



# Mitigation Plan

**Nevada Campuses**  
**2021-2022 Academic Year**



Approved By Nevada School Board on \_\_\_\_\_



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# School Programming Options

All students will have the option to choose a distance learning model or traditional, in-person model of instruction for the 2021-2022 school year. Legacy Traditional School will not offer a blended or hybrid model in which students attend in person part of the time and learn online the remainder of the time. Legacy Traditional School will offer the distance learning model for at least the first semester of the school year, and will continue to offer it as long as it is required by the Governor's [emergency directive](#).

## Distance Learning Model

- 100% of learning will take place online.
- Core course content, including math, reading, science, and social studies, will be taught through the Schoology learning management system (LMS) using Legacy's curriculum.
- A limited number of elective courses will be made available.

## Traditional School Model

- Legacy Traditional School campuses will offer a full in-person model of instruction with 100% of learning in the brick-and-mortar school, so long as schools remain safe to operate.
- During any periods of intermittent or extended closure Legacy will use the Schoology LMS to supplement instruction. Schoology will also be available as a resource daily by all teachers as an at-home resource.
- Safety guidelines will be enacted to protect staff and students and mitigate risk of exposure or transmission of COVID-19 within the school community.



# Healthy Practices

## Personal Protective Equipment

- Face coverings will be optional unless required in alignment with state emergency directives.
  - Face coverings are optional for vaccinated individuals, including staff members and students who are 12 years of age and older.
  - Students 9 years of age and under are exempt from face covering requirements.
  - Students who are 10-11 years old are required to wear face coverings so long as it is required at the direction of the Governor.
- The use of other personal protective equipment, like gloves, is optional for both students and staff.
- Medical-grade PPE will be provided to staff who, in the course of their daily assignment, may come into contact with bodily fluids. Decisions will be made on a case-by-case basis in consultation with the staff member's supervisor.

## Daily Health Screenings

- All staff and students are expected to conduct a self-screening of body temperature and COVID-19-related symptoms prior to reporting to the school building.
- In alignment with CDC guidance, Legacy has identified a body temperature of 100.4 or higher and/or any COVID-19/flu symptoms as criteria to substantiate staff and student absence from school.
- If fever or symptoms are present at the time of self-screening:
  - Staff: Report fever/symptoms to supervisor. In consultation with the supervisor, contact Human Resources to discuss the use of PTO and/or other leave of absence options. Staff should be prepared to present a doctor's note of clearance upon return. Teladoc may be used free of charge for staff.
  - Students: Report fever/symptoms to the Attendance Line.



- If staff or students do not have a thermometer at home, they may report to the Health Office and/or screening staging area (site dependent) when arriving to the campus to have their temperature taken.

## Hand Hygiene

- Staff and students are required to wash their hands every two hours with warm water for at least 20 seconds.
- Grades K-5 students should wash their hands when entering class each morning, at 9:30 a.m., 11:30 a.m., 1:30 p.m., before and after all special area classes if held outside their classroom, before and after lunch, before and after recess, and before and after leaving class to use the restroom.
- Grades 6-8 students should wash their hands when entering class each morning, before and after lunch, and before and after leaving class to use the restroom. Teachers are expected to facilitate this and ensure it occurs.
- Students leaving class for any outside services should wash hands before and after leaving the classroom.
- Hand sanitizer will be available in the office and classrooms to be used throughout the day. Staff and students are encouraged to bring their own sanitizer as well.

## Student Health Office Operations

- The Health Assistant and all Subs/Backup personnel must be trained on the [PPE Standard Operating Procedure](#).
- The Health Assistant and/or a designee will report to the Health Office or the designated staging area daily to conduct temperature screenings for any staff and students who wish to have an onsite screening rather than conducting a self-screening at home.
- Teachers should be mindful of Health Office capacity limitations and use best judgment when determining the need to send a student to the Health Office.
- Only urgent needs that cannot be addressed within the classroom will be attended to in the Health Office to avoid overcrowding.
  - Medication
  - Students with chronic illness / Health Action Plans
  - Acute injuries



- COVID-19/flu symptoms
- The Health Assistant will sanitize the cot and any equipment used with a student and will change PPE before seeing the next student
- Each teacher will receive a first-aid kit containing basic supplies (gloves, gauze, bandaids, instant ice packs) to allow minor scrapes/injuries to be addressed within the classroom where possible
- If a student borrows clothing from the Health Office after an accident or injury, the clothing should be returned to the school freshly laundered. The school will rewash all clothing on-site, as a safety precaution, onsite prior to returning it to the Health Office's extra clothing closet.



