



Mitigation Plan

City Center for Collaborative Learning (CCCL) has taken, and continues to take, measures to provide the safest possible learning environments for our students and staff. As a part of these measures, CCCL has implemented specific and widespread mitigation efforts to reduce the potential for transmission of COVID-19.

General Safety measures

- CCCL monitors all developments from the CDC, AZDHS, Pima County Health Department, as well as numerous school districts throughout Southern Arizona in order to stay as up to date as possible with current knowledge, strategies, and best practices.
- Emergency Contact Information is posted on our website.
- City Center for Collaborative Learning is dedicated to staying in regular and frequent communication with our community. CCCL utilizes various media to stay in contact, including, but not limited to, email, phone calls, text messaging, Google and Empower education platforms, website updates, digital surveys, and mail.
- CCCL follows all standards and guidelines for reporting absences to the state, including when absences are due to influenza.

Students and Staff Onsite Safety Measures

Attendance policy

- On-site school hours:
 - High School = Monday, Tuesday, Thursday, Friday 8:15 AM - 3:00 PM
 - High School = Wednesday 8:15 AM - 1:00 PM
 - Middle Schools = Monday, Tuesday, Thursday, Friday 8:30 AM - 4:00 PM
 - Middle Schools = Wednesday 8:30 AM - 2:00 PM
- Assistance is provided to staff, students, and families to help mitigate the need for staff and students to be on campus, including supplying technology and WiFi hotspots.
- All families electing to utilize the “onsite” option will need to pre-register each week. Only students who are registered for the week will be allowed on premises.
- Student arrival times are staggered so that there will be no large groups gathering outside waiting to get in. Students need to arrive promptly at their scheduled time.
- Students who need to leave early can sign themselves out with prior parental/guardian permission given by phone, email or written note.
- Staff and student attendance policies have been altered to reduce pressure to be onsite and to encourage honest reporting of symptoms and illness. Attendance guidelines and recommendations are posted online

Facilities

Learning Spaces/Common areas:

- The sidewalk leading into the learning space will be marked with spots indicating where students stand in order to maintain safe social distancing.
- Onsite learning spaces were selected based on recommendations around social distancing, ease of access, and air circulation. Both campuses have a secondary learning space if more students are in attendance than can be safely held in these primary locations.
- All spaces that will be used by staff and students are prepared to ensure at least eight feet of separation between any two people.
- All spaces will be stocked with hand sanitizer, sanitizing wipes, and have easily monitored and controlled access to restrooms.
- Learning spaces will include assigned desks and supplies. Meals will be eaten at the student's assigned desk. Any free time will be spent at the student's assigned desk.

Restrooms:

- Restrooms are equipped with contactless faucets, toilets, and urinals where possible, and all will have contactless soap and paper towel dispensers. **Strict protocols for restroom use will be observed until installation of contactless amenities is complete.**
- Clear signage advising best practices for hand washing is posted in multiple locations in each restroom.

Isolation Sites:

- Each campus has a designated isolation space for anyone who begins to feel symptoms, learns that they have been in contact with someone who has tested positive, or any other situation in which an individual would need to be isolated for safety reasons. Staff will monitor anyone in these spaces until they are picked up. The room will be thoroughly cleaned and disinfected after the person has left the room.
- No other person will be in this room except to clean it or give aid, protected by their PPE.

Personal Protective Equipment (PPE)

Students:

- Students will be provided and required to wear surgical masks the entire time they are on campus (during meals being the exception; strict protocols will be followed).
- At this time, students and staff may **not** wear their own cloth masks during school hours. This might be allowed at a later date.

Staff:

- Staff will be provided and required to wear KN95 masks the entire time they are on campus.
- Gloves, aprons and face shields will be used if closely interacting with anyone on campus is necessary, such as delivering first aid. These protective items are also available for the staff's discretionary use.

General Safety Procedures

- Both school sites employ a cleaning service that will enter the building every evening to clean and disinfect according to strict protocols outlined by the CDC and the AZDHS.
- Before entering campus during school hours, all persons will be given a wellness examination by a health professional. Medical personnel will check staff and students for temperature via contactless thermometer, and heart rate and oxygen saturation via fingertip pulse oximeter. Staff and students will also be asked a series of questions about symptoms and known sick contacts.
- If the health professional deems it necessary, the person will be sent home immediately. If that is not possible, they will be taken to the isolation room to await their ride home.
- Students are welcome and encouraged to bring food from home. We will have school breakfasts and lunches available for those students that do not bring lunch. Please be advised that in order to reduce the amount of communal items we are touching, we will not be utilizing a refrigerator or microwaves while COVID-19 is spreading through our community.
- Stretch breaks: There will be scheduled, socially distanced outdoor stretch breaks throughout the school day. The alley will be utilized, and it is expected that students will adhere to maintaining safe distance, as marked.

