



## Mitigation Plan - Cambridge Academy East

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## Message from Cambridge Administration

Cambridge Academy East has created a responsible and reasonable Return to School action-plan that provides a safe and positive learning environment. We are creating structures and routines where students can be successful when they return to school for in-person learning. This plan ensures that your child(ren) will continue to receive the high quality educational experiences that you have come to expect at Cambridge Academy. As we forge ahead to the 2020-2021 school year, we want you to know we are here to support our students, parents, staff, and community while maintaining our family atmosphere. While there is no perfect solution, we strive to always give parents and guardians complete and up-to-date information to make the best decisions for their families.

### Mitigation Plan & Safety Measures

The following information outlines Cambridge Academy's commitment to the health and safety of our students and families, teachers, and staff. Our safety measure includes existing CDC guidelines as well as our response. This information is also available on our website by clicking [here](#):

### Containment/Cohorts

#### CDC Guidelines

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Limit mixing between groups whenever possible.

### Cambridge Academy's Plan

- Reducing class sizes (12-15)
- Spreading desks, face forward and tables 6 feet apart to the greatest extent possible, with assigned seating
- Recess schedules for fewer students on playground
- Students remain in the same class throughout the day (will have breaks outside, in the class, etc.)
- Electives will be held in the classrooms
- Lunch will be in the classroom
- Physical guides placed in hallways such as directional arrows

### Intensify Cleaning and Disinfecting

#### CDC Guidelines

- Corona-viruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19.

#### Cambridge Academy's Plan

- Hand sanitizers near classroom entries.
- High touch surfaces sanitized throughout the day.
- Staff is provided with disinfectant to use as needed throughout the day.
- Classrooms cleaned daily, bathrooms frequently throughout the day.
- Facilities are cleaned and sanitized daily.

#### Gatherings/Visitors/Field Trips:

##### CDC Guidelines

- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

#### Cambridge Academy's Plan

- Large gatherings will be hosted through webinars and hosting live virtual sessions. All events will be recorded and posted for view as feasible.
- Visitors will not be allowed on campus (past the front office) unless determined essential.
- Parent meetings, including special education -related meetings will be held virtually until further notice.
- Student of the month and other assemblies will be held in classrooms in an alternative format.
- Virtual field trips will be hosted in place of regular field trips.

#### Face Coverings

**Until further direction and subject to current [Executive Order 2020-51](#) which states that wearing a face mask is required for all students and staff:**

#### Cambridge Academy's Plan

- Students/staff may use face shields as an alternative to cloth face masks. If using a face shield, it is recommended that it be worn with a covering around the base of the shield so as to create a "closed loop."
- Younger students may require assistance when wearing a cloth face mask or face shield and may need help putting them on, taking them off, and getting used to wearing them.

- Even when face coverings are worn, proper physical distancing is recommended.
- Face coverings should never be shared by others or worn dirty.
- Students will be given breaks from wearing face coverings when they can physically distance (playground, recess) and when they are eating snacks and lunch.
- Students/staff who have specific health issues may complete a waiver which includes a doctor's authorization.

***Cover your mouth and nose with a mask when around others.***

- You could spread COVID-19 or other diseases to others even if you do not feel sick.
- The face mask is meant to protect others in case you are infected.
- Everyone should wear a face mask in public settings and when around people who do not live in your household, especially when other social distancing measures are too difficult to maintain.
- Face coverings should not be placed on children under 2, anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance or has specific health issues which could be impacted negatively by wearing a face mask.
- Continue to keep distance between yourself and others when possible. A face mask is not a substitute for physical distancing.

***Face masks must be worn by every individual, over the age of 5, not working alone at the location.***

***Face masks should not be worn by:*** Those with a disability that prevents them from comfortably wearing or removing a face covering as well as those who are advised by a medical professional. To obtain a medical waiver form, contact your campus administrator. This must be signed prior to starting on-campus.

## **Food Service**

### **CDC Guidelines**

- Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.

### **Cambridge Academy's Plan**

- Students will bring their lunch and eat in their classroom or outside where social distancing will be practiced.
- Lunch staff will be monitoring each classroom and cleaning up.

