

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



LEA Information

1. LEA Name (one LEA per form)*

Institute for Transformative Education, Inc.

2. Entity ID Number*

90876

3. CTDS Number*

108735000

4. Plan's Primary Contact Name*

Marylyn Valencia

5. Plan's Primary Contact Email Address*

mvalencia@changemakerhighschool.org

6. Plan's Primary Contact Phone Number*

520-615-2200

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

Revision Timeline: January 2023-June 2023, and July 2023-September 2023

7. When did your LEA last review or revise your plan within the last six months? Please provide mm/dd/yyyy.*

03/03/2023

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 the LEA's Safe Return to In-Person plan located on the website (do not link directly to the PDF). The plan must be on the ADE template that was provided. The narrative verbiage on the template must be identical to the narrative verbiage provided on this online form. *

On the website:
Changemakerhighschool.org
Click on menu with three lines on top right.
Then click on COVID 19 Response Plan
Then click on Safe Return to School Plan.
<https://changemakerhighschool.org/safe-return-to-school-plan/>
https://changemakerhighschool.org/wp-content/uploads/2023/05/Safe-Return-to-In-Person-Learning-Plan-Inst.-for-Trans.-Edu-Inc.-90876-3_3_2023.pdf

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.*

Use of Masks

Facemasks are most essential when physical distancing is difficult and are meant to protect other people and ourselves as we may unknowingly be infected. Facemasks should cover both the nose and mouth when worn. Reminders of these recommendations have been posted throughout all of our buildings.

Prior to entering campus students will be required to participate in a temperature check.

All students and visitor are highly encouraged to wear face covering while on campus.

All staff are mandated to wear face coverings while on campus and are optional beginning Monday, March 29, 2023.

Student will wash hands using outside handwashing stations prior to entering their classrooms.

When a positive case is reported, it must be reported to the Pima County Health Department.

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).*

Campus Entry/Exit Protocols

Designate entry/exit points for temperature checks.

In-person check in and check out for parents checking students in or out during the school day or use a kiosk at the entrance of the site for checking out.

Encourage parents to drop off/pick up students at the entrance of the campus.

Encourage social distancing in the lunch line and other places where students are lined up.

COVID pool testing is highly recommended and provided for all with signed permission weekly.

Additional testing is provided the next day by local health professionals pending a "positive pool".

Positive COVID cases will be identified with individual rapid tests when an identified "positive pool" occurs.

Classrooms, Playground, Common Areas

Staff will review proper hand-washing techniques with students and encourage regular hand washing throughout the day as well as review and remind students of safety protocols.

Provide adult monitoring to ensure students are following safety protocols.

Post reminders about wearing masks.

Students will be required to have backpacks for their belongings.

Transitions

Student movement and transitions will be minimized as much as possible

Where possible, students will be scheduled in cohort groups to minimize interactions with larger groups in one room.

Restrooms & Drinking Fountains

Proper hand-washing is encouraged and adequate supplies will be provided to support healthy hygiene behaviors.

Cleaning routines are posted

Limit the number entering bathrooms at any one time

Wear mask when flushing the toilet after use

Post hand-washing reminders in bathrooms

All traditional drinking fountains (indoor & outdoor) have been shut off

Refillable water stations installed to refill water bottles or cups brought from home.

Protocols for Adults on Campus

Each employee will need to take his/her temperature at home prior to arriving at work.

Once the employee arrives at work, there will be a designated staff member who will do a temperature check.

Employees will be required to wash their hands upon arrival at school, after being outside, before/after lunch, after sneezing, coughing, or blowing their nose; and after physical contact with other staff or students.

Employees will be required to wear face masks during interaction with students or other staff. Teachers will be provided with face shields. Face shields optional but provided to staff.

Campus Visitors

Nonessential visitors and volunteers will be encouraged to wear a mask on campus.

Parent volunteers will be encouraged to wear masks in the classroom.

Parents will report to the front office if they need to be on campus for any reason.

Principal and other administrators will determine the number of visitors for events depending on the advice of the local health department and state agencies.

