



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

LEA Information

1. LEA Name (one LEA per form)*

Legacy Education Group

2. Entity ID Number*

87349

3. CTDS Number*

078507000

4. Plan's Primary Contact Name*

Kathy Tolman

5. Plan's Primary Contact Email Address*

KTOLMAN@EVHIGH.COM

6. Plan's Primary Contact Phone Number*

4809812008

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. ***
- August 1, 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://evhigh.org/safe-in-person-plan-1>

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.*

Face coverings are recommended for students and staff unless otherwise required by active municipal, county, and/or state proclamations and executive orders. EVHS will follow all guidelines set forth by local and state officials. Face coverings will be made available for students on an as needed basis. If a staff member with a disability needs consideration of reasonable workplace accommodations, Human Resources should be contacted to engage in the interactive process. If a student with a disability needs consideration of accommodations, parents should contact the school's principal.

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).*

Physical Distancing and Mitigating Measures

Physical distancing expectations must be adhered to by all staff and students to the extent practicable and feasible. Care will be taken to remain 6' apart when possible.

Capacity Limits on Campus

Capacity limits will be set for all rooms on campus, and the limits will be enforced at all times.

Front Office: 3 students/staff may visit at a time, not including the receptionist. Others must wait in a campus designated area, 6' apart.

Standard Classrooms: No more than 3 adults should congregate in one classroom space, and must remain 6' apart from one another. Only students enrolled in each class should be in the room. Students may not visit classrooms they are not assigned to throughout the day.

Gymnasium: Students should stand/sit 6' apart when possible.

Cafeteria: Tables will be set up as single sided and students sit with maximum of 3 students per table.

Staff work/break room: 3 total staff, spread out 6' apart.

Employee workspaces

Teachers will work in their assigned classrooms during independent work time with the door closed.

Staff will work within their assigned work area unless otherwise directed by administration.

Front Office

The reception desk in the front office should have tape on the floor to indicate 6' distance.

When parents are completing an early pick-up or late drop-off, they will drop their ID in a bin and step back so that the secretary can examine it without handling it. Once checked in, the parent can retrieve the ID.

In the Classroom

Desks will remain in rows in a grid-like pattern where applicable. Desks should never be grouped or pushed together.

Classroom doors should remain closed throughout the day.

All hallways will be marked with arrows so students can only walk one direction on one side and another direction on the other side. Passing periods may need to be extended to allow for additional time which may be needed so students can follow a path only walking in hallways in one direction, not crossing over one another.

Students should refrain from touching other students.

Students should remain in their seats while in class.

Students will not share supplies.

Students using a shared textbook or lab computer will be asked to sanitize or wipe down prior to the new class coming in.

Around Campus

Students should proceed directly to their classroom upon being dropped off at school.

Teachers should be in their classrooms 30 minutes prior to school starting.

Teachers should permit one student to leave class to use the restroom at a time, however, professional decision-making must be used in this area if a child does not feel well or if there is another urgent need.

Teachers should eliminate the use of shared/reusable restroom or hallway passes. Students should receive a post-it or other disposable note to throw away upon return to class.

Library books can still be checked out but must be sanitized upon return. Library books should not be checked out to a new student upon return for at least 24 hours.

Water fountains should not be used to drink directly from, but can be used to fill a water bottle. This will help to mitigate the transmission of germs. Water bottles should be required to have the student's first and last name clearly visible to avoid students accidentally grabbing the wrong water bottle.

Large Group Gatherings

To the extent practicable, gatherings will be kept as small as possible.

For students, large group gatherings are defined as more than one class of students and the accompanying staff necessary to supervise.

For staff (when students are not present on campus), large group gatherings are defined as the sustained congregation of more than 10 individuals.

Student Gatherings

NO campus events will be scheduled until further notice.

Emergency evacuation drills will be practiced in small groups so that students are prepared in the event there is a need to engage in an actual procedure. However, the drills will not be held on a campus-wide scale to avoid unnecessary large group gatherings. See the Emergency Drills section for more information.

Staff Gatherings

If an in-person meeting of more than 10 people needs to be held, it must be held in an open area with chairs 6' apart.

Food Service

Markings will be placed on the floor to maintain 6' physical distancing while in line.
Students will not touch a device to pay for lunch, only staff will.

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.***

Staff and students are required to wash their hands every two hours with warm water for at least 20 seconds. Students leaving class for any outside services should use hand sanitizer before leaving the classroom and prior to entering the room.

Hand sanitizer will be available in the office, hallways and classrooms and should be used throughout the day. Staff and students are encouraged to bring their own sanitizer as well.