Student to student interactions:

- During this pandemic, we have had to quickly adjust our habits of communication. We recognize the need for human interaction and put forward the following suggestions to meet our human communication needs while also upholding our shared value of protecting one another.
- A wave, a smile, a bow, and socially distant/ non-shouting conversations are all within the realm of safe communication during this time.
- No physical contact between students or staff is permitted. CCCL understands the closeness that our students feel with one another, and the difficulty of not hugging and being physically close to our friends. COVID-19 can spread easily, and research shows that physical closeness promotes the spreading of illness. Please be assured that we are closely monitoring developments of COVID-19 in our community, and are particularly concerned with rates of transmission within our county.

Student-staff interactions:

- Staff will be available to assist students in accessing their education. Students will raise their hand to gain the attention of the staff member. It is at the discretion of the staff to decide how proximal they will be to the student while assisting them, and staff may elect to use alternate modes of communication if the issue requires prolonged interaction such as, but not limited to Zooming with the student from their desk or talking on the phone to resolve an issue. The in-school supports during Phase 2 will be minimal, as staff are monitoring a range of students and will be focused primarily on health and safety. We have provided a generous online way for students to reach out to staff when they need. Advisors and teachers are a main point of contact for them.
- Procedures are outlined in the COVID Onsite Safety Agreement, to be signed by every student who is on campus, as well as student's parent or guardian

- Students and staff will be shown cleaning procedures that will be done at the end of the day. Students and staff will practice care for themselves and for their community by being thorough in their cleaning of their workspaces.

Staff expectations

- Staff will be scheduled in pairs, and we will have one administrator on site each day. We do not anticipate any issues with staff being able to take breaks as needed. When staff members need PPE breaks, i.e. taking off their masks, the expectation is that this will be done in a socially distant manner outside.
- The schedule will follow the school schedule. There will be no extended day programming available on campus.
- Two workstations will be available for the staff members on duty. Disinfecting wipes will be easily available, and staff will clean their workstation at the end of the day.
- Staff will keep a daily communications log. The log will include information regarding technical difficulties, coughing/sneezing students, logistical difficulties, and behavioral issues.
- Advisors are to be notified of any pertinent information about their advisees by the end of the workday.

Documentation/Testing/Contact Tracing:

- All staff members are required to fill out a [health assessment](#) and health log daily whether they are on campus or not. This will include daily health self-checks, listing other staff they have come in contact with for more than 15 minutes and less than six feet apart, and what specific areas of the campus they have been in that day.
- There will be a log that the staff uses to record student contact and tracing information as needed and as information is available.

Sick students, staff and their family members:

Sick Student or Staff Member:

- NO ONE should go to school if they are feeling sick. Should a student or staff member become sick, they are required to alert the school and obtain a “negative” COVID test result before returning to school.

Sick family members of students and staff:

- If a student’s or staff’s household member has a known positive exposure, we will require a “negative” test from the person before they return to campus. Out of respect for the health of our community, please take this seriously. A list of free testing sites will be provided.

Behavioral expectations

- The CCCL community expects that all members will rise to the occasion and display a sense of duty in protecting one another. This includes, but is not limited to:
 - Calm communication of needs.
 - Adherence to the mask and social distancing policies.

- Quiet vocal interactions; things like singing and shouting are shown to propel viral particles through the air, particularly in an enclosed space.
 - Following through with what is asked of you by the staff members that have volunteered to come and support in-person learning during a global pandemic.
- Down time: Throughout the day, students may find themselves with “down time” in between classes and after finishing their work for each class. It is recommended that students bring a book to read for these times.
- Students are welcome and encouraged to bring food from home. We will have school breakfasts and lunches available for those students that do not bring lunch. **Please be advised that in order to reduce the amount of communal items we are touching, we will not be utilizing a refrigerator or microwaves while COVID-19 is spreading through our community.**