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.*

Hand Washing

Adequate supplies will be provided to support healthy hand hygiene throughout the day. Staff will review proper hand washing techniques that include washing with soap and water for at least 20 seconds. Everyone is encouraged to sneeze and cough in their elbow or to cover with a tissue. Students will be encouraged to wash their hands:

Washing or hand sanitizer upon arrival at school

After being outside for student physical activity

Before and after lunch

Prior to leaving school for home

After sneezing, coughing or blowing nose

Multiple times during the day

Portable handwashing have been made and bought for the campus

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.*

Enhanced Cleaning, & Safety Protocols

Personal hygiene practices are extremely important and in an attempt to reduce the spread of the virus we have implemented various cleaning and safety measures.

Prior to reopening, inspect water systems to ensure that they are safe for use after the prolonged shutdown.

Arrange for daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools.

Playground, sports equipment, and any other shared items (if they are being used) must be cleaned between uses by groups of students.

Staff are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

Assign schedules to janitorial staff for increased cleaning of surfaces and bathrooms throughout the day.

We have researched, found, and purchased 3 of the best disinfectants to combat the COVID-19 strain and have them available on the campus.

All hand sanitizers will be vetted and purchased through approved vendors.

All classrooms and site locations have adequate cleaning supplies.

A schedule for types of cleaning to be done by custodial staff (e.g. number of times cleaning is done; disinfecting the classrooms/other locations after staff has left the building).

Posters on mitigation strategies are posted in multiple areas, Spanish posters also provided.

Schedules for restroom cleaning and disinfecting are posted throughout the sites.

Hand washing with soap and water or hand sanitizer

Upon arrival in school

Before and after lunch

Prior to leaving school for home

After sneezing, coughing or blowing nose

Scheduled distribution of PPE products to ensure an adequate supply for all sites

Air Quality

Ventilation and filtration provided by heating, ventilation and air-conditioning systems can reduce the airborne concentration of COVID-19 and thus reduce the risk of transmission through the air.

Institute for Transformative Edu. follows ASHRAE's (American Society of Heating, Refrigerating and Air-Conditioning Engineers) new guidance for operating during COVID-19.

Run the HVAC system at maximum outside airflow for 2 hours before and after occupied times, in accordance with industry standards.

Diluting the air in the space with clean and filtered outdoor air. Increased outdoor air ventilation; with a lower population in the building, this increases the effective dilution ventilation per person.

Increase the rate of exchange with fresh air from outside the building to reduce recirculation. Adjusting the settings may also help. Instead of shutting down overnight or on weekends, for instance, the HVAC system could run without interruption to increase the replacement of air and minimize airflow speeds by lowering the unoccupied setpoints.

Consistent Preventative Maintenance on all HVAC units improves air filtration with installation of high MERV filters, belt replacements, cleaned coils where required and assured outdoor fresh air dampers and actuators are operating properly.

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.*

Contact Tracing

After gathering all of the information above, the Principal or Superintendent will provide notice of potential COVID-19 exposure to all individuals identified to have close contact* with the individual who has tested positive for COVID-19.

The notification should not disclose the name of the employee, volunteer, contractor or onsite individuals causing the notification to be made unless the individual has given permission to disclose.

The interest in giving important details to protect others versus the interest of keeping the individual's identity confidential will be considered.

Additional Considerations:

Without disclosing the name of the employee (unless the employee has given permission), the location of the exposure may be disclosed.

Individuals who are notified about possible exposure will be asked to self-monitor for symptoms of COVID-19, follow the Pima County Health Department guidance for the general public and will be assigned to their home. Also, they will be asked to inform their Principal or the Superintendent if they begin to develop symptoms.

Based on the facts, the decision may be made to lock down parts of a building or the entire building temporarily so that the area(s) may be deeply cleaned and disinfected.

*Close contact is defined by the CDC as, "being within 6 feet of the person for 15 minutes or more".

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.*

Daily Health Screening

Conducting regular screening and ongoing self-monitoring throughout each school day can help reduce exposure. Institute for Transformative Education, Inc. has purchased digital thermometers that are housed in our administration office building to identify those who may be running a temperature.

