

Franklin Phonetic School Sunnyslope Board Meeting Minutes

Friday, August 14, 2020

Meeting at 9317 North 2nd Street Phoenix, Arizona 85020

Call to Order 3:05 pm

Members Present Riccardo Osuna, Anna Young, Carrie Young, Audrey Wright, Neil Wright

Financial Reports Financial reports were reviewed and explained a motion to accept was made by Audrey Wright and seconded by Neil Wright motion passed unanimously.

Approval of Policies and Procedures for COVID 19 response. Cindy Franklin corporate board President explained the procedures and how they are based on recommendations from the Arizona Department of Healthcare with weekly update provided by the nurse consultant who gives medical support to the preschool. A motion to accept the procedures was made by Carey Young, seconded by Riccardo Osuna Jr. motion passed unanimously.

Consideration of Benchmark procedures EO 2020-51 released by the Arizona Department of health services.

Because the benchmarks for Maricopa County are in the red for all 3 levels of matrices it is strongly recommended that schools do not open until the risk level is at least in the moderate level for the three indicators. The decision of the Prescott Valley campus was shared with the board . Riccardo Osuna made a motion to delay the opening of school until the next board meeting in September in hopes that the COVID benchmarks would improve. The motion was seconded by Anna Young and passed unanimously.

Adoption of Mitigation Plan

The mitigation plan describing what distance, hybrid and onsite learning would look like during this time.

A motion to accept the plan was made by Carey Young, seconded by Anna Young with motion passing unanimously.

Policy for requiring face coverings

The plan also outlined the procedures for the children and staff wearing face coverings. All students, staff and visitors are required to wear a mask or face covering while on campus. Face coverings must be worn appropriately over the nose and mouth. Children 5 years and younger are not required to wear a mask unless they are attending the onsite learning center. A documented recommendation provided from medical or othe professional personnel is required if a person is not able to wear a mask. A motion to accept this policy was made by Audrey Wright and seconded by Riccardo Osuna, motion passed unanimously.

Onsite Learning Plan

Agenda Items for Board Meeting, Tuesday, August 11, 2020 @ 3:00

- Previous board Meeting minutes
- Financial Reports
- Approval of policies and procedures for COVID 19 response
- Consideration of benchmark procedures EO 2020-51 released by the AZ Department of Health Services for the reopening of students on campus
- Adoption of mitigation plan
- Policy for requiring face coverings
- In order to verify LEA's compliance with section 3 of Executive Order 2020-51 and section 3 of Executive Order 2020-41, please provide your LEA's plan to provide free on-site learning. The plan must include a description of how the LEA is providing an onsite learning available for the same number of days per week and open the same hours offered during the prior school year before the COVID-19 closure took effect.

Telephone number: 1-888-740-4219

Code 274662

Attention Sunnyslope Board Members of Franklin Phonetic Primary School.

Today, Tuesday, August 11 at 4pm, the Prescott Valley board members of the Franklin Phonetic Primary School had a board meeting. During this meeting the PV charter members voted not to fully reopen their school campus at this time due to the COVID 19 pandemic. The board members of the PV campus will be watching the health department metric to see if their campus could maybe reopen for in person learning for all students after Labor Day. In the meantime, there will be an offer for an onsite learning center at the campus for special needs students, ELL students, and students who do not have computer access at home. Online learning will continue for all other students at this time.

The school superintendent, Cindy Franklin is recommending that the Sunnyslope campus board members of Franklin Phonetic Primary School have a board meeting on Friday August 14 at 3pm. She recommends that the Sunnyslope board members come to a similar decision as the PV board members. The health department metrics for Maricopa are more severe than those for Yavapai. However, the state governor has recommended that all schools open for an onsite learning option for certain students. Due to this, the Sunnyslope campus should consider opening the campus for onsite learning for special needs students, ELL students, and students who do not have computer access at home. Those parents who would like their students to receive these services will be asked to sign a legal waiver. Online learning should continue for all other students until further notice. The board members of Sunnyslope campus will discuss these options and vote on them on Friday, August 14 at 3pm.

Franklin Phonetic Primary School, Inc.
Income Statement
For the Two Months Ending August 31, 2020

	\$	Current Month
Revenues		
Extended After Care - SS	0.00	
Miscellaneous Revenue	32,027.40	
State Equalization Assistance	242,846.60	
State Equalization Assistance	60,809.33	
Prop 301 - 1011	0.00	
Prop 301 - 1012	0.00	
Prop 301 - 1013	0.00	
Prop 202-Inst Improvement	0.00	
IDEA-Pre School	0.00	
Total Revenues	<u>335,683.33</u>	
Cost of Sales		
Total Cost of Sales	<u>0.00</u>	
Gross Profit	<u>335,683.33</u>	
Expenses		
Teachers - Certified	39,091.77	
Teachers - Certified	4,269.21	
Employee Insurance	0.00	
Social Security	6,796.71	
Retirement Plan	9,087.16	
Long-Term Disability	114.01	
Telephone & Postage	0.00	
Internet Services	0.00	
Supplies	0.00	
Curriculum Supplies	0.00	
Books, Periodicals, & Inst. Ai	0.00	
Miscellaneous Purchased Servic	0.00	
Miscellaneous Purchased Servic	0.00	
Other - Non-Certified	10,902.84	

Franklin Phonetic Primary School, Inc.
Income Statement
For the Two Months Ending August 31, 2020

	Current Month
Other - Non-Certified	5,047.91
Workers Compensation Insurance	0.00
Miscellaneous Purchased Service	0.00
Miscellaneous Purchased Service	0.00
Repair and Maintenance - Equip	0.00
Furniture & Equipment Rental	0.00
Telephone & Postage	0.00
Telephone & Postage	0.00
Internet Services	0.00
Advertising	0.00
Supplies	0.00
Dues & Fees	0.00
Miscellaneous Expense	0.00
Legal Services	0.00
Other - Non-Certified	2,022.50
Water/Sewer	0.00
Water/Sewer	0.00
Cleaning & Disposal Services	0.00
Lawn Care	0.00
Repair and Maintenance - Build	0.00
Repair and Maintenance - Build	0.00
Repair and Maintenance - Equip	0.00
Land and Building Rental	0.00
P/C Insurance	0.00
Supplies	0.00
Supplies-FF&E <\$5,000>	0.00
Natural Gas/Propane	0.00
Natural Gas/Propane	0.00
Electricity	0.00
Electricity	0.00
Miscellaneous Purchased Service	0.00
Repair and Maintenance - Equip	0.00
Gasoline	0.00
Gasoline	0.00
Teachers - Certified	0.00
Teachers - Certified	0.00

Franklin Phonetic Primary School, Inc.
Income Statement
For the Two Months Ending August 31, 2020

	Current Month
Teacher Aides	14,853.02
Teacher Aides	6,312.98
Teachers - Certified	3,700.56
Teachers - Certified	1,817.29
Teachers - Non-Certified	2,033.76
Teachers - Non-Certified	0.00
Contracted Counselor/Therapist	0.00
Miscellaneous Purchased Service	0.00
Other Food	0.00
Other Food	0.00
Total Expenses	106,049.72
Net Income	\$ 229,633.61

FRANKLIN PHONETIC SCHOOL - SUNNYSLOPE CAMPUS

**9317 NORTH 2nd STREET
PHOENIX, ARIZONA 85020**

**PHONE 602-670-6674
Email nllknarf@fppsphoenix.net**

August, 10, 2020

To comply with the requirements for the onsite learning center, parents will apply and the priority will be given to special education students on IEPs or 504 plans, ELL English Language Learners, or those who qualify for free or reduced lunch.

As of August 17th, parents who need for their children to be on campus can sign a waiver to allow them to return during the academic school hours, which are in place according to last year's calendar of operations. Drop offs will be staggered to provide for social distancing and any meals will be served in the on-site learning area.

For the Sunnyslope campus, the school hours are 8:30 a.m. to 2:45 p.m. for grades Kindergarten through Second and 8:30 a.m. to 3:30 p.m. for grades Third through Sixth. Distance learning opportunities will continue and are strongly encouraged, due to the county metrics at this time. Students who do not have strong computer skills will be divided into small pod groups of ten or less. They will remain in their pod until 1:00 p.m. where they will eat lunch and receive small group help before they move to a larger area where they can be supervised to complete their virtual assignments. All teachers including special areas are offering an internet-based option that can be accessed from either home or school.

Because the Prescott Valley campus does not have any daycare option available, all on-site learning students will need to leave campus at or before the regular dismissal time in staggered increments. For the Phoenix school, twenty slots are available for after school care until 5:30 p.m. This activity however falls out of the perimeters for on-site learning. Parents will need to apply for available spots with special consideration given to students with lower income.

Attachment A

In order to verify LEA's compliance with section 3 of Executive Order 2020-51 and section 3 of Executive Order 2020-41, please provide your LEA's plan to provide free on-site learning. The plan must include a description of how the LEA is providing onsite learning available for the same number of days per week and open the same hours offered during the prior school year before the COVID-19 closure took effect.

FRANKLIN PHONETIC ELEMENTARY CHARTER SCHOOL
Covid-19 Waiver, Release, and Assumption of Risk Form

The Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization.

COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Nevertheless, the Governor of State of Arizona issued Executive Orders 2020-41, 2020-44, and 2020-51 which provide that beginning August 17, 2020 charter schools are to begin free on-site learning opportunities and support services for students who need a place to go during the day and to provide on-site learning opportunities and support services including in-person support services such as student supervision and strategic support for students in need during standard school hours, which may include teacher-led or paraprofessional support for students with distance learning instruction. Franklin Phonetic Charter School ("School") has put in place protective measures to reduce the spread of COVID-19, however, the "School" cannot guarantee that your child will not become infected with COVID-19. Your child's physical attendance at school, together with other students, inherently increases the risk that your child, you, and/or your household members will contract COVID-19, notwithstanding any precautions taken by the school.

On behalf of myself, my household members, and my minor child,

_____, d/o/b _____, I acknowledge the extremely contagious nature of COVID-19 and specifically assume all risks and hazards associated with my child's in-person school attendance during the COVID-19 pandemic. I acknowledge that by attending class in person, my child will be associating with staff and other children and may acquire COVID-19 notwithstanding any and all precautions taken by the school. I acknowledge that the school cannot absolutely control the conduct of its students, nor can it guarantee that they or their parents will follow safety protocols and procedures, in order to prevent infected students from attending and potentially spreading COVID-19 to my child, directly or indirectly.

