



## Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act)

### LEA Information

**1. LEA Name (one LEA per form)\***

Edkey, Inc. dba Sequoia Ranch School

**2. Entity ID Number\***

81052

**3. CTDS Number\***

138705000

**4. Plan's Primary Contact Name\***

Paul Kremer

**5. Plan's Primary Contact Email Address\***

pkremer@edkey.org

**6. Plan's Primary Contact Phone Number\***

602-672-2007

**Please submit your Safe Return to In-Person Learning Plan every six months from your prior submission date.**

Revision Timeline: May 2023-September 2023

**7. Since your last submission date, when did your LEA last review and/or revise your plan? Please provide the updated mm/dd/yyyy of your review/revision. This date should be updated from your last submission. \***

07/06/2023

**All LEAs receiving ESSER III funds must make publicly available on their website, a plan for the Safe Return to In-Person Instruction and Continuity of Services. Please list the link where the plan/template is posted on the LEA's website.**

**8. Insert the link below with directions on how to find your LEA's Safe Return to In-Person plan located on your LEA website (do not link directly to the PDF). The plan must be on the ADE template that will be downloaded from EMAC after completing your responses.\***

[https://cfaphoenix.org/apps/cross.jsp?wREC\\_ID=6472&crossPath=/apps/pages/index.jsp%3FuREC\\_ID%3D475903%26type%3Dd%26termREC\\_ID%3D%26pREC\\_ID%3D923326](https://cfaphoenix.org/apps/cross.jsp?wREC_ID=6472&crossPath=/apps/pages/index.jsp%3FuREC_ID%3D475903%26type%3Dd%26termREC_ID%3D%26pREC_ID%3D923326)

**How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the Centers for Disease Control and Prevention (CDC)**

**9. Has the LEA adopted a Governing Board policy on universal and correct wearing of masks?\***

Yes

**10. Please describe the LEA's Governing Board policy on universal and correct wearing of masks.\***

At all Edkey schools face coverings are voluntary; not required. Students, staff, and parents may elect to wear them. The choice to wear face coverings or not will be respected.

**11. Has the LEA adopted a Governing Board policy on modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)?\***

Yes

**12. Please describe the LEA's Governing Board policy on modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).\***

All Edkey schools have the following physical distancing protocols in place

- I. Modified layout
  - a) Social distancing (6 feet apart) between individuals in each classroom and during transition periods
  - b) Students to face the same direction in the classrooms
  - c) Partitions in appropriate locations to include but not limited to:
    - i) Between the lobby and front desk
    - ii) Between the kitchen and dining area
- II. Routes for transitioning around campus (one-way routes, labels on floor)
- III. Consider individuals with disabilities or special needs
- IV. Make accommodations for seating, transitioning, and health conditions
- V. Manage class sizes with given physical occupied space
- VI. Limit use of communal spaces (courtyard, dining hall, playground, etc.)

**13. Has the LEA adopted a Governing Board policy on handwashing and respiratory etiquette?\***

Yes

**14. Please describe the LEA's Governing Board policy on handwashing and respiratory etiquette.\***

Teachers and staff members will and will encourage students to:

- Wash hands often for at least 20 seconds.
- Cough and sneeze into the elbow.
- Dispose of tissues and paper towels appropriately.
- Monitor for any symptoms that would indicate possible Covid-19 or other illness.
- Hand sanitizer will be available in all classrooms and interaction points such as the front office area.
- Use of sanitizer will be encouraged when transitioning from activity to classroom to include lunch, recess, bathroom breaks.
- Students will use water stations to refill water bottles during breaks and lunch period. Drinking fountains will not be available for use.

**15. Has the LEA adopted a Governing Board policy on cleaning and maintaining healthy facilities, including improving ventilation?\***

Yes

**16. Please describe the LEA's Governing Board policy on cleaning and maintaining healthy facilities, including improving ventilation.\***

School campus will be disinfected throughout the school day:

- Restrooms will be continuously monitored and cleaned.
- Classrooms will be disinfected at lunch and after school.

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- Front office and other high traffic areas will be cleaned and disinfected throughout the school day.

