Post COVID-19 Reopening Procedures
'Hmañ 'shawa Early Childhood Development Center
Revised December 2020
Health Protocols
The guidelines provided in this section are to assist 'Hmañ 'shawa ECDC staff in reopening during the COVID-19 pandemic. We have checked with state and local health officials, and other partners, to determine the most appropriate actions while adjusting to meet the needs and circumstances of our students, families, and community.

Health Screening
- Daily screening of students and employees, upon arrival will include a temperature check, visual scan for symptoms, and a request for verbal confirmation from parent that student is symptom-free will be conducted before entry into building.
- Staff conducting health screening will wear proper PPE (gloves, mask, eye covering & body cover).
- A temperature check of students before getting on the bus will be conducted by the bus monitor along with the application of hand sanitizer Bus monitor will wear proper PPE. Information will be noted in health screening binder. If a student has a temperature above 100.0 they will not be permitted to board the bus. The student may be rechecked at school before 8:30. If the student arrives after 8:30 the student will not be screened until the following day.

Health and Safety Actions
- Student will wash hands upon entry to classroom and be reminded to wash hands in the classroom every 60 minutes.
- All staff will wear a face mask or face shield while on campus.
- Designated staff members will conduct cleaning/disinfection outside the classrooms every 60 minutes.
- Teachers and aides will clean/disinfect and rotate classroom toys and supplies multiple times throughout the day.
- Student nap mats will be separated as far as possible staggering head and feet positioning.
- Preschool and Pre-K class size is limited to 10 students.
- Classes will not mix on playgrounds.
- Classes will not mix in hallways.
- Classes will not mix in cafeteria.
- Staggered dismissal times will be in place.
- Parents will be required to stay in vehicles and wear a mask when picking up students.
- Students will be limited one per seat on bus and skip rows when possible.
- Students will be assigned seats grouped by class when possible.
- Bus driver will clean/disinfect each seat and high hand traffic spots after each run.
- Staff will be trained on all CDC health and safety protocols implemented at 'Hmañ 'shawa.

Ongoing Monitoring
- Staff and students are encouraged to stay home if sick.
- If a staff member develops symptoms throughout the day they will be instructed to leave campus and make an appointment with their personal doctor.
- Maintain confidentiality – there is a good chance that this person will be negative and there is no need to communicate this information to more people than need to know.
After Receiving a Presumptive Positive

- Immediate Actions by Wassaja/MCDPH after receiving a presumptive positive case of COVID-19 Wassaja/MCDPH will receive laboratory results and notify Wassaja/MCDPH incident commander.
- Wassaja/MCDPH will contact healthcare provider of presumptive positive case about laboratory results.
- Wassaja/MCDPH will contact presumptive positive case or parent/guardian about laboratory results.
- Wassaja/MCDPH (A Nurse Epidemiologist) will conduct an interview with the case or parent/guardian to capture information about symptom onset, exposure locations, and close contacts.
- Wassaja/MCDPH will provide the case with information about isolation and symptom monitoring.
- Wassaja/MCDPH will call close contacts to discuss exposure, symptom monitoring, and self-quarantine.
- If close contacts are experiencing symptoms, Wassaja/MCDPH will work with them to get evaluated by a provider and tested.

