



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

### LEA Information

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

Legacy Traditional School - West Surprise

**2. Entity ID Number\***

1000560

**3. CTDS Number\***

078636000

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

Amanda Buda

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

Amanda.buda@vertexeducation.com

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

(480) 270-5438

**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. \***

07/12/2023

**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.\***

The Safe Return to In-Person Learning Policy is linked on each school website under the "For Parents" Tab, then in the "Useful Resources for Parents and Students" Column, then under the "COVID-19 Mitigation Plan" Heading. Here are the links:

<https://wsurprise.legacytraditional.org/parent-resources/>

[https://drive.google.com/file/d/1Zh32r5D65lx23CM\\_3Jo8gWwk\\_uenHS3q/view](https://drive.google.com/file/d/1Zh32r5D65lx23CM_3Jo8gWwk_uenHS3q/view)

**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.\***

The Governing Board Policy on universal and correct wearing of masks is as follows:

- Face coverings will be optional for students and staff unless required by state, county, or local mandates. LTS will notify students and staff if this requirement is modified and will follow all guidelines set forth by local and state officials.
  - The use of other personal protective equipment, like gloves, is optional for both students and staff.
  - Medical-grade PPE will be provided to staff who, in the course of their daily assignment, may come into contact with bodily fluids. Decisions will be made on a case-by-case basis in consultation with the staff member's supervisor.
  - In alignment with county requirements, face coverings may be required for a period of time after exposure or positive COVID test results.
- Legacy will comply with face covering requirements of the county.

**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).\***

The Governing Board policy on modifying facilities to allow for physical distancing is as follows:

In the Classroom

- Students should remain in their seats while in class.
- Students will not share desk supplies, all supplies sent in will be kept in the student's desk for individual use only.

Around Campus

- 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.

**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.\***

The Governing Board policy is as follows:

- Staff and students will be expected to wash their hands frequently in order to observe good hygiene.
- Hand sanitizer will be available in classrooms and throughout 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.\***

The Governing Board policy is as follows:

General Guidelines

- The campus Facilities team will oversee cleaning and sanitizing efforts throughout the campus for daily routine cleaning, sanitizing of high-touch Safe Return to In-Person Instruction and Continuity of Services Plan (ARP Act) surfaces, and deep cleaning after large group gatherings.
- Facilities staff will wear gloves while cleaning/sanitizing and will wash their hands afterward, using the handwashing and hand sanitizing procedures outlined above.
- Static fog guns may be utilized to expedite the cleaning and sanitizing process for high-touch surfaces.
- If there is a confirmed positive case of COVID-19 within the building the following steps will be undertaken:
- The Principal will notify the facility manager to advise which locations are impacted. No personal medical information will be disclosed with regard to this communication.
- The facilities staff will close off areas as directed by the Principal, if permissible.
- If feasible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- After 24 hours, normal daily cleaning and disinfecting should be undertaken.

Facilities Team Responsibilities

- Sanitize high-touch surfaces`
- Use a dual-purpose cleaning solution for high-touch surfaces, which include tables, chairs, countertops, and door handles.
- Evening custodians will sanitize the entire facility (including all classrooms, floors, sinks, toilets, countertops, desks, chairs, and door handles) each evening.
- LKC rooms should be cleaned after 6 p.m.
- Shared playsets and swings will be cleaned using sanitizing spray between each lunch or recess.

Food Service Staff Responsibilities

- Food service staff will clean and disinfect frequently touched surfaces in the kitchen such as workstations, door handles, tables, and countertops on a routine basis.
- Shared use items will be disinfected after each use. This includes prep tables, computer keyboards, office phones, and calculators.
- Food service 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 the kitchen.

- Before, during, and after preparing food.
- After putting on, touching, or removing cloth face coverings.
- Before putting on and taking off disposable gloves when performing food prep.

Staff Responsibilities

- All Staff: Sanitize assigned computer keyboard and screen daily.
- All Staff: Wipe down conference rooms with disinfecting wipes or a towel with a cleaning solution after each use throughout the day.
- Lunch Aides: Sanitize tables and benches between each lunch group.
- Playground Aides: Assist facilities with sanitizing equipment/balls between each group.
- Teachers: Sanitize mobile computer carts and computer labs between each use.
- Health Assistant: Sanitize the Health Office every two hours.
- All Staff: Clean phones/headsets every two hours.

**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.\***

The Governing Board Policy is as follows:

Positive Cases of COVID-19

- Individuals who test positive for COVID-19 will be excluded from in-person attendance at school in alignment with the school's illness policy.
- Individuals who test positive may return to the school building once they have met the criteria identified in the illness policy.