I further acknowledge that my child's physical attendance at the school is wholly voluntary. By permitting my child to attend school during the COVID-19 pandemic, I voluntarily assume the risk that my child may acquire COVID-19, and that COVID-19 may subsequently be transmitted from my child to me and/or members of my household.

I certify that my child is in good health and has no fever. I understand that symptoms of COVID-19 include, but are not limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea, vomiting, and diarrhea. I certify that my child currently has none of these symptoms, and I will prevent my child from physically attending school if my child develops any of these symptoms or any other symptoms identified by the CDC as being associated with COVID-19. I further certify that my child will be symptom-free, without any medication, for twenty-four (24) hours before returning to school. I will also notify the school and not permit my child to attend if my child tests positive for COVID-19. My child and I will follow all COVID-19 protocols and procedures adopted by Franklin Phonetic Elementary Charter School.

To the fullest extent permitted by law, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights of any kind against the school, the Charter, its insurers, the Charter's governing and corporate boards, and all of their respective employees, agents, representatives, and volunteers (the "Released Parties") arising from or relating in any way to any damage, injury, trauma, illness, loss or death that may occur to my child, me, or my household members as a result of the COVID-19 pandemic.

I further agree not to sue the Released Parties, and to defend and indemnify the Released Parties for all claims, damages, losses, or expenses, including attorneys' fees, if a suit is filed concerning an injury, illness, or death to me, my child, or my household members as a result of the COVID-19 pandemic.

Parent/Guardian Name (Printed) _____

Parent/Guardian

Signature _____ Date _____

FRANKLIN PHONETIC ELEMENTARY CHARTER SCHOOL

Formulario de renuncia, liberación y asunción de riesgos de Covid-19

El coronavirus, COVID-19, ha sido declarado una pandemia mundial por la Organización Mundial de la Salud. COVID-19 es extremadamente contagioso y se cree que se transmite principalmente por contacto de persona a persona. Como resultado, los gobiernos federales, estatales y locales y las agencias de salud federales y estatales recomiendan el distanciamiento social y, en muchos lugares, han prohibido la congregación de grupos de personas.

Sin embargo, el Gobernador del Estado de Arizona emitió las Órdenes Ejecutivas 2020-41, 2020-44 y 2020-51 que establecen que a partir del 17 de agosto de 2020 las escuelas autónomas deben comenzar con oportunidades de aprendizaje en el lugar y servicios de apoyo gratuitos para los estudiantes que necesitan un lugar al que ir durante el día y para brindar oportunidades de aprendizaje en el lugar y servicios de apoyo, incluidos servicios de apoyo en persona, como supervisión de estudiantes y apoyo estratégico para los estudiantes que lo necesiten durante el horario escolar estándar, que puede incluir apoyo dirigido por un maestro o paraprofesional para los estudiantes con instrucción a distancia.

Franklin Phonetic Charter School (“Escuela”) ha implementado medidas de protección para reducir la propagación de COVID-19, sin embargo, la “Escuela” no puede garantizar que su hijo no se infecte con COVID-19. La asistencia física de su hijo a la escuela, junto con otros estudiantes, aumenta inherentemente el riesgo de que su hijo, usted y / o los miembros de su hogar contraigan COVID-19, sin perjuicio de las precauciones que tomé la escuela.

En mi nombre, los miembros de mi hogar y mi hijo menor,

_____, d / o / b _____, reconozco la naturaleza extremadamente contagiosa del COVID-19 y asumo específicamente todos los riesgos y peligros asociados con la asistencia a la escuela de mi hijo en persona durante el Pandemia de COVID-19. Reconozco que al asistir a clases en persona, mi hijo se asociará con el personal y otros niños y puede adquirir COVID-19 a pesar de todas y cada una de las precauciones tomadas por la escuela. Reconozco que la escuela no puede controlar completamente el comportamiento de sus estudiantes, ni puede garantizar que ellos o sus padres sigan los protocolos y procedimientos de seguridad, para evitar que los estudiantes infectados asistan y puedan transmitir COVID-19 a mi hijo, directamente o indirectamente.

Además, reconozco que la asistencia física de mi hijo a la escuela es totalmente voluntaria. Al permitir que mi hijo asista a la escuela durante la pandemia de COVID-19, asumo

voluntariamente el riesgo de que mi hijo pueda adquirir COVID-19, y que el COVID-19 pueda ser transmitido posteriormente de mi hijo a mí y / o miembros de mi hogar.

Certifico que mi hijo goza de buena salud y no tiene fiebre. Entiendo que los síntomas de COVID-19 incluyen, pero no se limitan a, fiebre o escalofríos, tos, falta de aliento o dificultad para respirar, fatiga, dolores musculares o corporales, dolor de cabeza, nueva pérdida del gusto u olfato, dolor de garganta, congestión o moqueo nasal, náuseas, vómitos y diarrea. Certifico que mi hijo no tiene actualmente ninguno de estos síntomas y evitaré que mi hijo asista físicamente a la escuela si desarrolla alguno de estos síntomas o cualquier otro síntoma identificado por los CDC como asociado con COVID-19. Además, certifico que mi hijo estará libre de síntomas, sin ningún medicamento, durante veinticuatro (24) horas antes de regresar a la escuela. También notificaré a la escuela y no permitiré que mi hijo asista si mi hijo da positivo por COVID-19. Mi hijo y yo seguiremos todos los protocolos y procedimientos COVID-19 adoptados por Franklin Phonetic Elementary Charter School.

En la mayor medida permitida por la ley, por la presente aceptó renunciar, liberar y descargar cualquier reclamo, causa de acción, daños y derechos de cualquier tipo contra la escuela, la Carta, sus aseguradoras, las juntas directivas y corporativas de la Carta, y todos sus respectivos empleados, agentes, representantes y voluntarios (las "Partes Exoneradas") que surjan o se relacionen de alguna manera con cualquier daño, lesión, trauma, enfermedad, pérdida o muerte que pueda ocurrir a mi hijo, a mí, o los miembros de mi hogar como resultado de la pandemia de COVID-19. Además, aceptó no demandar a las Partes Exoneradas y defender e indemnizar a las Partes Exoneradas por todas las reclamaciones, daños, pérdidas o gastos, incluidos los honorarios de abogados, si Se ha presentado una demanda relacionada con una lesión, enfermedad o muerte de mi hijo, mi hijo o los miembros de mi hogar como resultado de la pandemia COVID-19.

Nombre del padre / tutor (en letra de imprenta)

Firma del padre / tutor _____

Fecha _____

Franklin Procedures for Health Mitigation

COVID-19 Guidance for School Response to a COVID-19 Case:

FRANKLIN PHONETIC SCHOOL - SUNNYSLOPE CAMPUS

**9317 NORTH 2nd STREET
PHOENIX, ARIZONA 85020**

**PHONE 602-870-6674
Email sara.shaffer@fppsphoenix.net**

Primary Exposure-

Person has had direct contact with a diagnosed COVID-19 positive case. A person is said to be a direct contact if they were within 6 ft. of a person and not wearing protective equipment.

Secondary Exposure-

Contact with a person who has been exposed to a primary contact for longer than 10 minutes.

In the event of a primary exposure, individuals in close contact with the individual (less than 6 feet away and not wearing protective equipment) need to monitor for symptoms, get tested and quarantine if necessary.

STEP by STEP

- 1) Verification of positive COVID case
 - a) Suspected COVID positive case- contact administrator
 - b) Administrator removes child from class, contact parents for confirmation
 - c) If parent says yes, ask for documentation and have child sent home immediately
 - d) If parent says there is no documentation, but symptoms are present; the child should be immediately sent home
- 2) School health officer must take temperatures of the classmates and staff
- 3) Classmates and staff are moved to a different location
- 4) Parent alert letter will be provided and possible Blackboard announcement
- 5) Staff will be notified
- 6) The room where the incident occurred needs to air out for 24 hours and then cleaned with COVID approved materials such as those purchased with our cleaning station
- 7) ADHS communicable disease form will be submitted

After this process has been completed, then the children and teachers can return to the room and resume learning. If a teacher ever feels that they have COVID 19 they will need to obtain a test and stay home until the results tell them the next step. Even if they test positive, they may be able to return after 10 days if they are symptom free.

Procedures for dividing sick and non-sick persons: Student and staff temperatures will be checked upon arrival according to current CDC guidelines. If a student has a fever BELOW 100.4, they will be carefully attended to and monitored hourly. If a student has a fever ABOVE

Franklin Procedures for Health Mitigation

COVID-19 Guidance for School Response to a COVID-19 Case:

100.4, they will need to be picked up; parents will be advised of their child's temperature, and will be asked to bring their child home. If a parent is unable to bring their child home immediately, then emergency contacts will be called.

Procedures Following a COVID like illness report of any person on campus: If any person on campus becomes ill with symptoms consistent with the COVID 19 virus, they will be immediately separated from other persons on campus. All appropriate persons will be notified as soon as possible. It will be requested that sick children are brought home as soon as possible. Parents and Staff must report a positive COVID-19 to the designated personnel at Franklin School. Students and Staff should stay home if any family members have symptoms of COVID-19 or have been tested positive for COVID-19. Guidance for returning to school will be given by the principal.

General Mitigation for employees

1. Take employee's temperature and assess symptoms prior to their starting work.
2. If an employee becomes sick during the day, send them home immediately.
3. Test the use of face masks to ensure they do not interfere with workflow.
4. Increase air exchange in the building.
5. Increase the frequency of cleaning commonly touched surfaces.

Staff members should be excluded from work if they are sick.

- 1) If staff have tested positive for COVID-19, they should remain under home isolation precautions for 7 days from specimen collection OR until 72 hours after fever is gone and symptoms of acute infection resolve, whichever is longer.
- 2) If staff have fever with cough or shortness of breath and have tested negative for COVID-19, they should stay home away from others until 72 hours after fever is gone and symptoms of acute infection resolve.
- 3) If staff have fever with cough or shortness of breath and have not been tested for COVID-19, they should stay home away from others until 72 hours after fever is gone and symptoms of acute infection resolve.

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Franklin Procedures for Health Mitigation

COVID-19 Guidance for School Response to a COVID-19 Case:

Communicating with Local Health Authorities will be the responsibility of the school administrator. Parents or Staff not designated to communicate, do not need to contact the Maricopa County Department of Public Health and/or Arizona Department of Health Services if there are verified cases at the school. Potential school closures are not known at this time. Depending on State government and/or health departments' criteria for closing an individual school, is based on 5% of the student population.