If Wassaja/MCDPH identifies exposure to school

- Wassaja/MCDPH leadership will contact 'Hmañ 'shawa Principal and Day Care Manager to notify the positive case.
- Wassaja/MCDPH will request additional contact information from 'Hmañ 'shawa ECDC related to potential exposure (classroom, student lists, etc.).
- Wassaja/MCDPH will conduct additional interviews with close contacts of case.
- Wassaja/MCDPH will plan a conference call with 'Hmañ 'shawa ECDC Principal, Day Care Manager, and Education Director.
- Wassaja/MCDPH will make recommendations to prevent disease spread and reduce exposure.
- Wassaja/MCDPH, 'Hmañ 'shawa ECDC Principal and Day Care Manager will work collaboratively on communications plan to notify school community of the exposure, and provide guidance.
- 'Hmañ 'shawa ECDC leadership will discuss respect of student/staff privacy to help prevent discrimination or unnecessary stigmatization.
- Wassaja/MCDPH and 'Hmañ 'shawa ECDC will work collaboratively on communications products needed by the ECDC.
- 'Hmañ 'shawa Principal will be request IT Department to set up a hotline for concerned parents/guardians.
- Principal and Day Care Manager will identify students, teachers, or staff with fever or respiratory symptoms and send them home immediately. Separate symptomatic individuals from others and have them wear a surgical mask until they are home and isolated. While on campus individuals will be isolated in the nurses office.
- Principal and Day Care Manager will instruct student families, teachers, and staff to self-monitor their temperature and symptoms regularly and before they come to school for the day. Symptoms of concern include: fever (subjective or >100.0°F), cough, and shortness of breath.
- Principal and Day Care Manager will instruct individuals with any fever or respiratory infection symptoms that they should stay home until 72 hours AFTER these symptoms resolve.
- 'Hmañ 'shawa leadership will maintain regular communications with the local public health department. Wassaja/MCDPH, 'Hmañ 'shawa ECDC Principal, Day Care Manager, and Education Director will discuss need for school closure.
- Wassaja/MCDPH, in consultation with the appropriate school officials, may consider if school closure is warranted and length of time based on the risk level within the community as determined by CDPH Director or Medical Director for Disease Control.

'Hmañ 'shawa leadership will contact Wassaja/MCDPH immediately if we detect any concerning clusters of respiratory disease or spikes in absenteeism.

602-506-6767 MCDPH Surveillance Nurse
480-789-7860 Wassaja Memorial Health Center Director
School Closure Considerations and Actions

- Closing schools is a difficult decision as it impacts students, families, and employers. Wassaja/MCDPH will continue to assess the situation and provide information, as needed.
- In consultation with Wassaja/MCDPH, and Tribal Council the centers administrators may determine if the center closure is warranted. Length of closure time will be based on the risk level within the Fort McDowell Yavapai Nation as determined by the Wassaja Memorial Health Center and Fort McDowell Tribal Council.
- Center officials will consider communication plans for center closure that include outreach to students, parents, teachers, staff, and the community.
- Provide guidance to parents, teachers and staff reminding them of the importance of community social distancing measures while center is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-school classes and sporting events. MCDPH has social distancing guidance available.
- Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Determine whether meal programs can continue to be offered when the center is closed.
- Work with Wassaja/MCDPH to determine which cleaning protocols, if any, should be deployed at the center prior to reopening the school.
- Determine the timing of return of students and staff, and any additional steps needed for the center to reopen, in consultation with the MCDPH.
- In consultation with MCDPH, school officials may determine readmission criteria after the school closures.

HOME is the first point on the screening continuum. Families will be encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. Self-reporting mechanisms could include calling the school, calling health-care provider, etc.

TRANSPORTATION is the second point on the screening continuum. Signage to communicate the symptoms students should not have if traveling on a school bus.

SCHOOL is the final point on the screening continuum. Staff will visually check for symptoms (which will include temperature checks) and confirm with families that students are COVID-19 symptom-free.
Food Service

- Teacher/Aide will serve individually plated meals in classrooms instead of cafeteria.
- Staff will wear gloves during food service and clean up.
- After serving and cleaning up staff will wash their hands after removing their gloves.
- Disposable food service items (i.e., utensils, dishes) will be used.
  - Food service staff are required to have standard operating procedures that ensure safe and effective handling of all food service-related equipment.
- No outside food will be permitted into the center (this includes classroom celebrations, holiday, and birthday celebrations).

Promoting Behaviors that Reduce Spread

Staying Home when Appropriate

- Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
- Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students’ families are aware of these policies. Discourage perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.
- Reduce or eliminate exclusionary disciplinary action as students have already experienced significant lack of services, educational opportunities, and isolation during school closure.
- Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor health.