- Students will be directed to use proper hand washing, or hand sanitizer, prior to eating snacks and lunch.
- Staff will closely enforce our no sharing of food policy

## Hand Washing

### Cambridge Academy's Plan

- Staff of Cambridge Academy has been trained in hand washing prior to the start of school. Staff is required to follow the hand washing policies.
- Students are trained within the first three days of school. The training includes videos, staff training students, posters hung throughout the school and verbal reminders. Hand washing includes soap/water method and hand sanitizer.
- Parents need to train their students at home on washing hands following the CDC guidelines. The CDC guidelines have been posted on Cambridge Academy's website for reference.
- If students bring their own hand sanitizer, students may not share with any other person and the parent understands if the sanitizer does not meet CDC guidelines, Cambridge Academy is free from liability.
- Teach and reinforce hand washing with soap and water for at least 20 seconds, and increase monitoring to ensure adherence among students and staff. Posters are located in communal spaces, staff and students are trained.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds.

## Water Systems

### Cambridge Academy's Plan

- Water fountains will not be in use for the start of the school year.
- Students are encouraged to bring up to two water bottles per day.
- If needed, students will be able to use automatic bottle filler to refill their water.
- Water bottle filler will be cleaned and follow recommended guidelines for use.

## Health Screenings

### CDC Guidelines:

- If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and students.
- Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

### Cambridge Academy's Plan

First checkpoint for screening starts at home:

- Keep child home if displaying any COVID-19 symptoms
- Encourage you to self-report if you have a family member displaying symptoms, has been exposed or tested positive.
- Upon arrival to the school, parents or appointed adult, will be required to verbally answer the following questions for each of their child:
- Please confirm that your child does not have:
  - fever or chills
  - cough or
  - shortness of breath or difficulty breathing
  - or other COVID 19 symptoms

If the staff member upon visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. A staff member may take temperature if needed. Student will be asked to return home.

## Playground Protocols

### CDC Guidelines

- Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proved to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

### Cambridge Academy's Plan

- Playground structures will be closed.
- Play equipment must be brought from home and used only by that student (put name on with a sharpie pen).
- Playgrounds will be "zoned" to maintain physical distancing.

## Reported Cases

### CDC Guidelines

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### Cambridge Academy's Plan- Reporting Procedure

The Center for Disease Control and Prevention and State and County Health Departments procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents, and families will be notified of major changes to reporting procedures.

#### **If a student becomes sick with COVID-19 symptoms or reports a positive COVID-19 test the procedures listed below should be followed:**

- 1.) The parent/guardian reports information to the School Office/Administration. Confidentiality must be maintained to the greatest extent possible.
- 2.) If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear PPE, or a facial covering, and will maintain physical distance from the students at all times, unless there is an emergency. Staff will immediately notify a parent or emergency contact to pick up the student and will call 911 if the student appears to be in medical distress.
- 3.) School site will call the parent to discuss possible exposure. If they are not reachable or decline to discuss the matter, the school will operate under the presumption that there is a possible COVID-19 exposure.
- 4.) Areas that were exposed to symptomatic students will be thoroughly cleaned and disinfected.
- 5.) The student will be excluded from the school until they have completed the isolation period as outlined in the COVID-19 Release from Isolation Guidance- Flow Chart <https://www.maricopa.gov/DocumentCenter/View/62154/Release-from-Isolation-Guidance-Flow-Chart> or the Maricopa County Department of Health Home Isolation Decision--Making Tool <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html>.
- 6.) The School Office/Administrator will report confirmed cases of COVID-19 to the Maricopa County Department of Health (MCDH) by filling out the attached COVID-19 School Report Form <https://www.maricopa.gov/DocumentCenter/View/62052/School-Report-Form-fillable-?bidl=> or School Reporting Line List and faxing it to 602-372-8935.
- 7.) The Office/Administrator will assess who may have had close contact with the individual at school in the two days prior to symptom onset and will inform staff and parents/guardians of their child's possible exposure to COVID-19 at school. School personnel must maintain confidentiality of the infected student as required by the Americans with Disabilities Act ("ADA"), Family Educational Rights and Privacy Act ("FERPA"), and the Health Insurance Portability and Accountability Act ("HIPAA").

8.) The Office/Administrator will send the MCDH COVID-19 School Report Form to Ms. Amy Monarrez, Superintendent.