Franklin Procedures for Health Mitigation

COVID-19 Guidance for School Response to a COVID-19 Case:

PARENT ALERT

R9-3-307.D.1. and R9-5-515.F.1.

Date _____

_____ has been identified in the
(Name of disease, illness or infestation)

home/facility and it is contagious ("catching," infectious).

To protect the health of others, please, watch for early signs and symptoms which may include:

- | | |
|--|---|
| <input type="checkbox"/> fever | <input type="checkbox"/> very tired |
| <input type="checkbox"/> rash | <input type="checkbox"/> loss of appetite |
| <input type="checkbox"/> vomiting | <input type="checkbox"/> yellowing of the skin/eyes |
| <input type="checkbox"/> diarrhea | <input type="checkbox"/> dark (tea colored) urine |
| <input type="checkbox"/> red watery eyes | <input type="checkbox"/> coughing/sneezing |
| <input type="checkbox"/> itching | <input type="checkbox"/> _____ |

If you notice any of these signs or symptoms, please, notify the provider, school nurse or child care director. A visit to a health care professional for diagnosis may be needed. If you have questions, please, call _____.

If these symptoms appear while the child is at the home/facility, she/he will be excluded from the group setting and you will be called to pick him/her up.

G:\Form\Parent alert notice.doc (02/12) OCL form - 307

[Link to this form on PV website](#)

Franklin Procedures for Health Mitigation

COVID-19 Guidance for School Response to a COVID-19 Case:

Process for parents to report to school a positive COVID-19 test:

Franklin school has designated personnel to communicate with the required public health officials. Parents will communicate with this designee solely in regards to reporting. Franklin school will maintain confidentiality with this information.

If any symptoms are present in staff, students and/or household members have contracted COVID-19, parents are required to report it to the school. Confidentiality will be maintained.

- a. Franklin school communicator designee will identify students, teachers, or staff with fever or respiratory symptoms and send them home immediately.
- b. Students who become ill during school will be separated and cared for and monitored until parents can pick them up.
- c. Symptoms of concern include: fever (subjective or $>100.4^{\circ}\text{F}$), cough, and shortness of breath. Students who dissolve fever symptoms without the use of Tylenol may return to school after 72 hours.
- d. Reports of positive cases will be guided by the principal.
- e. We will inform primary exposed student's parents/families/staff via Blackboard communication, parent alert letter and the school website.

Franklin Phonetic School Sunnyslope Reopening At-a-Glance

Category	In-Person Learning	Hybrid Learning	Distance Learning
Health Risk in Community	Minimal	Moderate	Substantial
Schedule	Students attend school in person 5 days per week.	Student attend school in-person 2 -4 days per week in small groups of 15 or less, if engaging in the onsite learning option or have the option to work at home 3-5 days per week.	Students will work at home 5 days per week or engage in the onsite learning option during regular scheduled hours.
Instructional Delivery	Classroom teachers will teach students using district standards-based curriculum and district instructional frameworks. Students who have chosen to learn at home will receive a combination of paper work packets with instructional materials, options for video conferencing and added resources for response of video lessons for enhanced comprehension. Special education services such as Speech and OT will be delivered in a virtual platform so that therapy can be either at home or on campus.	Classroom teachers will teach students using district standards-based curriculum and district instructional frameworks. Special Education services will be carried out with in-person learning and video and phone conferencing. Students who have chosen to learn at home will receive a combination of paper work packets with instructional materials, options for video conferencing and added resources of video lessons for enhanced comprehension. Special education services such as Speech and OT will be delivered in a virtual platform so that therapy can be either at home or on campus.	Classroom teachers will teach students using district standards-based curriculum and district instructional frameworks. Special Education services will be carried out using instructional platforms such as Zoom and Google Classroom with video and phone conferencing. Students will receive a combination of paper work packets with instructional materials, video conferencing and added resources of video lessons for enhanced comprehension. Special education services such as Speech and OT will be delivered in a virtual platform.
Technology	Chromebooks or laptops will be used as available and appropriate for in person lessons.	Chromebooks or laptops will be available for checkout. On campus labs may be available for small groups of students.	Chromebooks or laptops will be available for checkout. On campus labs may be available for identified students participating in onsite learning.
Specials/Electives	Specials and elective classes will be available with physical distancing and safety protocols.	Specials and elective classes will be available virtually or in person, with additional physical distancing and safety protocols.	Specials and elective classes will be available through distance learning.
Recess	For elementary students, smaller groups of students will participate in recess both outside and inside.	For elementary students, smaller groups of students will participate in recess both outside and inside.	Not applicable.
Visitors/Volunteers	Non-essential on campus visitors and volunteers including family members will not be allowed in classrooms.	Non-essential on campus visitors and volunteers including family members will not be allowed in classrooms.	Not applicable.

Franklin Phonetic School Sunnyslope Reopening At-a-Glance

Category	In-Person Learning	Hybrid Learning	Distance Learning
Extracurricular Activities	Band and possible sports activities will be offered with extra safety precautions such as instrument fuel covers, face shields and additional containers for sharps.	Extracurricular activities will be offered virtually with small group remediation provided only if needed for student success. If students are involved in the onsite learning program they will be allowed to access these videos in the computer learning center.	Virtual lessons will be recorded for home learning. If students are involved in the onsite learning program they will be allowed to access these videos in the computer learning center.
Special Education Support	Special education services will be provided in-person on campus.	Special education services such as Speech and OT will be delivered in either virtual platform or in small groups, so that therapy can be either at home or on campus. Personal video conferencing will continue.	Special education services such as Speech and OT will be delivered in virtual platform so that therapy can be either at home or on campus if students are attending the onsite learning center. Personal video conferencing will continue.
Social Emotional Support	Social emotional support services will be provided in-person on campus as available.	Social emotional support services will be provided in-person and virtually as available.	Social emotional support services will be provided virtually as available.
Physical Distancing	Classroom furniture will be spread out as much as possible. Desks will face front and desks will have portable partitions. Face shields will be provided. Mixing of students will be minimized when possible. Lunches may be eaten in classrooms if other alternate spaces when possible.	Student density will be reduced to 40% to 60% due to alternate day schedules or separating classes to other areas of campus. Classroom furniture will be spread out as feasible. Desks will face front and desks will have portable partitions. Mixing of students will be minimized when possible. Lunchroom furniture will be spread out as feasible. Lunches may also be eaten in classrooms or other alternate spaces when possible.	If students are on campus for specialized learning opportunities, 6-foot physical distancing will be adhered to in all locations.
Health Screenings	Parents take temperature and screen for symptoms at home. Staff will check for viral symptoms.	Parents take temperature and screen for symptoms at home. Staff may take temperatures and ask health screening questions.	Parents monitor health at home.
Face coverings	Face coverings outlined in the department of education guidelines will be followed unless medical or other qualified professional determines the wearing of face coverings would be detrimental.	Face coverings outlined in the department of education guidelines will be followed unless medical or other qualified professional determines the wearing of face coverings would be detrimental.	Not applicable.

Franklin Phonetic School Sunnyslope Reopening At-a-Glance

Category	In-Person Learning	Hybrid Learning	Distance Learning
Hand Washing	Students will be encouraged to clean hands frequently including upon arrival at school, before and after going outside, before and after lunch, after sneezing, coughing, or blowing nose, and before going home.	Students will be required to clean hands frequently including upon arrival at school, before and after going outside, before and after lunch, after sneezing, coughing, or blowing nose, and before going home.	Not applicable.
Food Service	Students will be physically distanced as much as possible, increased sanitation procedures will be implemented, touch of shared items will be reduced, and procedures will be changed to increase safety.	Students will be physically distanced as much as possible, increased sanitation procedures will be implemented, touch of shared items will be reduced, and procedures will be changed to increase safety. Meal pickup will be available.	Meal pickup will be available.
Transportation	If field trips remain, the bus will be sanitized. If a face covering order is in effect for the county, drivers will wear face coverings. Students will wear face coverings unless physical distancing standards can be met. Students should not ride the bus if they are not feeling well.	n/a	Not applicable
Cleaning & Sanitizing	Cleaning protocols will be increased to include frequent cleaning of high touch surfaces.	Cleaning protocols will be increased to include frequent cleaning of high touch surfaces.	Cleaning protocols will be increased to include frequent cleaning of high touch surfaces.
Training	Safety Protocol training will be provided for staff, students, and parents.	Safety protocols and distance learning expectations training will be provided for staff, students, and parents.	Training will be provided for staff, students, and parents on how to use virtual learning.
Signage	Safety signage will be posted and visible throughout campuses.	Safety signage will be posted and visible throughout campuses.	Not applicable.

Franklin Phonetic School

Parent Name _____

Student Name _____

Grade _____

Phone _____

Email _____

Do you need a laptop? Y/N

Do you have internet access? Y/N

This school year we will have three drop off times: Please choose your best option so we can estimate the number of children 7:45 8:15 8:30

When our staff determine how many early drop offs we have (7:45) we can staff accordingly, so our morning program classes will not begin until September 1st.

Nombre del padre _____

Nombre del estudiante _____ Grado _____

Teléfono _____ Correo electrónico _____

¿Necesitas una laptop? S / N

¿Tienes acceso a internet? S / N

Este año escolar tendremos tres horarios de entrega: elija su mejor opción para que podamos calcular la cantidad de niños 7:45 8:15 8:30

Quando nuestro personal determina cuántos abandonos tempranos tenemos (7:45) podemos asignar personal en consecuencia, por lo que nuestras clases del programa de la mañana no comenzarán hasta el 1 de septiembre.

FRANKLIN PHONETIC SCHOOL - SUNNYSLOPE CAMPUS

9317 NORTH 2nd STREET
PHOENIX, ARIZONA 85020

PHONE 602-870-6674

Email sara.shaffer@fppsphoenix.net

July 27, 2020

Dear Parent(s)/Guardians:

Attendance is an essential component to a student’s academic success. Even though in-person school will not begin until August 17, 2020 or when Governor Ducey allows us to reopen with students on campus, online learning will begin August 10, 2020. This letter is to inform you of our new attendance procedure for the 2020/2021 school year and to attest to your agreement and support of our new attendance policy.

By signing this letter, you are stating that your child is in daily attendance during online distance learning throughout the course of the school year. Daily attendance requirements include your child attending lessons and completing classwork that is assigned to them each school day. If your child experiences illness either chronic or daily or is out of town, you must notify the school either via email nidia.luna@fppsphoenix.net or call the school at (602) 870-6674, and those days can be considered excused absences. We cannot stress enough the importance of ongoing communication during this time as attendance is still required by the Arizona Department of Education, even in the event of distance learning.

