

#1 Priority Is the Health and Safety of ACYR Students, Employees & Their Families

Promoting Good Workplace Hygiene and Prevention Practices

Please review all links and videos provided in this document to ensure the health and wellbeing of all staff, students and families. When there is an outbreak, the following information and practices will be implemented by all staff and students.

Prevention and Protection

Thoroughly review the [Prevention](#) and [Protection](#) information on the CDC website.

- Informational video about workplace hygiene which will be required to be read & viewed by each ACYR staff member and student. *Click links in this document to watch.
- [Wash hands often:](#)
 - All staff and students are asked to [wash their hands](#) for at least 20 seconds after you have been in a public place, or after blowing your nose, coughing, or sneezing
 - Cover coughs and sneezes
 - Throw used tissues in the trash
 - Find ways to increase handwashing, versus hand sanitizer which does not work as well as soap
- Avoid close contact with people by maintaining [\(social\) distances](#) especially if they are sick
- Cover your mouth and nose with a mask when around others
- [Wear a facemask](#) if you are sick
- [Clean and disinfect](#) frequently touched surfaces [daily](#)
- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other [symptoms](#) of COVID-19

Illness

- [Staff or students who show signs or symptoms](#) of a cold, flu, or illness shall not report to work, especially if they have a fever. If staff or students show up ill, they will be sent home. See return to work or school section below for requirements to return to work or school.
- Accommodations will be made to ensure education and work can be accomplished remotely in case of illness. Other accommodations will be made as needed.
- [Follow guidance from the Center for Disease Control*](#)
 - Stay home except to get medical care
 - Separate from other people in your home
 - Monitor your symptoms
 - Call ahead before visiting your doctor
 - Wear a facemask if you are sick
 - Cover your coughs and sneezes
 - Clean your hands often
 - Avoid sharing personal household items
 - Clean all “high-touch” surfaces everyday

Return to work or school*

- If you had symptoms of COVID-19 it is possible to return to work or school if:
 - No fever for at least 24 hours without medicine and

OPERATIONAL FRAMEWORK FOR WELLBEING

- Other symptoms have improved (cough/shortness of breath) and
- At least *10 days have passed since symptoms first appeared

*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See [Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings \(Interim Guidance\)](#).

- **Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

*A test-based strategy is no longer recommended to determine when to discontinue home isolation, except in certain circumstances.

*** Also see the [isolation criteria](#) released by the Arizona Department of Health which further identifies when it is appropriate to return to work or when isolation is required and for how long.**

Buildings/Locations

- COVID-19 Flyers are posted and readily available on flyer stands for students, staff and the public to take home.
- All students and staff will be required to wear face coverings when on campus and when 6 ft social distancing is unable to be maintained outside.
- All students and staff will receive instructions to remain home and not come in for classes, services or work if they are sick or displaying symptoms
- When on campus, every student and staff will have their temperature taken and respond to a short survey to determine their health status. If they have a fever or if they are showing symptoms, we will ask them to leave and not return until they are free of symptoms as described above.
- Routine (between classes and meetings) of high touch surfaces; i.e. pens, keyboards, workstations, and door handles will occur throughout the day on surfaces that are “high touch”. Daily cleaning of the buildings by the ACYR/CVHS cleaning service will clean bathrooms, kitchens, door knobs and light switches.
- Disposable facemasks, gloves, hand sanitizer, disinfectants and other cleaning supplies are available throughout each building and some supplies are within the classroom for regular use.
- Each student and staff should avoid sharing electronic devices, books, games, learning aids and writing materials, such as pens and pencils.
- Building spaces modified or clearly marked to ensure adequate space (6 feet) where possible

**The decision to quarantine a class, close a portion of the school, or close the school entirely will be made in close coordination with our local health department.

***We will report any outbreaks of COVID-19 Arizona Department of Health Services (ADHS) as per their guidance. Per ADHS, having more than one case within a school does not constitute an outbreak. An outbreak is defined as two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14 day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

OPERATIONAL FRAMEWORK FOR WELLBEING

Local Outbreaks, Sporadic Work-School Closures/Disruptions. Local authorities limit additional exposure events

Trigger: 1) School Closures 2) ACYR Geographic proximity to outbreaks 3) State or Local Emergency Declaration 4) ACYR Staff/Board Consensus

The following practices will be implemented as appropriate to ensure we maintain healthy operations:

Students

- Modified school schedules or accommodated learning environments (such as distance learning) available to limit exposure
- Access to technology to allow for remote learning if technology and internet access is unavailable from home.
- Students trained to use remote tools for learning

Staff

- Flexible Work Schedules to care for children and/or family and to minimize exposure
- Discuss telecommuting plan with your supervisor * See telecommuting policy
- Ensure technology is ready for extended time working remotely (power cords, passwords, etc)
- Staff trained to use *remote* meeting tools
- Staff understand FMLA policy

Campus/Education Sites

- Begin virtual education, meetings, workshops and other similar events
- Reduced or No “In-Person” student/participant hours as deemed appropriate
- No nonessential visitors, volunteers, or activities on Campus.
- Appointments will be made 1:1 as needed and appropriate
- Minimize mixing groups and maintain cohorts if hybrid learning/working occurring

Communication

- **Regular communication with students, families and staff:**
 - Reported illness
 - Closures and restrictions
 - Changes to services
 - Available support services and resources
 - Available physical and mental health services (on and/or off campus)

Any closure will be evaluated utilizing the [“Safely Returning to In-Person Instruction”](#) guidance released by the Arizona Department of Health. The benchmarks identified in the document communicate when it is safe for instruction to occur face to face versus virtually.

OPERATIONAL FRAMEWORK FOR WELLBEING

COVID-19 Readiness Resources

- Visit [cdc.gov/COVID19](https://www.cdc.gov/COVID19) for the latest information and resources about COVID-19
- [Cleaning and Disinfecting](#)
- [COVID 2019 Situation Summary](#)
- [Prevention and Treatment](#)
- [What to Do If You Are Sick](#)
- [Pregnant Women and COVID-19 FAQs](#)
- [FAQs: Coronavirus Disease-2019 \(COVID-19\) and Children](#)
- [Stigma Related to COVID-19](#)
- [Handwashing: A Family Activity](#)
- [Handwashing: Clean Hands Save Lives](#)
- [Daily Life and Going Out](#)

CDC Guidance for Specific Audiences

- [Get Your Household Ready for Coronavirus Disease 2019 \(COVID-19\)](#)
- [Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-2019\)](#)
- [Guidance for Administrators of US Institutions of Higher Education \(IHE\) to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Guidance for Travelers](#)
- [Guidance for Pets and other animals](#)