the restroom. If something is needed, a staff member will assist them.
- Trashcans will be brought around to the tables for students to throw their own trash away.
- Students will be dismissed by table to avoid overcrowding at exits.
- Once outside students will go to their assigned zone to play.

## Health Office Protocol:

- Information from the Health Office

### CUSD Teacher Guide for Sending Students to the Health Office

HANDLE IN CLASS	SEND TO HEALTH OFFICE	MASK STUDENT & SEND TO HEALTH OFFICE
<ul style="list-style-type: none"> <li>•Old Injury or Injury Sustained off Campus</li> <li>•Minor Cut, Scrape, Abrasion or Sliver</li> <li>•Minor Stomachache (not resolved after 10 min. of rest and bathroom use)</li> <li>•Hunger</li> <li>•Mosquito Bites</li> <li>•Minor Nosebleed</li> <li>•Chapped Lips</li> <li>•Loose/Lost Tooth/ Brace care (no wax available)</li> <li>•Dress Code/ dirty/ muddy clothing/ broken shoes/ untied shoes</li> <li>•Hygiene concerns/feminine concerns/cramps</li> <li>•Minor eye irritation/Contact Lens issue</li> <li>•Nits (no live lice present)</li> <li>•TLC</li> </ul>	<ul style="list-style-type: none"> <li>•Significant New Injury: Head, Eye, Bone, or visible swelling</li> <li>•Deep Cut or Heavy Bleed from Cut or Wound</li> <li>•Severe abdominal Pain</li> <li>•Chronic Illness: Diabetes, Asthma</li> <li>•Allergy: Nut/Food, Bee, Environmental</li> <li>•Heavy or Continuous Nosebleed (nosebleed greater than 10 min)</li> <li>•Earache (severe discomfort and/or fever)</li> <li>•Tooth ache or braces pain</li> <li>•Rash with/without fever and/or signs of illness or behavioral changes, uncomfortable or itchy</li> <li>•Bee Sting, Spider, Scorpion bites or worsening/allergic type reaction to previous bug bites.</li> <li>•Pink Eye (red, itchy, and purulent draining eyes)</li> <li>•Live Lice</li> </ul>	<ul style="list-style-type: none"> <li>•Visual: flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), paleness, blue lips or nails, fatigue, or coughing?</li> <li>•Patients with COVID-19 may experience the following signs or symptoms over the course of the disease: <b><u>New onset cough or shortness of breath or fever of 100.4 (or higher) OR any of the following:</u></b> <ul style="list-style-type: none"> <li>•Chills</li> <li>•Fatigue</li> <li>•Muscle or body aches</li> <li>•Headache</li> <li>•New loss of taste or smell</li> <li>•Sore throat</li> <li>•Congestion or runny nose</li> <li>•Nausea or vomiting</li> <li>•Diarrhea</li> </ul> </li> </ul>

\*\*\*\*\*PLEASE NOTE YOU WILL BE NOTIFIED IF THE HEALTH OFFICE IS AT CAPACITY AND/OR SEEING EMERGENCIES ONLY\*\*\*\*\*

\*These recommendations are current as of 7/10/2020. Recommendations are subject to change as the situation evolves. For more information, please visit [maricopa.gov/COVID19](http://maricopa.gov/COVID19).



# CUSD COVID-19 EXCLUSION GUIDELINES

Exclude **symptomatic** students, staff, and visitors who have **ANY ONE** of the following: fever of 100.4 or above, new onset or worsening cough, shortness of breath not attributable to underlying cause (e.g., asthma), diarrhea, vomiting, chills, congestion or runny nose, headache, muscle or body aches, nausea, new loss of taste or smell, sore throat.

Exclude **asymptomatic** students, staff, and visitors who have had a **positive COVID-19 test OR live with someone diagnosed with COVID-19.**

## RETURN TO SCHOOL/WORK REQUIREMENTS

### Student/Staff Have Been Evaluated by Healthcare Provider

COVID Diagnosis			Non-COVID Diagnosis
Positive Lab Test	Asymptomatic –	Symptomatic - Negative Lab Test	
<b>Symptomatic –</b> Fever free for 24 hours without fever reducing medications AND improvement of symptoms AND 10 days have passed since symptoms first appeared.	<b>Asymptomatic –</b> 10 days have passed since date of COVID-19 test collection.	<b>Symptomatic - Negative Lab Test</b> Fever free for 24 hours without fever reducing medications AND improvement of symptoms AND 10 days have passed since symptoms onset.	<b>No Lab Test</b> Fever free for 24 hours without fever reducing medications AND improvement of symptoms AND 10 days have passed since symptom onset.
<small>*If the date of symptom onset is unknown, then use the date of COVID-19 test collection.</small>		<small>*See Maricopa County <a href="#">Home Isolation Guidelines</a> for more detailed information.</small>	

### COVID Symptoms Have Not Been Evaluated by Healthcare Provider

Return to school/work when fever free for 24 hours without fever reducing medications AND improvement of symptoms for at least 24 hours.

### No Symptoms and Lives with Person Diagnosed with COVID-19

Separate yourself from the ill person. Return to school when 14 days have passed since last exposure and no symptoms are present.

\*If symptoms develop in the 14-day monitoring period: Stay home and follow Maricopa County [Home Isolation Guidelines](#).

\*These recommendations are current as of 7/27/2020. Recommendations are subject to change as the situation evolves. For more information, please visit [maricopa.gov/COVID19](http://maricopa.gov/COVID19).

## Student Dismissal:

- Classroom teachers monitor students, all other available staff will supervise outside per schedule.
- Staggered Dismissal.
- First dismissal at **2:30: K-1**
- Second dismissal at **2:35: 2<sup>nd</sup> and 4<sup>th</sup>**
- Third dismissal at **2:40: 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup>**
- Teachers **must** dismiss on time.
- Kinder pickup will be in the back parking lot (north). Kinder teachers will have a radio and stay in the playground area with their students. Back curb will call for students to come out.
- 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades pick up in the back parking lot (north).
- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades pick up in the front parking lot (south).
- Families with siblings: Students will be picked up in the youngest sibling’s location.