This letter MUST be signed and returned by Monday, August 10, 2020 in order for your child to start distance learning on August 10, 2020. If you have more than one child attending Franklin School you MUST have a signed letter for each of your children in attendance.

Sincerely,

Franklin Phonetic School Administration

Student Name (First and Last): _____

Parent(s)/Guardian Name (First and Last): _____

Parent(s)/Guardian Signature: _____

Date: _____

FRANKLIN PHONETIC SCHOOL - SUNNYSLOPE CAMPUS

9317 NORTH 2nd STREET
PHOENIX, ARIZONA 85020

PHONE 602-870-6674

Email sara.shaffer@fppsphoenix.net

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Estimados padres / tutores:

La asistencia es un componente esencial para el éxito académico de un estudiante. Aunque la escuela en persona no comenzará hasta el 17 de agosto de 2020 o cuando el Gobernador Ducey nos permita reabrir con los estudiantes en el campus, el aprendizaje en línea comenzará el 10 de agosto de 2020. Esta carta es para informarle sobre nuestro nuevo procedimiento de asistencia para el 2020 / 2021 año escolar y para dar fe de su acuerdo y apoyo de nuestra nueva política de asistencia.

Al firmar esta carta, usted declara que su hijo asiste diariamente durante el aprendizaje a distancia en línea durante el transcurso del año escolar. Los requisitos de asistencia diaria incluyen que su hijo asista a clases y complete el trabajo de clase que se le asigna cada día escolar. Si su hijo experimenta una enfermedad crónica o diaria o está fuera de la ciudad, debe notificar a la escuela por correo electrónico nidia.luna@fppsphoenix.net o llamar a la escuela al (602) 870-6674, y esos días pueden considerarse ausencias justificadas. No podemos enfatizar lo suficiente la importancia de la comunicación continua durante este tiempo, ya que el Departamento de Educación de Arizona aún requiere asistencia, incluso en el caso de la educación a distancia.

Esta carta DEBE estar firmada y devuelta antes del lunes 10 de agosto de 2020 para que su hijo comience la educación a distancia el 10 de agosto de 2020. Si tiene más de un hijo que asiste a la Escuela Franklin, DEBE tener una carta firmada para cada uno de sus hijos. en asistencia.

Sinceramente,

Administración de la escuela fonética de Franklin

Nombre del estudiante (nombre y apellido):

Nombre del padre / tutor (nombre y apellido):

Firma del padre (s) / tutor: _____

Fecha: _____

FRANKLIN PHONETIC SCHOOL - SUNNYSLOPE CAMPUS
9317 NORTH 2nd STREET
PHONE 602-870-6674
PHOENIX, ARIZONA 85020
Email nilknarf@cableone.net

CPU #

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This contract is between Franklin Phonetic School Sunnyslope and _____

The school is providing a laptop computer worth over \$200. You should keep the computer at home until the week of May 18th so that you can do your school work. If the computer is lost stolen or damaged there may be a \$100 fee charged so please be very careful with the computer. Here are some rules for using the computer:

- Please do not eat or drink around the computer as spilled liquids can cause problems.
- Use your computer for school work. We will be able to check the history and monitor your browsing history. Use only sites that are related to your school work.
- Do not lend your computer to your friends or younger siblings.
- Ask your parents for help if you have a computer issue or call your teacher for assistance.
- Pets love to chew on plastic. Give your pet treats and do not allow them to eat the computer.
- If you become angry with the computer please call the school for help or bring it by the cafeteria when you pick up food and school work.
- Have fun, stay safe, spend quality time with your family, and try your best.

Student Name using the computer _____

Staff witness for checking out the computer _____

Parent signature that they will supervise their child and enforce these computer rules

Date signed

Computer Code:

FRANKLIN PHONETIC SCHOOL - SUNNYSLOPE CAMPUS
9317 NORTH 2nd STREET
PHOENIX, ARIZONA 85020
PHONE 602-870-6674
Email sara.shaffer@fppsphoenix.net

8/20/20

For whom it may concern.

Franklin Phonetic Primary School Sunnyslope preschool is temporarily closed while our Board voted to follow the health metrics provided by the Arizona Department of Public Health. The school plans to wait until September 8th, before making another decision about reopening the preschool. Therefore, we currently do not have an existing Preschool Director employed with us.

For questions please contact Sara Shaffer or Nidia Luna at the phone number provided below.

Sincerely,



Sara Shaffer
Franklin Phonetic School Sunnyslope
9317 Second Street
Phoenix, AZ 85020
602) 870-6674

STATEMENT OF SERVICES

Summer Enrichment Center at Franklin Phonetic School Sunnyslope

Mission Statement: To provide service needed by the community in support of essential and emergency personnel needed to care for victims of Corona outbreak, FPS will provide a safe, clean, child care system with the highest of standards both in care for the children and also in compliance with the regulations and recommendations of National and State Health Organizations.

Overall Cleanliness of Campus: The preschool area has been thoroughly cleaned and sterilized. Every shelf, table, chair, surface and floor has been sanitized. In addition the entire FPS campus has been treated by professions with a mist system specifically developed to kill any and all potential Corona bacteria.

Continued Daily Cleaning: Every day all frequently used surfaces will be cleaned and sanitized. Center will adhere to all federal, state and specific Covid-19 recommendations and standards recommended by the CDC, First Things First, Quality First and grant funded nurse assigned to our facility Marnie Richardson, RN, BSN, Child Care Nurse Consultant, Office of Community Wellness and Health Promotion (602-689-3588).

Procedures for hand washing: Every staff member, parent and child will use a sterile cloth or hand sanitizer upon entrance into the Day Care Site. Also, every staff member, parent and child will wash their hands with soap and water for at least 20 seconds upon entering a building. Thoroughly drying hands is an important part of washing as it further wipes germs off of the skin. Hand washing will be taught and positively reinforced through demonstration, fun science activities and friendly reminders.

Procedures for dividing sick and non-sick persons: On April 23, 2020, Governor Doug Ducey stated in his press report that every Arizonan who has a cough or fever or who feels ill should remain at home until they no longer feel sick. Student and staff temperatures will be checked by Child Care Director Miriam Egan every morning upon arrival and according to current CDC guidelines these numbers will be documented. If a student has a fever of 100.4 or above, they will be carefully attended to. Parents will be advised of their child's temperature, and if possible, parent will be asked to bring their child home. If a parent is unable to bring their child home, then they will be treated with kindness in order to provide them a safe, comfortable and interesting day that is separated from other students so as not to potentially cause other students to become sick. If a temperature is between 99.5 and 100.3, then their temperature will be taken twice and twice noted in the CDC appointed documentation. Parents will be apprised of this moderate temperature concern, however children who are running a temperature between 99.4 and 100.4 degrees will not be separated from other students unless they are also experiencing other symptoms such as a cough, difficulty breathing or other concerning criterion. At all times during day care, if a child reports feeling sick or tired, they will be given the option of finding a comfortable resting place according to their preferences.

Procedures for Appropriate Social Distancing: According to CDC recommendations the numbers of persons allowed on campus will be limited. Only authorized persons will be allowed on campus. No tours, visitors or extra persons not needed for the specific functions of the Enrichment Center will be

allowed on campus. No field trips will be taken. No more than ten persons will gather in one room or one setting at a time. Appropriate distances will be maintained for arrival, dismissal, activities and meals.

Procedures Following a COVID like illness report of any person on campus: If any person on campus becomes ill with symptoms consistent with the COVID 19 virus, they will be immediately separated from other persons on campus. All persons on campus will be notified as soon as possible. All areas where the sick individual has been will be disinfected thoroughly. The campus will be closed for 24 to 72 hours depending upon seriousness of concern. Facilities will be aired out according to CDC guidelines. If any person on campus is tested and confirmed to have COVID-19, the name and identifying information for that person will be kept confidential in accordance with HIPA statutes. All individuals with possible exposure to sick individual will be notified that they were or may have been exposed to the virus. Individuals will be encouraged to remain at home or in isolation according to CDC guidelines and be symptom free for the CDC recommended period of time before coming back to Day Care.

Procedures for Temperature Taking Upon Arrival:

These procedures have been specifically outlined to us by Arizona State's First Things First and Quality First Programs, who function to support the highest of standards for Child Welfare, Care and Education. In Accordance with their Programming, we follow the health care procedures recommended specifically for our Enrichment Center by Marnie Richardson, RN, BSN, Child Care Nurse Consultant, Lead Nurse, Office of Community Wellnes and Health Promotion, Maricopa County Department of Public Health. When a student and parent first arrive on campus, it has been recommended that we kindly ask for best attempts at the CDC standard of 6 ft of Social Distancing be maintained. In order to accomplish this, if more than one family arrives on campus near the same time, then the family may wait at an appropriate distance on the sidewalk, or they may sit at appropriate distances on the shaded benches in front of the Enrichment Center Facility. We ask that parents use the sterilized thermometer to take their own child's temperature as has been recommended by Marnie Richardson. Sterile gloves, hand sanitizer and swabs are available along with the sterilized thermometer upon the table six away from the Enrichment Center Front Door as has been recommded by Marnie Richardson. If the child's temperature is below the standard 100.4, then parents will be able to sign them in the arrival book also upon the table. If a temperature above 100.4 is shown, then we will discuss with the parents the next options depending upon the situation. If other symptoms are present, it may often be best practice to recommend that the student be cared for at home. If the student has been playing outside in the sun, then a cool drink and time to recover from active play which can influence temperature, may be appropriate. We similarly ask that any and all parents and persons wishing to enter the Enrichment Center please take their own temperature and follow a similar protocol.

These Safety Standards and Procedures are base upon the following References:

Ducey, D. A., & Christ, C. M. (March 18, 2020). Official Letter to Childcare Facility Partners from the Arizona Department of Health Services. Retrieved from <https://www.maricopa.gov/5493/Schools-and-Child-Care-Centers>

Charter Holder Information

Charter Holder Name	Franklin Phonetic School	Charter Holder Entity ID	92596
Representative authorized to submit the plan (This is the individual that will be contacted with questions about the plan)		Sara Shaffer or Cindy Franklin	
Representative Telephone Number	602-870-6674		
Representative E-Mail Address	sara.shaffer@fppsphoenix.net and cindy.franklin@fppsphoenix.net		

School Information

*In the chart, list the schools this plan applies to. Add rows as needed to account for all schools.