Daily screening of staff and student temperatures

If students have a temperature of 100 degrees or more, isolate the child, ensure a mask is on and call the parent for pick up.

Designate isolation room(s) for sick children waiting to be picked up.

Designate the pick-up location(s) for parents picking up sick students, so they do not enter the building--designate location for student check-out.

Students may return to school once they are fever-free without medication for 72 hours.

If a staff member has a temperature of 100 degrees or more, send the employee home--ensure the staff member is wearing a mask while at the site.

High Risk Employees & Students

Additional students who do not currently qualify under 15806: Chronic Illness/Homebound, may now qualify in light of COVID.

A Chronic Illness form must be signed by a doctor, who has determined that the threat of COVID-19 increases the health risk for the student.

Students who qualify under Chronic Illness are entitled to at least 5 hours per week of instruction (fully funded).

Staff with underlying medical conditions, diagnosed, particularly if not well controlled will have the option to work from home.

Possible COVID-19 Exposure Guidelines for Employees

If an employee has been diagnosed, evaluated for, or exposed to, they will immediately contact their Principal or Superintendent and stay home.

The Principal or Superintendent will contact the employee, for the employee to provide the details of their situation and describe the symptoms (if any) they may be experiencing, and will provide the employee with direction on next steps.

Possible COVID-19 Exposure Guidelines for Principals/Department Leaders

Principals/Supervisors should take the following steps upon learning that an employee, volunteer, contractor, or other onsite individual may have been diagnosed, exposed to, or has symptoms of COVID-19. (Fever/chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, vomiting or nausea, diarrhea – CDC identified symptoms of COVID-19)

Send the individual home immediately.

The Principal will gather the details of the employee's situation so far, including how they learned about the situation and what symptoms (if any) the employee is experiencing. Also discuss if the employee can work from home.

The Principal will request the employee to provide the information via email once the telephone call has been made.

The Principal will not disclose information to other employees, volunteers, contractors or onsite individuals until pertinent to do so to safeguard other employees' health.

The employee will wait for notification from the Principal on whether the employee's site will need to be disinfected. The notification will come in an email.

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.*

Our LEA continues to update our school community with current locations for COVID vaccines in accordance with Pima County Health Department in Tucson. These updates are shared regularly through all parent communication avenues in both English and Spanish.

Our LEA provided 2 vaccination clinics on our campus April 9th and May 7th 2022. These vaccination clinics, in collaboration with Premier Medical Group offered all 1st/2nd vaccination doses for all ages and all available booster vaccinations for all age groups.

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.*

Protections for Populations at Risk The PCHD and the CDC have stated that people of any age with certain underlying medical conditions are at increased risk for severe illness from COVID19. Individuals with specific health conditions have been identified as having an increased risk for severe illness from COVID-19. Older adults and people with underlying medical conditions such as: 1. Heart, Lung, Kidney Disease 2. Diabetes 3. Obesity 4. Immunocompromised individuals The above list is not inclusive and subject to change as the science of COVID-19 evolves. Institute for Transformative Education, Inc., Inc. shall act immediately to ask every employee and parents/guardians of students with documented pre-existing health conditions matching the PCHD "at risk" criteria to voluntarily identify themselves so Institute for Transformative Education, Inc. can make efforts to offer to place these individuals in remote work environments or learn from home/ remote learning environments, where feasible. Plans for a - Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act) remote learning environment for a student who is "at risk" shall be documented in the student's record (Section 504 Plan, IEP, or Chronic Health Condition Certification).

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.*

Universal Mitigation Steps

Source: Arizona Health Department

Hand washing/sanitizing conducted throughout the day

No sharing of items

Cleaning of high-touch surfaces throughout the day

Enhanced nightly cleaning protocols

Isolation Guidance + COVID19 Isolation Decision Matrix

Source: Pima County Health Department

Students/staff with symptoms who TEST POSITIVE FOR COVID-19 will not be allowed back on campus (depending on vaccination status) for up to 10 days after their last positive test and 24 hours of fever free without medication, and improving symptoms (20 days if immunocompromised)

Close Contact to a Case with symptoms should receive a COVID-19 test; (depending on vaccination status) up to 10 days of quarantine is recommended, combined with 24 hours of fever free without medication, and no other symptoms.