Hand Hygiene and Respiratory Etiquette

- Teach and reinforce hand washing with soap and water for at least 20 seconds, and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds.
- Consider any additional staff or supply resource that may be necessary to assist students who have physical or emotional disabilities with proper hand washing techniques, or alternatives to hand washing if practical.
Roadmap for Reopening - Revised December 2020

**Cloth Face Coverings**
- Note: Cloth face coverings should not be placed on:
  - Children younger than two years old.
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the cloth face without assistance.
  - Students with certain disabilities or health conditions.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
- Cloth face coverings should be washed routinely depending on frequency of use. A washing machine should suffice in adequately cleaning cloth face coverings. Center leaders should consider that not all families have access to washing machines and should have alternatives in place in order to equitably promote the health and wellness of all students.
- Cloth face coverings are not medical grade Personal Protective Equipment (PPE), and medical grade PPE should be utilized instead of cloth face coverings in cases where medical care is being provided to a patient with COVID-19 symptoms in a school setting.
- Store face coverings in individual container labeled with the child's name when not in use

**Adequate supplies**
- Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- Identify staff who will need cloth face coverings or PPE based on the additional risk of physical contact due to their positions, including health service providers, related services providers, paraeducators, bus drivers, etc.

**Signs and Messages**
- Post signs in highly visible locations (i.e., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs, such as by properly washing hands and properly wearing a cloth face covering.
- Principal will send out messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families, such as on school websites, in emails, and on school social media accounts.
- Find free CDC print and digital resources on CDC's communication resources main page.
- Consider surrounding schools when developing messaging, so that students are seeing the same messaging across families.
- Consider the home language of students and families when posting signs and sending messages.
- Ensure that messages are communicated in multiple modalities to ensure that students and families without internet connectivity are included and receive the same important information as is communicated to all families.
- Utilize social media platforms that 'Hmañ 'shawa ECDC families are known to utilize along with email, and paper distribution of important announcements and health related communications.

'Hmañ 'shawa ECDC
Maintaining Healthy Environments Cleaning and Disinfection

- Designated staff members are cleaning and disinfecting frequently touched surfaces (i.e., playground equipment, door handles, sink handles, drinking fountains) within the school every 60 minutes. Bus driver will clean and disinfect the school buses at the beginning and end of each day and between each use as much as possible.
- Use of shared objects at PE will be limited when possible, or cleaned between use.
- Education equipment, art supplies, toys, games will be limited when possible, or cleaned between use.
- Develop a schedule for increased, routine cleaning, and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet the EPA disinfection criteria.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (i.e., assigning each student their own art supplies, equipment), or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Classrooms will offer various toys.

Water Systems

- Drinking fountains outside have been shut off. Water dispensers inside are cleaned and sanitized every 60 minutes. Staff and students are encouraged to bring their own water bottles to refill throughout the day to minimize use and touching of water fountains.
Maintaining Healthy Operations

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19
- Offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions or disabilities) that limit their exposure risk (i.e., telework, modified job responsibilities that limit exposure risk).
- Personal Protective Equipment (PPE) (face shields) will be utilized along with cloth face coverings by staff and students in physical school buildings.
- Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.

Regulatory Awareness
- Be aware of local, tribal, or state regulatory agency restrictions related to group gatherings to determine if events can be held.

Gatherings, Visitors, Field Trips
- Pursue virtual events, gatherings, and meetings and promote physical distancing of at least six feet between people if events are held. Limit group size to ordinances set by Tribal Council at the time of event.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible, especially with individuals who are not from the local geographic area (i.e., community, town, city, county).
- Field trips, student assemblies, special performances, and school-wide parent meetings canceled.
- Sporting events and participation in sports activities canceled.

Identifying Small Groups and Keeping Them Together (Cohorting)
- Keeping classes together with the same staff all day for young children.
- 10 students per class.
- Class groupings and/or sibling groupings on bus when transporting to and from school.

Designated COVID-19 Point of Contact
- Principal Michael Brown, will be responsible for responding to COVID-19 concerns. All school staff and families should know who this person is and how to contact them.

Participation in Community Response Efforts
- Principal, Michael Brown, will be participating with local authorities in broader COVID-19 community response efforts (i.e., sitting on community response committees).