School Name	Entity ID	CTDS
Franklin Phonetic Primary School Sunnyslope	92597	

Distance Learning Background Information

a. Number of Instructional Days (3.b)

Each charter school shall operate for the required 180 days of instruction pursuant to Executive Order 2020-41 (3.b). An exception to this requirement may be granted by the ASBCS, if the school intended to switch to a different schedule for the 2020-2021 school year. If ASBCS previously approved the school to operate on a calendar that was not 180 days, but met the number of hours equal to 180 days of instruction, this provision is still met, and no action is required.

July 14, 2020

Franklin Phonetic Primary School, Inc.
Cindy Franklin, Charter Representative
6116 East Highway 69
Prescott Valley,, AZ 86314

Sent via email: nilknarf@cableone.net

RE: Distance Learning Plan-Franklin Phonetic Primary School, Inc.

Dear Charter Representative,

Pursuant to the Governor's Executive Order 2020-41, "2020-2021 School Year: Protecting Kids and Schools During COVID-19," Charter schools that are not currently approved to provide an Arizona Online Instruction (AOI) program may provide distance learning options to students in the 2020-2021 school year. This instruction may begin upon submitting a distance learning plan to the Arizona State Board for Charter Schools ("Board").

All charter schools are encouraged to submit a distance learning plan for the 2020-2021 school year. This will allow charters needed flexibility should a school decide to delay in-person instruction or a temporary school closure be required throughout the school year due to a COVID-19 infection. If a charter holder wishes to apply for grant funding under the CARES Act, a distance learning plan must be submitted.

The Distance Learning Plan for Charter Schools template is attached to this communication. Board staff developed this plan in partnership with the Arizona Department of Education to ensure consistency with district distance learning plans. The Board understands charter schools are under immense pressure and are working diligently during this very difficult time to address the needs of its students and community; therefore, the plan was developed in a format our charter schools are used to seeing and is intended to not be overly burdensome.

This plan must be completed using the attached template and submitted to the Board prior to implementation of distance learning. Submission of the plan will be completed through upload to a Google Drive folder specifically created for the Charter Holder, and is found here:

<https://drive.google.com/drive/folders/1qO5QEBA1LGPzddvnrSNvif-REMv0bwYE?usp=sharing>

If a charter holder wishes to provide additional documentation to support the plan, this documentation can also be uploaded to this Google Drive folder.

Charter networks and/or associated charters may choose to submit one plan that covers all charters and/or schools, or multiple plans covering specific schools, as best fits the needs of the Charter Holder. One folder has been provided to you for this purpose. You are welcome to upload multiple plans to this folder.

If you have questions concerning this process or the information contained in this letter, please contact me, your Education Program Manager, with any questions at (602)364-3082 or email me at Shannon.Black@ASBCS.az.gov.

Sincerely,

Shannon Black
Education Program Manager

If the school intended to switch to a different schedule for the 2020-2021 school year, but has not yet been approved by the ASBCS, please contact your Education Program Manager.

Please note, pursuant to Executive Order 2020-44 the Arizona Department of Education (ADE) shall conduct an analysis of the need to waive the number of school days that schools are required to provide schooling and the impact of such a waiver by August 31, 2020.

How many instructional days will the charter school operate for School Year 2020-2021?	180
How many instructional days did the charter school operate for School Year 2019-2020?	180

b. Distance Learning Option (3.b)

Estimated Enrollment for FY 2021	100	Start Date for Distance Learning	August 10th, 2020
Estimated Number of Students Participating in Distance Learning for the Full Year	<5	Estimated Number of Students Participating in Distance Learning for a Portion of the Year	95
Please choose the option that indicates your proposed duration/plan for distance learning:			
<input type="checkbox"/> 1. We intend to operate distance learning for the full year for all students.			
<input type="checkbox"/> 2. We intend to operate distance learning until ___ for all students.			
<input checked="" type="checkbox"/> 3. We intend to operate distance learning only until the Governor allows schools to fully reopen.			
<input type="checkbox"/> 4. We intend to operate distance learning and use a hybrid approach once the Governor allows schools to fully reopen. Hybrid includes distance learning with students learning in the classroom on some days, and from home on other days (i.e. half of the students attend Mon/Wed and half of the students Tues/Thurs, half of the students come each week, etc.).			
<input type="checkbox"/> 5. Other (Please explain below)			

If you chose option 4 or 5 above, please provide a brief narrative explaining the details of the plan you will use:

Is the charter requiring students to do distance learning?	Yes.
If students are required to do distance learning, is the charter school providing a physical location for students to go during the same hours of the day AND the same days throughout the week as it did in the FY2020 school year prior to the school closure?	Yes

**In the case of a statewide closure or delay of in-person instruction, the requirement to provide a physical location available for students is waived under the Executive Order 2020-41 until the State permits in-person instruction. If due to a COVID-19 outbreak and pursuant to A.R.S. § 36-787, the Arizona Department of Health Services directs a school to close temporarily in order to appropriately sanitize the facility, the requirement to provide a physical location available for students is waived.*

Attendance Tracking (1.a.i, 1.i)

- a. Describe how the charter school will track attendance for students attending remotely, whether full time or intermittently. The description must include the specific measures that will be used to determine whether a student participating in DL will be reported as present or absent on days when instruction does not take place in person. Attendance tracking may include methods such as:
- Communication with their teachers via telephone, ZOOM, MS Teams, or other digital meeting software.
 - Student participation in a virtual meeting or classroom session (ZOOM, MS TEAMS, Google Meets, etc.)
 - Daily assignments completed and submitted by the student.
 - A parent attestation of documentation of time spent on educational activities.

The charter holder is advised that the ADE will continue to issue guidance on the topic of attendance, and should closely monitor updated information related to these expectations. Current guidance can be found here: <https://www.azed.gov/finance/school-finance-guidance-for-covid-19/>

If the Charter Holder currently operates an approved AOI, it must follow the AOI attendance requirements outlined by ADE and A.R.S. §15-808 for students enrolled in the AOI.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> • All teachers K-6 will be provided a student roster with student contact information including phone and parent emails if provided to the school 	<ul style="list-style-type: none"> • Sara Shaffer • K-6 Staff • K-6 Staff 	<ul style="list-style-type: none"> • July 30th, 2020 • Daily • Daily 	<ul style="list-style-type: none"> • Google Sheets • Marked into Google Sheets • Phone log comments in Google Sheets

<ul style="list-style-type: none"> • Teachers will call students each day of school • If no contact is made with the student; an email will be sent to the parent; an email will be sent to the parent to call the school and verify. Teachers will notify the office manager of whom was not contacted successfully. 			
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b. Describe the efforts the charter school will make to ensure all enrolled students are contacted and in communication on a regular basis.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> • Student handbooks will include an attestation for parents to sign and agree to the terms of attendance accountability • Blackboard Connect robo-calling system can be modified to make all-calls to families to expect attendance calls daily. It may also be modified to distribute to specific students who are unreachable. 	<ul style="list-style-type: none"> • Sara Shaffer, Nidia Luna • Sara Shaffer 	<ul style="list-style-type: none"> • Meet the Teacher Days August 6th and 7th, 2020 • Ongoing 	<ul style="list-style-type: none"> • The office manager will confirm that the collection of signed documents is turned in. • Blackboardconnect.com report

Teacher and Staff Expectations and Support (1.a.ii)

a. Describe expectations of teachers and other staff working virtually.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> • Teachers are expected to come to school campus • Teachers are expected to train on Google Classroom and Zoom • Teachers will submit weekly newsletters to admin and those will be uploaded onto school website • Teachers will prepare packets of weekly school work and parents can pick them up each week; those not picked up will be 	<ul style="list-style-type: none"> • Nidia Luna • Sara Shaffer, Diane Boardman • Sara Shaffer, Diane Boardman • Nidia Luna, Rick Osuna, Sara Shaffer • K-6 Teachers • K-6 Teachers, Cindy Franklin, Sister-school campus teachers 	<ul style="list-style-type: none"> • As long as it is safe to do so while being able to remain socially distant • July 30th-August 7th, 2020 during Teacher Training • The Friday before the next week begins • The Friday before the next week begins • Weekly • Ongoing 	<ul style="list-style-type: none"> • Time cards of support staff and sign in sheets for all teachers • Certification • School website franklinphoneticsschoolsunmyslope.com • Master copy of packet will be available in school office • Gradebook • Video links

<p>delivered. Core subject matter will be available to download on our school web page.</p> <ul style="list-style-type: none"> Parents will return school work at the end of the week to be graded. Upper grades may submit online with Google Classroom. The school is experimenting with recording Core subject matter lessons so that video may be available to students with password-protect 			
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- b. Describe commitments on delivery of employee support services including but not limited to:
- Human resource policies and support for employees; and
 - Regular communication from the administration.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> Provide updates by email including staff handbook and new COVID policies, print emails and mail to teachers house, make individual phone calls to ensure that teachers do not have questions or concerns 	<ul style="list-style-type: none"> Sara Shaffer 	<ul style="list-style-type: none"> Daily, weekly 	<ul style="list-style-type: none"> Email receipts

- c. Describe how professional development will be provided to employees.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> In person training is scheduled 	<ul style="list-style-type: none"> Cindy Franklin, Sara Shaffer 	<ul style="list-style-type: none"> July 30th-August 8th 	<ul style="list-style-type: none"> Agenda, Meeting Minutes, Certificates obtained

List Specific Professional Development Topics That Will Be Covered

<p>Google Classroom, Spalding, CPI Crisis Prevention Institute Training, Spalding Progress Monitoring, Staff Handbook, Emergency Procedures, Zoom/Youtube (Video recording)</p>

Connectivity (1.a.iii)

Check the boxes below to indicate which was/will be used to ensure each student, teacher, and staff member has access to a device and internet connectivity if the plan relies on online learning.

	Students	Teachers	Staff
What was Used to Establish Need?			
Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Contact and Discussion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Needs Assessment-Available data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What will be Used to Respond to Need?			
Loaner Device (laptop/tablet)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WiFi Hot Spot			
Supplemental Utility Support (Internet)			
Other:	Paper		
When will stakeholders have access to IT Support Availability?			
Traditional School Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Extended Weekday Hours		<input checked="" type="checkbox"/>	
24/7 Support			
Other:			

Instructional Methods and Monitoring Learning (1.a.iii)

- a. In the tables below, list the methods that will be used to deliver instruction (i.e. Direct Instruction via Zoom, Independent Study, Project Based Learning via a menu of options), the content provider or program to be used (i.e. Edgenuity, Journeys, Saxon Math), and the Formative and Summative Assessment Strategies to be used, as well as the frequency of those assessments.