**If an employee becomes sick with COVID-19 symptoms or reports a positive COVID-19 test the procedures listed below should be followed:**

- 1.) The employee must report to the immediate supervisor. Confidentiality must be maintained to the greatest extent possible.
- 2.) If an employee is at work, immediately isolate the individual. Follow protocol for contact with someone who is ill, including removing the employee from the work environment safely and/or interacting with the individual with appropriate physical protective equipment (PPE) and physical distancing.
- 3.) The supervisor will send the individual home immediately.
- 4.) Areas that were exposed to symptomatic employees or students will be thoroughly cleaned and disinfected.
- 5.) The employee will be excluded from work until they have completed the isolation period as outlined in the COVID-19 Release from Isolation Guidance- Flow Chart <https://www.maricopa.gov/DocumentCenter/View/62154/Release-from-Isolation-Guidance-Flow-Chart> or the Maricopa County Department of Health Home Isolation Decision-Making Tool <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html>.
- 6.) Based on information received from the employee, the supervisor will determine other employees or students who have had “close contact” with the individual so as to make informed decisions regarding next steps. The Center for Disease Control defines “close contact” as someone who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to specimen collection) until the time the patient is isolated.
- 7.) The supervisor will fill out the COVID-19 School Report Form <https://www.maricopa.gov/DocumentCenter/View/62052/School-Report-Form-fillable-?bidId=>. If it is a confirmed case of COVID-19, send the form to the Maricopa County Department of Health (MCDH) by faxing it to 602-372-8935 and send it to Ms. Amy Monarrez, Superintendent. If the case is not confirmed, the supervisor will send the MCDH COVID-19 School Report Form only to Ms. Monarrez, Superintendent.
- 8.) The supervisor will inform staff/parents/guardians of possible exposure to COVID-19 but maintain confidentiality of the infected individual as required by the Americans with Disabilities Act (“ADA”) and the Health Insurance Portability and Accountability Act (“HIPAA”).

**Reporting and Notification**

The Americans with Disabilities Act (“ADA”), Family Educational Rights and Privacy Act (“FERPA”), and the Health Insurance Portability and Accountability Act (“HIPAA”) will be considered in any district disclosure of possible COVID-19 infection.

In each instance, Cambridge Academy East will maintain all information as a confidential medical record and will only disclose relevant non-identifying information to those individuals the district is permitted to provide notice. The Arizona Attorney General’s office has issued recent guidance on this issue: <https://www.azag.gov/sites/default/files/2020-03/I20-005.pdf>.

## Shared Belongings

### CDC Guidelines

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubicles, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

### Cambridge Academy’s Plan

- Students will keep their own individual supplies and will be stored in separate areas.
- Shared school supplies will be wiped down on a regular basis.
- Students will have their own individual computer devices.
- Students are not to share supplies/materials to the greatest extent possible.

## Signs and Messages

### CDC Guidelines

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Broadcast regular announcements on reducing the spread of COVID-19 on PA systems.
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

### Cambridge Academy’s Plan

- Physical guides including posters on wall 6 ft apart, floor decals indicating 6 ft. on commonly walked paths and in drop-off and dismissal areas.
- Regular school messages to parents with the latest guidelines from the CDC, state, and local health authorities.
- Health and cleaning tips will be sent weekly on the Weekly Outlook to parents and staff
- Student announcements and/or meetings will include how to reduce the spread of COVID-19 and germs.

## Social Physical Distancing

### CDC Guidelines

- Space seating/desks at least 6 feet apart when feasible.
- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).
- Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

### CAMBRIDGE ACADEMY Plan

- Modified Layouts:
  - Hybrid model allows for 50% class size reduction and class sizes of 12-15 students.
  - Modified classroom layout allows for student desks to be 6ft apart, facing forward, to the greatest extent possible
- Students will remain in their classrooms throughout the day to limit mixing between groups as much as possible (cohorting).
- Students will have assigned seating.
- Plexiglass partitions have been placed in front offices and portable partitions are available for staff needing to be in proximity with students for speech services, students with special needs, etc.
- Physical guides (posters and floor decals measuring 6ft apart).
- Social distancing protocols will be used outside of the classroom along with limited use of common areas when feasible.
- If an emergency arises that requires a staff member to touch a student or another staff member, resume social distancing as soon as safely possible, wash hands, and disinfect any surfaces touched.

## Training Employees

Cambridge Academy’s Plan Train all employees prior to the start of school:

- Handwashing
- Social distancing
- Cloth face coverings
- School-wide procedures
- Sanitizing
- Daily Employee and student screening

## Ventilation

### CDC Guidelines

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors.
- Do not open windows and doors if they pose a safety or health risk to children using the facility (e.g. allowing pollen in or exacerbating asthma symptoms).

### Cambridge Academy's Plan

- Increase ventilation by opening doors when temperature allows and as available within classrooms (fan/vent on AC units).
- Change air filters on a regular schedule.