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.***

General Guidelines
 The facilities team will clean and sanitize the campus daily, sanitizing high touch surfaces and deep cleaning after any large group gathering.
 They will wear gloves while cleaning/sanitizing and will wash their hands afterwards, using the handwashing and hand sanitizing procedures.
 If there is a confirmed positive case of COVID-19 within the building, a deep cleaning will be initiated after consulting with administration.
 If a classroom is implicated, efforts will be made to move students to another room.

Cleaning/Sanitizing Responsibilities
 Sanitize high-touch surfaces'
 Use a dual-purpose cleaning solution for high-touch surfaces, which include tables, chairs, countertops and door handles.
 Use hospital spray on items that cannot be wet.
 Custodian will sanitize the entire facility (including all classrooms, floors, sinks, toilets, countertops, desks, chairs, and door handles) every Friday.

Food services Staff Cleaning/Sanitizing Responsibilities
 Clean and disinfect frequently touched surfaces in the kitchen such a workstation, door handles, tables, and countertops on a routine basis.
 Disinfect shared use items in the kitchen as such computer keyboard, and calculators after each use
 Clean and sanitize prep tables after each use
 Face coverings will be required to be worn for all kitchen staff.
 Will practice proper hand hygiene by washing hands with hot water for 20 seconds. Key times to clean hands include:
 Before and after work shifts and when leaving and returning to kitchen
 Before, during, and after preparing food
 After putting on, touching, or removing face coverings
 Before putting on and taking off disposable gloves when performing food prep

Staff Cleaning/Sanitizing Responsibilities
 All Staff: Sanitize assigned computer keyboards and screen daily
 All Staff: Wipe down rooms with disinfecting wipes or a towel with a cleaning solution after each use throughout the day
 Teachers: Sanitize computer labs between each use.

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.*

EVHS has an isolation area on campus for individuals exhibiting symptoms until they are picked up. Once used, the isolation area will not be occupied by any other individuals until it has been cleaned/sanitized. A back-up isolation area may be necessary based on the number of symptomatic students/staff present in the school and/or the frequency of symptomatic cases.

If there is a confirmed positive case of COVID-19, the school will issue a notification to the parents of students who have affiliation to the individual who tested positive in alignment with county and state health regulations.

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 Screenings**

All staff and students will be expected to conduct a self-screening of body temperature and COVID-19-related symptoms prior to reporting to the school building.

In alignment with CDC guidance, East Valley has identified a body temperature of 100.4 or higher and/or any COVID-19/flu symptoms as criteria to substantiate staff and student absence from school.

If fever or symptoms are present at the time of self-screening:

Staff: Report fever/symptoms to supervisor. In consultation with the supervisor, contact Human Resources to discuss the use of PTO and/or other leave of absence options. Staff should be prepared to present a doctor's note of clearance upon return.

Students: Report fever/symptoms to the Attendance Line.

If staff or students do not have a thermometer at home, they may report to the office when arriving to the campus to have their temperature taken.

Students and staff with a fever or other COVID-19/flu like symptoms must be fever or symptom-free for 72 hours prior to return. Students or staff with a family member with COVID-19 symptoms are also asked to stay home until the family is symptom-free for 72 hours. A designee will report to the office daily to conduct temperature screenings for any staff and students who wish to have an onsite screening rather than conducting a self-screening at home

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

☐ No

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

☒ Yes

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

If a student with a disability needs consideration of accommodations, parents should contact the school's principal.

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

*

☒ Yes

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

If there is a confirmed positive case of COVID-19, the school will issue a notification to the parents of students who have affiliation to the individual who tested positive in alignment with county and state health regulations. The required form will be completed and submitted to Maricopa County Health Department.

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.

26. 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.

In the event that school operations are determined to be unsafe to continue for an interim period of time, notice will be provided to parents and all students will convert to a remote learning environment until it is safe to return to the school building.

During interim remote learning, students will receive access to core academic instruction as well special education and related services, as appropriate. To the extent practicable, access to learning opportunities will be provided in special area classes.

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

All EVHS students will work from home during this emergency closure. We ask that students login daily and continue working toward class completion. We are requesting that parents proctor tests and quizzes to help ensure their students stay as focused and academically honest as possible.

Teachers will be available for assistance. Questions should be directed to teachers' emails (listed below), through Google Hangouts using teacher email below or via the PEAK courses. You can always call the school at 480-981-2008 for additional information.

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

EVHS refers students to private non-profit organizations for social, emotional and mental health needs. All students receive at least one daily contact with a staff member. They also receive one real-time phone call from a teacher each week.

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

This may include student health and food services.

Students will be referred to their local school districts that provide take-away lunch meals. Students needing health services will be referred to non-profit community health organizations.

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

The Principal will be in daily contact via Google Meets with each teacher and monitor their Google Classroom.

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

Other needs will be met on a case-by-case situation.

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

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

Administration was in contact with other schools' administrations to coordinate services. They also ensure they are current with state and federal guidelines. Parents input is received and included in revisions.

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.

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

☒ Yes