Instructional Methods, Content Delivery, and Monitoring Student Learning (Math)				
	Educational Delivery Methodologies	Content Provider/Program Used	Formative Assessment Strategies and Frequency	Summative Assessment Strategies and Frequency
Kindergarten	Math Assessment	iSTEEP	Daily Fact Tests	Sept/Dec/Mar

1-3	Math Assessment	iSTEOP	Daily Fact Tests	Sept/Dec/Mar
4-6	Math Assessment	iSTEOP	Daily Fact Tests	Sept/Dec/Mar
7-8				
9-12				

Instructional Methods, Content Delivery, and Monitoring Student Learning (ELA)				
	<i>Educational Delivery Methodologies</i>	<i>Content Provider/Program Used</i>	<i>Formative Assessment Strategies and Frequency</i>	<i>Summative Assessment Strategies and Frequency</i>
Kindergarten	Reading Assessment	iSTEOP	Spalding Daily, Spelling/Vocabulary Tests Weekly	Sept/Dec/Mar
1-3	Reading Assessment	iSTEOP	Spalding Daily, Spelling/Vocabulary Tests Weekly	Sept/Dec/Mar
4-6	Reading Assessment	iSTEOP	Spalding Daily, Spelling/Vocabulary Tests Weekly	Sept/Dec/Mar
7-8				
9-12				

Instructional Methods, Content Delivery, and Monitoring Student Learning (Science)				
	<i>Educational Delivery Methodologies</i>	<i>Content Provider/Program Used</i>	<i>Formative Assessment Strategies and Frequency</i>	<i>Summative Assessment Strategies and Frequency</i>
Kindergarten				
1-3				
4-6				
7-8				
9-12				

Instructional Methods, Content Delivery, and Monitoring Student Learning (Other Content Areas)

	<i>Educational Delivery Methodologies</i>	<i>Content Provider/Program Used</i>	<i>Formative Assessment Strategies and Frequency</i>	<i>Summative Assessment Strategies and Frequency</i>
Kindergarten	<i>Paper envelopes of lessons with instructional materials and mini video introductory lessons</i>	<i>Zoom, Google Classroom</i>	<i>Parents drop off envelopes and pick up envelopes weekly; teachers provide worksheets that are graded</i>	<i>Progress reports every 6weeks and report cards every 8 weeks</i>
1-3	<i>Paper envelopes of lessons with instructional materials and mini video introductory lessons</i>	<i>Zoom, Google Classroom</i>	<i>Parents drop off envelopes and pick up envelopes weekly; teachers provide worksheets that are graded</i>	<i>Progress reports every 6weeks and report cards every 8 weeks</i>
4-6	<i>Paper envelopes of lessons with instructional materials and mini video introductory lessons</i>	<i>Zoom, Google Classroom</i>	<i>Parents drop off envelopes and pick up envelopes weekly; teachers provide worksheets that are graded</i>	<i>Progress reports every 6weeks and report cards every 8 weeks</i>
7-8				
9-12				

Optional: Describe how the school will provide substantive distance learning (use if the school wishes to provide information in addition to the tables above)

<ul style="list-style-type: none"> To assess the impact of the COVID closure, teachers will be administering an additional assessment at the start of the school year to determine what skills and concepts the students need additional review on . This will determine if any modifications need to be made to the existing curriculum to account for learning loss. Data notebooks will be kept and reviewed weekly with the curriculum coach . Additional training on diagnosing and constructing remediation plans in language arts have already been scheduled. The staff is attending webinars and additional recommendations from the AZ Department of Education and Charter Association. Their intention is to keep communication efforts in place by working with a robo-calling alert system for families to receive the most up-to date communication by email and phone.

Meeting the Needs of Students with Disabilities and English learners (1.a.iv)

In addition to action steps articulated in this document, all state/federal laws and IDEA assurances provided annually to the Department remain applicable and in effect.

a. Describe how the charter school will ensure access and meet the needs of students with disabilities.

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> Resource teachers will continue to do whatever it takes to meet the needs of our students with disabilities. Home visits, personal Zoom conferences and at school appointments will be provided with safe distancing measures. 	<ul style="list-style-type: none"> Resource Teachers Dept. Director SPED 	<ul style="list-style-type: none"> As needed 	<ul style="list-style-type: none"> Reporting to SPED Director

Process for Implementing Action Step

K-6 teachers will turn lesson plans into the Resource teachers. They will modify the lessons based on the student's IEPs. Personal relationships have already been established by resource teachers who have worked with the majority of our special needs students. This was successful in the past school closure. Teachers will be trained on identifying new students with disabilities and reach out to families regarding their accommodations. The ongoing plan for some teachers in critical areas, will be dedicating their time solely to teaching lessons to children who are medically or have other special needs through Zoom. These teachers will be based in a safe location making sure that students are receiving individualized instruction as prescribed through their IEP plans even though they are not physically in the same area. During the previous school closure our service providers for speech, OT, PT etc. were able to make sure that students were given the needed services virtually.

b. Describe how the charter school will ensure access and meet the needs of English learners

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> Combination of Google Classroom and Zoom, teachers will provide open online lessons and videotaped lessons to deliver to students Monitor and adjust assignments for ELL learners 	<ul style="list-style-type: none"> K-6 Teachers K-6 Teachers 	<ul style="list-style-type: none"> Ongoing As needed 	<ul style="list-style-type: none"> Emails will be sent with video links to parents and put onto an online platform with password protected links All documentation provided in data notebooks

Process for Implementing Action Step

All of the students have been provided with school email addresses adding to the predicted successful communication between students and teachers. Fortunately, each class has a paraprofessional who can also assist the teacher in communicating with the homebound students to make sure that they are able to complete assignments. Daily contact with students will be expected from teachers. Phone calls home will be made by the teacher or their instructional assistant to connect with students and the school has assigned Spanish speaking staff to implement and assist.

Social and Emotional Learning Support for Students (1.a.v)

Check the boxes below to indicate which will be provided to students to support social emotional learning and how counseling services will be provided for each grade band.

Social Emotional Learning	Kinder					1-3					4-5					6-8					9-12				
Teacher Check-in	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>				
Packet of Social and Emotional Topics																									
Online Social Emotional videos																									
Parent Training																									
Other: Parent resources																									

Counseling Services	Kinder					1-3					4-5					6-8					9-12				
In-Person																									
Phone																									
Webcast																									
Email/IM																									
Other: Teachers will provide referrals for counseling services to students who are identified.	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>				

Provide a description of how the charter school will provide social and emotional learning support to students using the methods identified in the above charts.

Action Step	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> Counselor will provide teacher training to identify students who may need counseling services Teachers will make referrals to counselor based on identified red-flags listed as indicators of students needing counseling services 	<ul style="list-style-type: none"> Alyssa Lothrop, Rick Osuna K-5 Teachers, Alyssa Lothrop 	<ul style="list-style-type: none"> August 3-10th Teacher Training Ongoing as needed 	<ul style="list-style-type: none"> Agenda Student referrals

Demonstrating Mastery of Academic Content (1.a.vi)

Describe how the charter school will require students to demonstrate ongoing competency or mastery in grade level or advanced grade level content.

Action Step(s)	Person(s) Responsible	Frequency and/or Timing	Evidence of Implementation
<ul style="list-style-type: none"> Students will submit to teachers the designated assignments accounted for grading Upper grades using Google Classroom will have the ability for students to submit assignments in the online platform Progress Monitoring- data meetings that occur in collaboration with the Special Education Director, Principal, and individual teachers 	<ul style="list-style-type: none"> K-6 teachers K-6 teachers, Diane Boardman, Sara Shaffer, Cindy Franklin 	<ul style="list-style-type: none"> Weekly, at the end of week Ongoing, as assigned Every 4 weeks 	<ul style="list-style-type: none"> Gradebook Gradebook and communications with students Agenda; Meeting minutes, data notebooks

Benchmark Assessments (1.a.vii)

In the tables below, list the assessments that will be used for benchmarking in grades K-12 (i.e. NWEA MAP, Galileo, Fountas and Pinnell BAS, etc.), the manner in which the assessment will be given, and the proposed date(s) the assessment(s) will be given.

Benchmark Assessments (Math)			
	Assessment(s) to be used (Name of Assessment and/or Assessment Provider/Creator)	Plan for Assessment (online, in person, at testing center, etc.)	Proposed date(s) of assessments
Kindergarten	Math fact tests, ISTEER, teacher referral	In person as long as school is able to operate in person as per the Governor's orders. In the event of the school's closure, appointments for testing will be made for individual students to come to the school campus and remain socially distant as the guidelines state.	Math facts- Daily ISTEEP- semester Quarterly RTI

1-3	Math fact tests, iSTEOP, teacher referral	In person as long as school is able to operate in person as per the Governor's orders. In the event of the school's closure, appointments for testing will be made for individual students to come to the school campus and remain socially distant as the guidelines state.	Math facts- Daily iSTEOP- semester Quarterly RTI
4-6	AZMERIT data available, Math fact tests, iSTEOP, teacher referral	In person as long as school is able to operate in person as per the Governor's orders. In the event of the school's closure, appointments for testing will be made for individual students to come to the school campus and remain socially distant as the guidelines state.	Math facts- Daily iSTEOP- semester Quarterly RTI AZMERIT- based on available evidence of prior data, yearly
7-8			
9-12			

Benchmark Assessments (ELA)

	Assessment(s) to be used (Name of Assessment and/or Assessment Provider/Creator)	Plan for Assessment (online, in person, at testing center, etc.)	Proposed date(s) of assessments
Kindergarten	Spalding, iSTEOP, Oral reading tests, Spelling tests, Writing Journals	In person as long as school is able to operate in person as per the Governor's orders. In the event of the school's closure, appointments for testing will be made for individual students to come to the school campus and remain socially distant as the guidelines state.	Spalding- daily, iSTEOP- semester, Oral reading tests- weekly, Spelling tests- weekly, Writing Journals- monthly
1-3	Spalding, iSTEOP, Oral reading tests, Spelling tests, Writing Journals	In person as long as school is able to operate in person as per the Governor's orders. In the event of the school's closure, appointments for testing will be	Spalding- daily, iSTEOP- semester, Oral reading tests- weekly, Spelling tests- weekly,

		<i>made for individual students to come to the school campus and remain socially distant as the guidelines state.</i>	<i>Writing Journals- monthly</i>
4-6	<i>AzMERIT, Spalding, iSTEEP, Oral reading tests, Spelling tests, Writing Journals</i>	<i>In person as long as school is able to operate in person as per the Governor's orders. In the event of the school's closure, appointments for testing will be made for individual students to come to the school campus and remain socially distant as the guidelines state.</i>	<i>Spalding- daily, iSTEEP- semester, Oral reading tests- weekly, Spelling tests- weekly, Writing Journals- monthly AzMERIT- based on available evidence of prior data, yearly</i>
7-8			
9-12			

Optional: Describe how the school will administer benchmark assessments (use if the school wishes to provide information in addition to the table above)

The school will make appointments for grades to physically come into the school and administer tests with a teacher present in order to benchmark students in the event the schools close and no longer provide in-person classes. The parents in the community of the school have already been surveyed and the results indicate this as the best effective plan to put into place; especially considering fidelity.