Close Contact to a case without symptoms and fully vaccinated according to PCHD and SCHD may return the next day. Unvaccinated will quarantine for 5 days and may return without any symptoms on the 6th day.

Health Safety Protocols To assure the safety of Institute for Transformative Edu., the COVID-19 principles described below shall immediately be enacted in accordance with U.S. State Department, Centers for Disease Control (CDC), Arizona Department of Health, Arizona Department of Education, and Pima County Health Department Guidelines (hereinafter "the regulatory agencies"). This temporary regulation shall remain in effect until guidance from the regulatory agencies related to the COVID-19 pandemic changes and/or, in the discretion of the Superintendent, all or portions of the regulation may be modified or revoked. Criteria for School-by-School closures Protocol for School or Building closures: In the event of an outbreak at a school or site, the Director of Health Services or designee will consult with PCHD on the closure of school areas or entire schools and will notify the Superintendent on all communication steps regarding building closures in the event of a communicable disease outbreak.

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.

For the 2022-2023 school year all school sites will be open for in-person instruction to ensure continuity of services. In addition to in-person instruction, all students (9-12 grade) will have the ability to attend online instruction in the event of exposure to COVID-19, however, it will still be counted as an excused absence. All previous services will be available to students and families.

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

In-person instruction will be available to all students (9-12). Academic Intervention and Multi-Tiered Systems of Support services will be available at all schools to all students and Curriculum Support services and differentiated learning strategies will continue to be available at all schools.

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

Counseling support services, social emotional and mental health support learning programs will be available at all schools to all students.

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

This may include student health and food services.

All of our schools are also staffed by administrative and teaching staff trained in CPR and first aid.

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

Institute for Transformative Edu., Inc. prioritizes and highly values the well-being of our students, employees, and community members, by providing safe and welcoming spaces in all of our learning environments. Our LEA recognizes that mental health is a major component of school wellness. We not only support student achievement and academic success, but also provide support for mental and physical health, personal and professional development growth and civic engagement of all of our team members. Our LEA acknowledges that keeping our community healthy is a shared responsibility and requires support from all levels. Institute for Transformative Education, Inc. has committed to include ongoing individual and group mental and emotional health support from our school psychologists and contracted counselors. Our LEA has also made sure to provide wellness days on an as needed basis to prevent burnout and promote sustainable health. Our LEA has limited PD days to twice a month and allows all instructors time to best support their individual classroom intervention and differentiation needs. Our LEA has also provided continuous re-evaluation of staff needs both inside and outside of the classroom, including an ongoing solution focused feedback survey that maintains a supportive environment to nurture a safe working environment.

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

Support related to the Covid-19 pandemic was consistently provided to all Institute for Transformative Edu. Inc. staff. Examples of support included extended sick leave related to Covid-19 situations (personally or in the care of others), stipends related to in-person work done during the pandemic, stipends related to preparation of classrooms for in-person learning, and specific funding for ppe and sanitation needs of employees.

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.*

Public input is gathered through forums, town halls, and from calls to the audience that occur during the governing board meeting. Throughout the pandemic multiple staff, community and student forums occurred consistently with the superintendent and administrative staff. These sessions were completed over zoom and streamed on Facebook Live. Each session focused on informing the groups of current CDC, ADE, and local guidance associated with the Covid pandemic and allowed the groups to provide feedback, ideas, and input. The results of these forums was analyzed by the district's Covid-19 taskforce and integrated into the district's plan. - Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act) Plans are revised and published on the district's website as the guidance changed regarding the Covid-19 pandemic. All the updates to the district plan can be found on the district's webpage. In addition to this, there are consistent videos and messaging pushed out through social media to inform our community of updates.

34. Did you make any revisions/changes to this plan from your last plan submission?*

☒ Yes