'Hmañ 'shawa ECDC
Communication Systems
- Put systems in place for:
  - Consistent with applicable law and privacy policies, staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19.
  - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure.
  - Communicating with staff and families if there is an exposure at school.

Leave (Time Off) Policies and Excused Absence Policies
- 'Hmañ 'shawa Early Childhood Development Center adheres to Fort McDowell Yavapai Nations attendance policy.

Back-up Staffing Plan
- 'Hmañ 'shawa ECDC will monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff. Principal will create a roster of trained back up staff.

Staff Training
- All staff were trained on all safety protocols on May 15, 2020.

Recognize Signs and Symptoms
- Daily health checks will be conducted for all staff and students which will include temperature screening and verbal communication about possible symptoms.
- Health checks will be conducted safely and respectfully, and in accordance with applicable privacy laws and regulations.

Sharing Facilities
- 'Hmañ 'shawa ECDC will not share our facilities with other organizations until further notice.

Focus on Mental Health
'Hmañ 'shawa Principal and Day Care Manager will focus on the mental health and well-being of staff and students. Mental health concerns will be identified and supported both at home and at school.

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Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Ensure staff are educated on the signs and symptoms of anxiety and depression.
- School counselors and FCS social workers will support staff and students.
- Staff will be given resources through both the National Crisis Response Network and Arizona Crisis Response Network.
  - National Distress Hot Line 1-800-985-5990
  - Birth to Five Helpline 1-877-705-5437
  - Fort McDowell Covid-19 Hot Line

Preparing for When Someone Gets Sick
Schools may consider implementing several strategies to prepare for when someone gets sick.

Advise Staff and Families of Sick Students of Home Isolation Criteria

- Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation. (separate handout)
Preparing for When Someone Gets Sick

Advise Staff and Families of Sick Students of Home Isolation Criteria
- Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation.
- Collaborate with Tribal Nations to determine the best ways for multi-generational families will isolate to prevent further spread of disease.

Isolate Those Who are Sick
- Staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (the Administrative Assistant and Principal) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- The nurse room has been identified as an isolation room to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School personnel should use Standard and Transmission-Based Precautions when caring for sick people.
  - Maricopa County Health Department has determined that face masks and gloves will be available in nurses room.
  - 'Hmañ ’shawa will work with MCHD and Wassaja Clinic to determine protocols for caring for students who are sick.

Clean and Disinfect
- Areas used will be closed off and will not be used until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
- Cleaning and disinfection products will be stored in teacher workroom in a locked cabinet.

Notify Health Officials and Close Contacts
- In accordance with state and local laws and regulations, Principal and Day Care Manager will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
  - Principal and Day Care Manager will confer with local health officials to determine what other entities should be notified and who will make notification.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Ensure communication systems and messaging are provided in alternative formats to successfully communicate information to individuals whose primary language is not English and individuals with hearing or vision impairment.

Principal, Education Director, and Day Care Manager will consult with MCHD, Wassaja Memorial Health Center, and Tribal Council for guidance and support with implementing health considerations related to COVID-19.
Communications

Effective and ongoing communications is a critical component before, during, and after any school crisis. Implementing specific communication procedures and protocols will allow staff, students, families, and the community to safely re-engage in the education process.

- **Communications Procedure**
  - 'Hmañ 'shawa ECDC Principal will issue information to key audiences.
  - Messages will always be tied to student safety.
  - When all facts are gathered then information will be given to all employees.
  - Information will be dispersed through multiple modalities to ensure that families without internet access receive all communications.
  - **Communications for Parents/Guardians:**
    - Information notifying of start date.
    - Information on the health and safety measures the Principal and Day Care Manager are taking to ensure students can return to school.
    - Health Protocols: The Principal will work closely with the MCHD and Wassaja Clinic to develop appropriate safety protocols for students and others entering school facilities.
    - The expectations of parents and students if Emergency Distance Learning is implemented.
    - Basic information on COVID-19 and measures families can take to stay safe when not at school.
    - Clear direction in the student handbooks on when to keep a student home and the process for notifying the school.
    - The importance of mandatory immunizations and locations where they can be obtained. They can be obtained at Wassaja Clinic if student has a current file.
    - Information on trauma informed practices.
    - Information on helping children cope with stress and tragedies.
  - **Communications to Students:**
    - Posters in all buildings and provide other messaging on hand washing and covering coughs and sneezes.
    - Principal will communicate with McDowell Mountain Elementary School and Salk Elementary School developing messaging to ensure that students in the same family are receiving the same messaging.
  - **Communications to the Public:**
    - Signs at entryways not to enter the school if experiencing signs of illness.
    - Signs at the entry way stating that face masks must be worn to enter the facility.
    - Sign at the entry way stating that anyone entering the facility must have their temperature checked. No one with a temperature above 100.0 will be allowed to enter the facility.
    - Sign at the entry way with Fort McDowell Orders referencing COVID-19 laws, policy, and procedures.