Contact Tracing

- Positive cases will be reported to the state/local health department in alignment with health department requirements. Contact tracing will be left to the health department and will not be performed by the school.
- Classroom members of positive individuals will be notified that a positive case has occurred.

Parents may use their discretion to determine if they would like to keep their children home after possible exposure.

- Positive individuals and individuals experiencing symptoms of COVID-19 will be required to stay home from school in alignment with the school's illness policy.

Return to School After Illness

- Students will be required to stay home from school after testing positive for COVID-19 or exhibiting symptoms of COVID-19.
- Affected individuals may return to the school building when the exclusion requirements of the school's illness policy have been satisfied.

- In alignment with county requirements, face coverings may be required for a period of time after exposure or positive COVID test results.

- Legacy will comply with face covering requirements of the county.

Symptomatic/Positive Person Waiting Area

- Campuses must designate an area on campus for individuals exhibiting symptoms until they are picked up.
- The area may be a dual-purpose room until or unless it is needed. Once used, the area should not be occupied by any other individuals until it has been cleaned/sanitized.
- A back-up area may be necessary based on the number of symptomatic students/staff present in the school and/or the frequency of symptomatic cases. Campus must determine staff supervision for the area when needed.
- Once a student is in the waiting area at the school, the school will contact the ill student's parents or emergency contact to request that the student be picked up from school as soon as possible, and ideally within 1 hour. The school will call 911 if the student is exhibiting serious symptoms.

**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.\***

The Governing Board policy is as follows:

Daily Health Screenings

- All staff and students are 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, Legacy 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. Teladoc may be used free of charge for staff.
- Students: Report fever/symptoms to the Attendance Line.

**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.\***

The Governing Board policy is as follows:

If students are in need of accommodations (due to age or disability) for pick up and/or drop off, parents should contact the classroom teacher to initiate. Staff can be assigned to assist students getting in and out of vehicles so that parents can remain outside of the school.

**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.\***

The Governing Board policy is as follows:

- Principals will continually monitor the metrics provided by the Arizona Department of Health Services and Arizona Department of Education that make operating the school a safe and healthy decision.
- If there is an outbreak of COVID-19 within the school or another situation that causes undue concern relative to the safety of students (inadequate staff coverage for supervision or cleaning, for example), the principal will consult with the COVID Task Force and with the local health department to determine if it is safe to continue operating the school, or portions of it. Based on the guidance received, the Task Force will determine whether or not an interim closure should be implemented.
- If an outbreak of COVID-19 occurs at the school, the school will notify the local health department using any required or suggested notification method.
- Positive cases will be reported to the state/local health department in alignment with health department requirements.

## 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.
- Safety guidelines will be enacted to protect staff and students and mitigate risk of exposure or transmission of COVID-19 within the school community.

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

Remote Learning School Option

- During interim remote learning, students will receive access to core academic instruction as well as special education and related services, as appropriate. To the extent practicable, access to learning opportunities will be provided in special area classes.
- Legacy Traditional School campuses will offer 100% of learning in the brick-and-mortar school, so long as schools remain safe to operate.

Hybrid and/or online programs will not be offered through traditional campuses.

- During any periods of intermittent or extended closure, Legacy will use the Schoology LMS to supplement instruction. Schoology will also be available as a resource daily by all teachers as an at-home resource.
- Students who are excluded from the school building due to exposure to COVID-19 and/or illness caused by the virus may attend school via Schoology during the period of their exclusion so long as they are well enough to do so. Logging in and completing work via Schoology will result in the student being marked Present. If excluded students do not log in to Schoology during exclusion, they will be marked Absent.

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

Students receive lessons in social/emotional learning (SEL) on a regular basis. Schools are staffed with helping professionals who provide IEP/504-based counseling services and/or short-term counseling services for non-disability-related circumstances (change, grief, loss, etc). The schools implement threat assessment protocols and crisis response procedures to respond to threats or instances of danger-to-self and danger-to-others.

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

This may include student health and food services.

All campuses are equipped with a student health office. All schools participate in the National School Lunch Program.



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

Principals are in the second year of a train-the-trainer model of social-emotional learning (SEL) in order to build capacity within the school staff to deliver SEL lessons effectively to students. Staff members have access to a Nurse Triage Line and an Employee Assistance Program to support their needs.

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

N/A

**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.\***

The plan is posted on the school website and parents and other stakeholders may provide feedback on a rolling basis. The plan is amended in open governing board meetings when changes are necessary or as required.

**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