# COVID-19 Case Processing

## Positive Cases of COVID-19

- Individuals who test positive for COVID-19 must isolate at home in alignment with the local county health department's isolation protocol.
- Individuals who test positive may return to the school building once they have:
  - met the isolation criteria; and
  - it has been 24 hours since they have experienced a fever without the use of fever-reducing medication; and
  - their symptom(s) have resolved.

## Contact Tracing

- When there is a laboratory-confirmed case of COVID-19, the school will conduct contact tracing.
- Close Contacts: Individuals who were in contact with the positive individual within 6 feet for 15 cumulative minutes up to 48 hours (or as defined by the county) before the individual tested positive and/or began experiencing symptoms will be identified as close contacts.
- Quarantine for Close Contacts: Close contacts must quarantine after exposure to someone who is positive for COVID-19. Quarantine periods vary per county health department requirements. Legacy will observe the requirements of the [Southern Nevada Health District](#).
- If there is a confirmed positive case of COVID-19, the school will issue a [notification](#) to the parents of students who have affiliation to the individual who tested positive in alignment with county and state health regulations, FERPA, and any other applicable privacy law or regulations.

## Return to School After Quarantine/Isolation

- Students will be required to stay home from school after testing positive for COVID-19, exhibiting symptoms of COVID-19, or having close contact with someone who tested positive for COVID-19.



- Affected individuals may return to the school building when quarantine/isolation requirements of the local county health department have been satisfied.
- Unless otherwise required by the county, the following criteria must be met to return to the school building:
  - Individuals who tested positive for COVID-19
    - At least 10 days since symptoms first appeared (20 days if severely ill or immunocompromised.); and
    - At least 24 hours with no fever without use of fever-reducing medication; and
    - Symptoms (such as cough or shortness of breath) have improved.
  - Individuals who experienced symptoms of COVID-19
    - At least 10 days have passed since the onset of symptoms; or
    - A negative COVID-19 test result has been obtained; and
    - At least 24 hours fever-free without use of fever-reducing medication; and
    - Symptoms (such as cough or shortness of breath) have improved.
  - Individuals who have been identified as close contacts of someone who tested positive for COVID-19 (including a household close contact)
    - 14 days have passed since last exposure for individuals who have been exposed and subsequently experienced symptoms
    - 10 days have passed since last exposure for individuals who have been asymptomatic since exposure
    - 7 days have passed since exposure, no symptoms have developed, and a negative COVID-19 test result has been obtained no sooner than 5 days after exposure.
- These requirements will be updated in alignment with county requirements.
- As essential employees, staff members are exempt from the 14 day quarantine after exposure, unless experiencing symptoms.
- In alignment with county requirements, face coverings may be required for a period of time after exposure or positive COVID test results. Legacy will



comply with face covering requirements of the county. If county guidelines change for isolation periods, we will follow the current guidelines.

## Isolation Area

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



# School Operations

## Physical Distancing & Mitigating Measures

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

## Front Office

- The reception desk in the front office may have tape on the floor to indicate 6' distance.
- At the principal's discretion, the campus may install plexiglass at the reception desk.

## In the Classroom

- Desks will remain in rows in a gridlike pattern. Desks should never be grouped or pushed together.
- Teachers must maintain up-to-date seating charts for all classes.
- Classroom doors should remain closed throughout the day.
- Students will not be asked to sit on the floor, in circles or in partners/groups at any time.
- Students should refrain from touching other students.
- Students should remain in their seats while in class.
- Students will not share desk supplies, all supplies sent in will be kept in the student's desk for individual use only.