Additional Information (Optional)

The charter school may use this space to add any additional information it believes is key to the plan it has laid out in this document, or to highlight its efforts to provide a quality Distance Learning Plan to its students.

The Franklin Phonetic School has been on the ball since the very beginning of the school closures. A school that stood out, going above and beyond the average response from other schools. During the school closures of March 2020, students were on Spring break. No one anticipated Spring break never ending. Teachers at Franklin were present, aware, and ready to help their students by beginning to call each family one by one. The staff at Franklin continued their personal commitment to connecting with their students while students were schooling at home. The cafeteria staff rose to the challenge preparing and serving up to 600 meals per day helping make sure that the children in the area did not go hungry during this time of crisis. After evaluating the successes and challenges of the school closure, and the experience from the enrichment center, which was open for first responders during the school closures, the school identified the need to send out a parent survey. What did parents need to feel comfortable allowing their children back at school? The staff was surveyed next; and data-driven collaboration meetings determined what purchases need to be made in order to meet the needs of everyone.

Many other opportunities for additional space such as using partitions to set up expanded classrooms may come with a school schedule redesign. The school is looking ahead; perhaps the State will respond with another closure this school year, or parents may wish to pick up their child early, and the school would offer a half day schedule, offering core subjects in the earlier part of the day. In either of these cases, the school is prepared to open up a learning center for students to be able to come to use the school computers, and learn online while being supervised. This is imperative for parents to work. Being prepared to respond to a worst case scenario has allowed new ideas for providing the best possible scenario for the students.

Offering new enrichment opportunities for students, like coding classes, will entice student enrollment. One of the Franklin students created this math video game, <https://youtu.be/nOrnEClHPj0>, to get other students interested in coding. Additional learning opportunities will be offered whether school is at home or if students are in the classroom. Teachers have planned on recording their class lessons and making them available to the children who are learning at home or are working in the learning center on campus. While this will involve some extra effort it will have an added benefit of increasing classroom professionalism and providing a way for parents to better see what is going on in their child's classroom. Teachers are planning to have students reinforce concepts on video so their peers will remain in close connection to the school. This is important. The students who are learning on the online platform will be able to access help from the teacher much more easily. Seeing their classmates on some of the videos, reinforcing concepts, teaching each other, offers an innovative way to remain connected to the class. Recording the lessons will also make it easier for children who have learning problems to review materials as well as provide an added resource for classroom tutors.

Learning from the experience that worked well during school closures provided leadership ongoing affirmation and reconstruction of delivering instruction to students, while constantly navigating problems, troubleshooting, and redesigning what worked well for each individual teacher and student's families. Every individual need was met, including providing envelopes of school work, with teacher instruction materials to do at home. The school designated pick up times on each Monday for parents to pick up work, and for those who were not picking up the envelopes, teachers mailed them home, or personally drove them over. This experience was taken into account for the continuance plan.

Franklin Phonetic School

COVID-Response Letter

July 30, 2020

Dear Parents,

We know how challenging these days are for everyone. Our staff have been planning during the closure to anticipate the return to school safely. We know that there will be changes this year, and we greatly appreciate your patience and flexibility during this time. While not everything has been decided, we wanted to let you know that our first priority is the safety of our children and our staff. We have taken the results of parents and staff surveyed over the closure in consideration with these decisions. We have done our best to consider the diverse needs of our population and are carefully following the CDC, as well as national and state guidelines. Here are some things that we wanted to let you know about ahead of time. The first day of in-person school begins Monday, August 17th. We encourage all parents to make an appointment to Meet the Teacher events Thursday and Friday August 6th and 7th. Our teachers will be distributing welcome packets of learning materials to take home. At this time we would like parents to share their preferred drop off time with their child's teacher. During the week of August 10th, students may virtually connect with their classmates and teachers with Google Classroom. During this time we will also provide breakfast and lunch to Franklin students and siblings. Starting on the morning of August 17th, the first in-person school day, the following procedures will be implemented:

Morning Drop off Procedures:

Students Kindergarten-6th Grade

Before School

Parents use a home screener similar to the self-checker used for children found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> 5

At Home- Daily Health Screenings and Reporting

Students must not come to school if they exhibit any of the following symptoms*:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;

- sore throat;
- headache;
- fatigue;
- change in congestion or runny nose not related to allergies*;
- cough;
- vomiting; diarrhea;
- or new loss of taste or smell.

**This list may not include all possible symptoms. The CDC will continue to update this list as more is learned about COVID-19.*

COVID-19 Guidance for School Response to a COVID-19 Case:

Reporting a positive COVID-19 test:

Franklin school has designated personnel to communicate with the required public health officials. Parents will communicate with this designee solely in regards to reporting. Franklin school will maintain confidentiality with this information. We will inform parents/families via Blackboard communication and the school website. Please give the school the most updated email contact you have and update your phone number. This is imperative for communication.

- If any symptoms are present in your child or you have a household member who has contracted COVID-19, you must report it to the school. Confidentiality will be maintained.
- Franklin school communicator designee will identify students, teachers, or staff with fever or respiratory symptoms and send them home immediately. Students who become ill during school will be separated and cared for and monitored until parents can pick them up.
- Symptoms of concern include: fever (subjective or $>100.4^{\circ}\text{F}$), cough, and shortness of breath. Students who dissolve fever symptoms without the use of Tylenol may return to school after 72 hours.
- Reports of positive cases will be guided by the principal.

To promote social distancing, sanitation, and eliminate crowding in lunch and playground areas, our drop off policy has changed. While we know this may be an inconvenience it is important that we all follow safety precautions. All students and staff will have their temperature scanned

before entering. Please do not leave your child until their health status can be verified. Parents will need to walk their child into the cafeteria to be dropped off. To better accommodate this we have designed three drop off times for students 7:45, 8:15 and 8:30 a.m.

- If your child is going to be dropped off at school at 7:45 they will need to be signed up for a before-school activity. The activities planned are choir, computers, Spalding pre-teaching, possibly piano lessons. Parents will be able to drop off their children at 7:45 in the cafeteria. Breakfast will only be served in the cafeteria if children are signed up for the pre-morning activities until 8:00. These activities will begin at 8:15 and run until 8:45. Students who have finished breakfast will be allowed to play on the playground until 8:15 when they are called for their activities.
- The next drop off is at 8:15, where students will be given a brief recess before attending class. Students who are not enrolled in a before school activity should not arrive until 8:15. Breakfast will be served at 8:30 in the classroom. At 8:15 those students who are enrolled in a before school activity will be off the playground and there will be space for the other children.
- Breakfast will be served from 8:30 to 8:45 in the classroom. Please have your child dropped off by 8:30 in order to go through the cafeteria temperature scanning procedures no later than 8:30 so that teachers may begin their day.

Lunch Procedures

- Students will be given 15 minutes to eat lunch and will be sent outside to picnic areas if they have not finished.
- During inclement weather, students will pick up lunches in the cafeteria, but will eat in their classrooms. Games or other fun activities will be provided and teacher aides will supervise the children while teachers have their lunch break.

Recess

- Students will be encouraged to distance themselves and will remain with their class for the majority of the day.
 - Sanitation practices will be in place after each recess so the equipment is disinfected. Hand washing stations will be outdoors and hand sanitizer will be available to students sharing equipment.
-

Classrooms

- All classrooms have been spaced to the greatest extent possible. We have also created new learning areas for spacing on campus during special area classes.
- All staff will be wearing face shields or cloth masks. Students will be provided face shields; and teachers will practice procedures for wearing the face shields when socially distancing is difficult.
- Each child will be assigned their own face shield to use for activities such as choir or sports where wearing a mask would not be practical.
- Parents will need to supply masks for their children during times required by the CDC. If your family does not have access to a mask we will have some available.

For children with medical issues preventing them from attending school; please contact administration.

Preschool Procedures:

Mission Statement: Franklin Phonetic School will provide a safe, clean, child center with the highest of standards both in care and compliance with recommendations of National and State Health Organizations.

Overall Cleanliness of Campus: The preschool area has been thoroughly cleaned and sterilized. Every shelf, table, chair, surface and floor has been sanitized. In addition the entire school campus has been treated by professionals with a mist system specifically developed to kill any and all potential bacteria.

Continued Daily Cleaning: Every day all frequently used surfaces will be cleaned and sanitized. Center will adhere to all federal, state and specific Covid-19 recommendations and standards recommended by the CDC, First Things First, Quality First and DES.

Procedures for hand washing: All persons who arrive on campus are encouraged to use hand sanitizer provided at front office and preschool entrances as recommended by the CDC. Every staff member and student who enters will have temperature screening. Staff will wash their hands with soap and water for at least 20 seconds upon entering a building. Thoroughly drying hands is an important part of washing as it further wipes germs off of the skin. Hand washing will be taught and positively reinforced through demonstration, fun science activities and friendly reminders. Hand washing will continue throughout the day as appropriate.

Signing in: Before arrival, parents will perform a self-check for symptoms of illness. Upon arrival, parents will take their child's temperature upon entry and sign-in at the preschool. The CDC defines the following specific symptoms as requiring at home care: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea.

Procedures for dividing sick and non-sick persons: Student and staff temperatures will be checked upon arrival according to current CDC guidelines. If a student has a fever BELOW 100.4, they will be carefully attended to and monitored hourly. If a student has a fever ABOVE 100.4, they will need to be picked up; parents will be advised of their child's temperature, and will be asked to bring their child home. If a parent is unable to bring their child home immediately, then they will be treated with kindness in order to provide them a safe, comfortable and interesting day that is separated from other students so as not to potentially cause other students to become sick.