Classrooms will be sprayed with disinfectant every two weeks.  
 In accordance with CDC recommendations:

- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, Edkey maintenance team will clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, Edkey maintenance team will clean the space.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

**17. Has the LEA adopted a Governing Board policy on contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments?\***

Yes

**18. Please describe the LEA's Governing Board policy on contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.\***

In the event of a positive test result, school staff will:

1. Advise staff and families accordingly
2. Designate isolation room (until able to transport off campus)
3. Arrange for home isolation (education plan)
4. Clean and disinfect the area i. Wait 24 hours before use (after disinfecting)
5. Notify appropriate personnel (organizational leaders, health department, others)

**19. Has the LEA adopted a Governing Board policy on diagnostic and screening testing?\***

Yes

**20. Please describe the LEA's Governing Board policy on diagnostic and screening testing.\***

Parents are encouraged to keep student(s) home who has(ve) a temperature and COVID19 like symptoms. At school, health aides will take temperatures and progress monitor student as well as the classroom teacher

**21. Has the LEA adopted a Governing Board policy on efforts to provide vaccinations to school communities?\***

Yes

**22. Please describe the LEA's Governing Board policy on efforts to provide vaccinations to school communities.\***

Edkey opens its school facilities to local health aid practitioners to provide testing.

**23. Has the LEA adopted a Governing Board policy on appropriate accommodations for children with disabilities with respect to health and safety policies?\***

Yes

**24. Please describe the LEA's Governing Board policy on appropriate accommodations for children with disabilities with respect to health and safety policies.\***

Special accommodations, along with compliance with all applicable state, federal, and local laws, shall be made for students with disabilities or those with unique medical needs. Where possible, these students may choose to wear a face covering and maintain physical distance. Employees who interact with these students should be informed of student preference as recommended by parent(s) in order to ensure student safety.

**25. Has the LEA adopted a Governing Board policy on coordination with State and local health officials?\***

Yes

**26. Please describe the LEA's Governing Board policy on coordination with State and local health officials.\***

Administration works with the local health department when reporting COVID19 cases and follows the recommended protocols.

## Continuity of Services

Including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.

### 27. How will the LEA ensure Continuity of Services?\*

Briefly describe an overview of the continuity of services and in the following questions you will provide more detailed information.

The LEA will ensure continuity of services to students by resuming all instruction and programming as it was prior to transitioning to distance learning. In the event of classrooms or an entire school quarantine the distance learning plan

will be implemented.

Assessments

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Benchmark assessments and DIBELS are administered according to the assessment calendar. Assessments are computer-based and can be administered to students in the classroom or in a remote location if needed. Additional information is provided in the table below.

Instruction

In-person instruction resumes as it was prior to transitioning to distance learning. In the event of individual students or

whole classrooms being quarantined, distance learning modalities will be utilized to ensure there is no delay in providing instruction to students. Additional information is provided in the table below.

Food Services

Meals are provided to students attending school. In the event of a return to distance learning meals can be picked up at the school by parents.

### 28. How will the LEA ensure continuity of services for students' academic needs?\*

In-person learning will be similar to classroom instruction prior to school closures to COVID. This includes whole group and small group instruction. Intervention will be provided to students to address learning gaps due to lost instructional time.

Instructional resources include digital components that allow students to access lesson material from home in the event a student or classroom is quarantined.

Teachers use Google Classroom for communication, instruction, and assignments for individual student and whole classroom instruction in the event a student or classroom is quarantined.

### 29. How will the LEA ensure continuity of services for students' social, emotional, and mental health needs?\*

Depending on caseload, include principal, assistant principal and counselor

- Teachers will implement 2nd Step Social-Emotional curriculum and conduct class meetings to address concerns students may have as they return to a full day school schedule during an assigned block.

**30. How will the LEA ensure continuity of services for students' other needs?\***

This may include student health and food services.

NA

**31. How will the LEA ensure continuity of services for staff's social, emotional, and mental health needs?\***

All fulltime employees and their family members have access to CIGNA's Life Assistance Program. All employees and family members have the opportunity to talk with a behavioral counselor three times, without charge. Other unlimited support is available by phone as well

**32. How will the LEA ensure continuity of services for staff's other needs?\***

NA



**The LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services through September 30, 2023**

**33. Describe the process used to seek public input, and how that input was taken into account in the revision of the plan.\***

Each school sent out a parent survey to families and communicated with staff at each site.

**After completing all responses in EMAC, save your information. Then, use the red download button to create a copy of your completed form to be uploaded to your LEA website. Once your form is uploaded to your LEA website, log back into EMAC to click the blue submit button and submit your form to be reviewed by your specialist. Your EMAC submission will not be approved unless this updated form is on your LEA website.**

**34. Did you upload the completed EMAC form to your LEA website?\***

Yes