## Around Campus

- All hallways should be marked with signs so students can only walk one direction on one side and another direction on the other side.



- Junior high passing periods may need to be extended to allow for additional time which may be needed so students can follow a path only walking in hallways in one direction, not crossing over one another.
- Teachers should consider only permitting one student to leave class to use the restroom at a time, however, professional decision-making must be used in this area if a child does not feel well or if there is another urgent need.
- Teachers should eliminate the use of shared/reusable restroom or hallway passes. Students should receive a post-it or other disposable note to throw away upon return to class.
- Library books can still be checked out but must be sanitized by the librarian upon return. Library books should not be checked out to a new student upon return for at least 24 hours.
- Water fountains should not be used to drink directly from, but can be used to fill a water bottle. This will help to mitigate the transmission of germs. Water bottles should be required to have the student's first and last name clearly visible to avoid students accidentally grabbing the wrong water bottle
- LKC admin should assign classrooms that will be utilized for grade level homework times and the gym/cafeteria/and outside time should be on a rotation with those assigned classrooms to ensure that large groups are not in one area at any time.
- LKC drop-off procedures will be sent to those enrolled in a separate communication.

## Mozart and Momentum

- Physical Education classes will be held as scheduled. To the extent possible, games with physical contact will be avoided.
- Band classes will be held as scheduled. Students will not share instruments.
- Choir classes will be held as scheduled.

## Driveline

- Students will not be able to be picked up through the office or from the classroom.
- Parents will only be able to pick up students utilizing the Driveline process.
  - \*Park and Pick-Up (at entrance) *will be allowed for Pre-K students.*



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

## Flag Ceremony

- Flag Ceremony will be held in its traditional way. It will take place outdoors each morning.
- Parents will be permitted to attend, with restrictions.
  - They must stand 6 feet back from the lines of students.
  - Self-screening for temperature and other symptoms must occur prior to entering the school gates.

## Food Service

- Breakfast and lunch will be held in the cafeteria for all students, following the school's typical procedures for seating and food service.
- Lunch
  - Salad bar will be offered, but all items will be individually wrapped.
  - Students will be allowed to grab individual milk from milk coolers.
  - Students will not touch a device to type in their number to pay for lunch. Only staff will be permitted to use the keypad.
- Breakfast
  - Hours of operation will be 7:30 a.m. - 8 a.m.
  - Students will report directly to the Flag Ceremony after eating.  
\*Pre-K students will eat in their classrooms.

## Back to School Night

- Back to School Night will be held in person. Parents must follow the self screening process prior to coming on campus.



## Meetings

- Meetings will be permitted to take place in person with care given to social distancing and other risk mitigation measures.
- Weekly staff meetings on campus may be held via Google Meet to avoid the gathering of large groups and to maintain social distancing
- If an in-person meeting of more than 10 people needs to be held, it must be held in an open area with chairs spaced apart to the best extent possible.
- School administration may decide to hold staff meetings in person or online.
  - Individuals who need accommodations may contact Human Resources.



# Extra-Curricular Programming

## Tutoring

- Teachers will be permitted to tutor any students in need of services. Tutoring will not be limited only to the teacher's cohort of students.
- Seating charts will be required for all tutoring sessions.

## After School Sports

- Only athletes and coaches will be allowed at practices. An exception will be made for individuals serving as approved volunteers.
- Sports equipment should be cleaned/sanitized after each practice/game.
- Athletes should use hand sanitizer before and after games and practice, students should bring their own sanitizer.
- Water and personal athletic equipment will not be shared.
- Coaches should remind players not to "spit" when participating in outdoor activities.
- Spectators are asked to adhere to physical distancing when possible.
- Additional COVID-19 waiver to be signed by all athletes.
- The school will adhere to all requirements of the [NCSAA](#).

## After School Clubs

- Clubs will resume operation.
- Virtual and in-person options may be provided at the discretion of the school.
- Seating charts will be required for all club activities.

## Field Trips

- Postponed until further notice.
- Teachers may consider virtual or on-campus field trips to enhance learning.