## Communal Spaces

### CDC Guidelines

- Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

### Cambridge Academy's Plan

- Playground structures (playground equipment such as swings, monkey bars, etc.) will be closed temporarily due to lack of feasibility to maintain 6 feet, will reevaluate after school is open and staff is able to monitor safety.
- Offering more independent learning games or easily to social distance such as hopscotch, tic tac toe, individual basketball hoops, jump ropes, hoola hoops, etc.
- Open play areas are "zoned" for each designated class.
- Lunch will be served in classrooms.
- Keep all doors, as feasible, propped open to limit use of touching door handles.
- Classrooms are assigned bathrooms to keep in the same cohort.

# COVID-19 Release from Isolation Guidance - Flow Chart

Revised - 5 August 2020



## SYMPTOMS

At the time of testing/evaluation, was the patient experiencing symptoms consistent with COVID-19? <sup>†</sup>

Interactive Isolation Guidance Tool available at:  
[Maricopa.Gov/COVIDisolationTool](https://www.maricopa.gov/COVIDisolationTool)

**YES,**  
symptomatic.

**NO,**  
asymptomatic.

- <sup>†</sup>Symptoms of COVID-19 may include:
- Cough, shortness of breath or difficulty breathing
  - Fever or chills
  - Muscle or body aches, headache
  - Fatigue
  - Nausea or vomiting, diarrhea
  - Sore throat, congestion or runny nose
  - New loss of taste or smell.
- Symptoms can range from mild to severe illness and appear 2-14 days after exposure.

**PCR or Antigen Test**  
result available?

**PCR or Antigen Test**  
result available?

**NO, including:**  
 - Awaiting result  
 - Serology tested only (regardless of result)  
 - Not tested.

**YES,**  
result available.

**YES,**  
result available.

**NO, including:**  
 - Awaiting result  
 - Serology tested only (regardless of result)  
 - Not tested.

If awaiting test result, follow **POSITIVE** guidelines then re-evaluate when test result is known.  
 Otherwise, get a **PCR or Antigen test** and follow **POSITIVE** guidelines then re-evaluate when test result is known.

**POSITIVE**  
 Isolate until all the following are met:  
 At least **10 days** since symptoms appeared.  
 At least **24 hours** since last fever without the use of fever-reducing medication.  
 Other symptoms have improved.

**NEGATIVE**  
 Isolate until all the following are met:  
 At least **24 hours** since last fever without the use of fever-reducing medication.  
 Other symptoms have improved.

**POSITIVE**  
 Isolate for **10 days** from when the specimen was collected.  
 If symptoms develop, follow the guidance for symptomatic patients.

**NEGATIVE**  
 No isolation needed. Avoid future exposures by following everyday precautions.  
 See recommendations at: [Maricopa.Gov/COVID19](https://www.maricopa.gov/COVID19)

If awaiting test result, follow **NEGATIVE** guidelines then re-evaluate when test result is known.  
 Otherwise, PCR/Antigen testing is not recommended for asymptomatic patients without known exposure. Follow **NEGATIVE** guidelines.

**RETESTED?**  
 Extension of isolation is **not** routinely recommended if an individual is retested **within 3 months** of onset of symptoms or date of first positive test while asymptomatic.

**SPECIAL EXCEPTIONS:**  
**\*Severe Immunocompromise or \*\*Serious Illness**  
 Isolate until **all** the following are met:  
 At least **20 days** since symptoms appeared.  
 At least **24 hours** since last fever without the use of fever-reducing medication.  
 Other symptoms have improved.

**SPECIAL EXCEPTION:**  
**\*Severe Immunocompromise**  
 Isolate for **20 days** from when the specimen was collected. If symptoms develop during isolation, follow guidance for symptomatic patients.

**SPECIAL EXCEPTION:**  
**\*Known Exposure to Person with COVID-19**  
 If an asymptomatic patient (including essential workers) is a close-contact of a known case, follow **QUARANTINE** guidelines instead. See: [Maricopa.Gov/COVIDQuarantine](https://www.maricopa.gov/COVIDQuarantine)

**\*Severe Immunocompromise** includes conditions such as being on chemotherapy for cancer, untreated HIV infection with CD4 T lymphocyte count < 200, combined primary immunodeficiency disorder, or receipt of prednisone >20mg/day for more than 14 days.

**\*\*Serious illness** – e.g. hospitalized in an Intensive Care Unit (ICU). For more details, see: [www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html)