Procedures Following a COVID like illness report of any person on campus: If any person on campus becomes ill with symptoms consistent with the COVID 19 virus, they will be immediately separated from other persons on campus. All appropriate persons will be notified as soon as possible. It will be kindly requested that sick children are brought home as soon as possible. Parents must report a positive COVID-19 to the designated personnel at Franklin School. Students should stay home if any family members have symptoms of COVID-19 or have been tested positive for COVID-19. Guidance for returning to school will be given by the principal.

Communicating with Local Health Authorities will be the responsibility of the school. Parents do not need to contact the Maricopa County Department of Public Health and/or Arizona Department of Health Services if there are verified cases at the school. Potential school closures are not known at this time. Depending on State government and/or health departments' criteria for closing an individual school, it is not known what would cause a school to close as a result of a COVID-19.

Example of temperature kiosk:

sensor measures with a tolerance of +/- 0.3 degrees Celsius (+/- 0.5 degrees Fahrenheit)

PRODUCTS DETAILS HOW CHOOSE ALIBRA TAKE IN THE MEDIA SCHEDULE A LIVE DEMO

TTS-10 TTS-15 TTS-21

Why a temperature sensor?

- Provides the first layer of screening protection
- More hygienic with non-touch infrared technology
- Multiple devices can be monitored by a single user

Key specifications:

- Scan distance: 0.3 to 1 meter (approx. 1'0" to 3'3")
- Accuracy: +/- 0.3°C (+/- 0.5°F)
- Scan speed: within 1 second
- Camera resolution: 1080p
- 10" 15.6" and 21.5" models
- Quad-core 1.6GHz processor
- HDK out for remote viewing
- Full HD Ethernet
- PoE (TTS-10 only)
- VESA mount capable

Options:

- AP3-1 adjustable pole stand with weighted base
- WAT-1 wall mount
- QTM-1/TM-2/QTM-3 desktop stands

MSD-APP-20-008...pdf



Example of Face Shields to be worn:

Personal Protective Equipment Ebay.com

Closed Top Reusable Protective Face Shield Replacement for Closed Top Face Shield Light Duty Protective Face Shield \$5.00

MSD-APP-20-008...pdf

Face Covering Guidelines in Child Care Settings

Frequently Asked Questions

- ❖ **What guidelines should I follow in determining when to wear a mask?**
 - Follow the local ordinance guidelines provided by your city, county or regional authorities.

- ❖ **Are there limitations regarding the use of face masks by children?**
 - Check your local ordinance guidelines.
 - Maricopa County guidelines do not require children under the age of 6 to use masks.
 - Pima county does not consider child care settings to be public venues, and do not require face masks within those environments.

- ❖ **What do I need to be aware of regarding children wearing masks in a group setting?**
 - Plan to have a plentiful supply of masks available
 - Clean them regularly.
 - If a mask becomes soiled, replace it with a clean one.

- ❖ **Is it still important to stay hydrated? YES**
 - Remember, it is SUMMER in ARIZONA – you must stay hydrated in order to stay healthy!
 - It is easy to stop drinking fluids regularly since your mouth is covered by a mask.
 - Remind yourself and those around you to stay hydrated.

- ❖ **Is it important to be aware of your breathing in a face mask? YES**
 - People often begin shallow breathing when the face is covered.
 - This can impact blood oxygen levels, brain function and heat management.

- ❖ **How do I use masks correctly?**
 - See [State](#) and [CDC](#) guidelines regarding face coverings.

- ❖ **Are there exemptions to using masks?**
 - Yes. See your local ordinance guidelines for details.

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.





Novel Coronavirus 2019 (COVID-19) Outbreak: Quarantine Guidance for Household and Close Contacts*

If you **live in the same home** or **were in close contact (within 6 feet for longer than 10 minutes)** with someone with COVID-19, you should **stay at home and quarantine**:

- If you live with the person with COVID-19, **separate yourself from the ill person (people) in the home.**
- **Stay at home for 14 days after your last contact with the person with COVID-19**, except to get essential medical care, prescriptions, and food.
 - **Do not go to work (unless you work in an essential service** AND do not have any symptoms associated with COVID-19), school, or public areas (e.g., shopping centers, movie theaters, stadiums, etc.).** Do not use public transportation, including rideshares and taxis. Do not go on long-distance travel.
 - **If you work in an essential service** AND do not have any symptoms associated with COVID-19** and must go to work during the 14 days after your last contact with the person with COVID-19, **you must wear a cloth face mask** when you are within 6 feet of other people.
- **Call ahead** before visiting your doctor and reschedule all non-essential medical appointments.
- **Cover your coughs and sneezes.**
- **Wash your hands** and avoid touching your eyes, nose, and mouth.
- **Avoid sharing household items** like dishes, cups, eating utensils, and bedding.
- **Clean high-touch surfaces** (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, etc.) daily.
- **Monitor your temperature & symptoms** for 14 days after your last contact with the person with COVID-19.
 - **Temperature monitoring:** please take and record your temperature daily.
 - **Symptom monitoring:** fever or chills, cough, difficulty breathing or shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea can be symptoms associated with COVID-19.

If you develop fever or any of the symptoms listed during the 14-day monitoring period:

- 1) **Get tested for COVID-19** with a PCR test (nose swab) at a healthcare facility or drive-thru testing site.
- 2) If you have **symptoms and tested positive** for COVID-19, you should:
 - **Remain in home isolation until 10 days have passed since your symptoms first started AND**
 - **At least 3 days (72 hours) have passed since your fever has gone away without the use of fever-reducing medications AND your respiratory symptoms (cough, shortness of breath or difficulty breathing, sore throat, congestion or runny nose, and loss of taste/smell) have improved.**
- 3) If you have **symptoms and tested negative** for COVID-19 (or you do not get tested), you should:
 - **Stay home and away from others until 3 days (72 hours) have passed since your fever has gone away without the use of fever-reducing medications AND your respiratory symptoms (cough, shortness of breath or difficulty breathing, sore throat, congestion or runny nose, and loss of taste/smell) have improved.**
- 4) **Should you elect to seek healthcare please call ahead before going to your medical appointment**, be sure to tell your healthcare provider about your travel or your close contact with someone who is confirmed to have, or being evaluated for, COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected.

*These recommendations are current as of 6/12/2020. Recommendations are subject to change as the situation evolves. For more information, please visit maricopa.gov/COVID19.

**Essential services were defined by Governor Ducey's Executive Order here: <https://azgovernor.gov/governor/news/2020/03/governor-ducey-issues-executive-order-detailing-essential-services>



Helping Children Understand Emotions When Wearing Masks

Young children look for emotional cues from caregivers to help interpret the environment and rely on their caregiver's facial expressions, tone of voice, and body posture to identify and understand emotions. Here are tips and ideas for helping children identify emotions when your face, your most expressive feature, is covered by a mask. Use these strategies to let children know that behind the mask, a kind and warm expression is still there!

1. Practice emotional expressions with a mask on in front of a mirror. Pay attention to facial cues that can be seen, body movements, and hand gestures.
2. Incorporate ASL when teaching emotions (<https://www.youtube.com/watch?v=91foGHKuwLO>).
3. Direct children to look at your eyebrows, eyes, body movements, and gestures when talking about emotions. For example, "Look, I am happy. You can't see my mouth smile, but my cheeks lift up, my eyes crinkle, and my shoulders and arms look like this."
4. Increase the use of gestures throughout the day and when talking about emotions (e.g., shoulders shrugged for sad, arms out to indicate a happy mood).
5. Talk about your feelings as much as possible (e.g., "I am feeling happy that it is almost time to go outside and play."; "I am feeling sad that it is raining right now."; "I am feeling excited that we have a new toy in centers today.").
6. If using an emotion check-in, encourage all adults in the classroom to participate and check-in when the children do (https://challengingbehavior.cbcs.usf.edu/docs/FeelingFaces_chart_template.pdf).
7. When talking about emotions, hold up the corresponding emotion card or visual near your face. Consider wearing a lanyard with a visual of an emotion expressions (e.g., tired, happy, excited, sad, angry, mad, nervous).
8. Be sure to face children and remain nearby when talking to them while wearing a mask. Wearing a mask muffles the speaker's speech, which can make it more difficult to understand what is said.
9. Provide an activity for children to practice wearing a mask and making different faces while looking in a mirror or at each other. Point out how their face looks (e.g., eyes, eyebrows).
10. Allow children to use masks during play with stuffed animals to help familiarize them with seeing masks in their environment.



Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace.

Additional information about identifying critical infrastructure during

COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in rooms.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



CISA
Critical Infrastructure Security and Resilience Agency

Walter Health Face Shield

Cleaning Procedure: This face shield is intended for single use or multiple uses by a single user. If you intend to use it multiple times, the following are cleaning instructions per the CDC guidelines "Selected Options for Reprocessing Eye Protection."

1. While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
3. Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
4. Fully dry (air dry or use clean absorbent towels).
5. Remove gloves and perform hand hygiene.

Important Notes: The face shield is not intended to be used (1) in a surgical setting, (2) where significant exposure to liquid, bodily or other hazardous fluids may be expected, (3) in a clinical setting where the infection risk level through inhalation exposure is high or (4) in the presence of a high intensity heat source or flammable gas. The face shield is not intended to be a surgical mask or FFR. The face shield has not been FDA cleared or approved. The face shield has been authorized by the FDA under an Emergency Use Authorization (EUA) for use by healthcare providers as personal protective equipment. The face shield is only authorized for the duration of the declaration that circumstances justifying the authorization of emergency use under Section 564(b)(1) of the Federal Food, Drug, and Cosmetic Act, 21 USC 360bbb-3(b)(1) unless the authorization is terminated or revoked sooner.

WALTER HEALTH LLC AND ITS AFFILIATES EXPRESSLY DISCLAIM ANY, AND BY PURCHASING THE FACE SHIELDS, YOU AGREE THAT WALTER HEALTH LLC AND ITS AFFILIATES MAKE NO, REPRESENTATIONS OR WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY, FITNESS FOR A SPECIFIC PURPOSE, NON-INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF OTHERS, COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS OR OF ANY OTHER NATURE ARE MADE WITH RESPECT TO THESE PRODUCTS. EFFICACY IN PREVENTING INFECTION IS NOT GUARANTEED.