## Musical Performances

- Musical Directors will follow the [Musical Performance COVID Guidelines](#).
- Plans for musicals will be submitted to site administration no less than 30 days before auditions. Care will be taken to maximize social distancing and minimize direct contact.
- Auditions and rehearsals will be closed to outside visitors. Approved volunteers will be allowed to attend rehearsals to assist the Director. Spectators will not be allowed at rehearsals.
- Activities that shall be prohibited due to risk of direct contact include, but are not limited to:
  - Physical contact between cast members including partner dancing
  - Sharing of items between cast members including scripts, props, microphones



# Parents, Visitors, & Guests

## General Visitor Guidelines

- Schools will open to parents, visitors, and guests to support academic and extracurricular activities in alignment with the Parent/Student Handbook.
- Parents must follow the guidelines to become approved volunteers, including completing a background check prior to being allowed to volunteer on campus.
- All visitors and guests will be expected to conduct a self-screening of body temperature and COVID-19-related symptoms prior to reporting to the school building.
- In alignment with CDC guidance, Legacy has identified a body temperature of 100.4 or higher and/or any COVID-19/flu symptoms as criteria to substantiate staff and student absence from school.
- Before entering the office, parents, visitors, and guests must read all signage and be prepared to comply with active municipal/county/state mandates related to face coverings.
  - If a mandate is in place and a parent does not have a face covering, entry will be denied and an alternate accommodation will be offered to complete drop off or pick-up.
- Parents, visitors, and guests may be asked to stand 6 feet back from the office desk.
- Parents, visitors, and guests should read all signs for specific campus level instructions.
- Parents should check-in/out of LKC per LKC policy which will be emailed to families enrolled in that program in a separate memo.

## Central Office Employees

- Central office employees may visit campuses for essential business and will follow all campus protocols when visiting.

## Staff Visitors

- Teachers and staff may not have any personal visitors on campus, regardless of whether school is in session.



## Prospective Student Tours

- Pre-scheduled tours may be held within the school day, limited to four families per tour.
- Tour Guidelines
  - The visitor's temperature must be taken at the door and be lower than 100.4 to enter. If any tour participants' temperature is at or above 100.4, the entire tour group will need to be rescheduled.
  - Only the tour guide should touch doors when opening.
  - All participants must use hand sanitizer before and after the tour.
  - No handshaking.
  - Respect physical distancing when possible.



# Cleaning & Sanitizing

## General Guidelines

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

## Facilities Team Responsibilities

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



- Shared playsets and swings will be cleaned using sanitizing spray between each lunch or recess.

## Food Service Staff Responsibilities

- Food service staff will clean and disinfect frequently touched surfaces in the kitchen such as workstations, door handles, tables, and countertops on a routine basis.
- Shared use items will be disinfected after each use. This includes prep tables, computer keyboards, office phones, and calculators.
- Food service staff will practice proper hand hygiene by washing hands with hot water for 20 seconds. Key times to clean hands include:
  - Before and after work shifts and when leaving and returning to the kitchen.
  - Before, during, and after preparing food.
  - After putting on, touching, or removing cloth face coverings.
  - Before putting on and taking off disposable gloves when performing food prep.

## Staff Responsibilities

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



# Contingency Planning

## Safe Operations Criteria

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

## Remote Learning School Option

- In the event that school operations are determined to be unsafe to continue for an interim period of time, notice will be provided to parents and all students will convert to a remote learning environment until it is safe to return to the school building.
- During interim remote learning, students will receive access to core academic instruction as well special education and related services, as appropriate. To the extent practicable, access to learning opportunities will be provided in special area classes.



# Confidentiality

## Training & Compliance

- Follow-up training regarding expectations and requirements surrounding protected health information and confidentiality will be provided during staff meetings on an ongoing basis.
- Staff will be expected to adhere to the protocols and relevant roles involved in reporting potential exposure to COVID-19 and positive cases of COVID-19.
- Staff will be expected to use the reporting system they were trained on to preserve confidentiality that will allow them to report potential exposure and positive cases directly to Human Resources.
- Administration will ensure that screenings that take place on campus do not result in a written record of employee or student data.