'Hmañ 'shawa ECDC
All Students in Physical Buildings from the Start of the School Year

- 'Hmañ 'shawa ECDC meets the CDC School Decision Tree guidelines.
- There minimal local/community cases of COVID-19.
- Tribal Council and Education Board will serve as governing board for contingency plan that has been established.
- Clearly communicated screening expectation to staff and families.
- They have clearly communicated screening expectations to staff and families.
- A plan has been established for medically fragile staff and students.
- Human Resources will work with medically fragile staff.
Computing Devices & Connectivity

- Principal will work to procure access for with specific emphasis, on the students/staff with limited or no connectivity.
- 'Hmañ 'shawa ECDC will work with Tribal Library and IT Department to secure computer devices / connectivity for Kindergarten students and teachers.
- To the extent possible, Principal will provide students with individual computers or tablets with accessories sufficient to participate in video classrooms and each household with the hardware and WiFi access (such as hotspots) necessary to provide consistent internet with adequate speeds.
- To the extent possible, Principal will make budget adjustments, develop a financial plan or leverage federal funding related to COVID19, to purchase computer devices and address internet connectivity issues.
- To the extent possible, Principal will consider and provide appropriate support for staff to ensure navigation of features.
- To the extent possible, Principal will refine their checkout and dissemination systems, as well as for the collection and dispersal of donated equipment, while also providing specific accommodations for logistical issues affecting student/staff.

Mobile Device Management, Instructional, and Communication Platforms

- To the extent possible, Principal will provide uniform platforms based on common standards necessary for virtual work, teaching and learning and communication for teachers, staff, parents, and students.
- Principal will create a plan for parents and guardians with limited English proficiency to meaningfully participate in their child’s education, assist students in completing and understanding assignments, and provide opportunity for questions and feedback in the stakeholder processes.
- Learning Management Systems Considerations:
  - Integration with blended learning models
  - Registration and tracking of student progress
  - Parental/Guardian access to monitor progress
  - Sustain learning opportunities by curating and delivering digital content that promotes active learning, active engagement, and continuous learning across subject areas.
  - Flexibility for specific areas of instruction for all students (i.e., Early Learners, Exceptional Education, Physical Education, English Learners, Gifted Education, Career & Technical Education, Fine Arts, etc.)

- Security procedures and protocols as students transition to online tests and graded assignments.
- Principal will consider a plan that provides flexible means of accessing professional learning resources and support for staff (i.e., include synchronous and asynchronous professional learning).
- Mobile Device Management Considerations:
  - To the extent possible, monitor, manage, and secure all employee and student mobile devices (i.e., laptops, tablets, etc.).
Student/Family Support and Privacy and Security Considerations:

- To the extent possible, Principal will provide multiple opportunities for support including office hours, helplines or help desks taking into consideration those students, families and staff with special needs or language barriers.
- Principal will consider a plan where iterative improvement occur as efficiently as possible by ensuring robust lines of communication between students, families, educators, and leaders who continuously identify and share areas of success and need.
- Principal will provide classes for parents who do not have technical language or skills to navigate a device or learning software platform.
- Principal will have the ability to maintain student privacy and security for safety, while complying with 'Hmañ 'shawa policies, state and federal laws.

Considerations for Physical Education

- Curriculum to focus on individualized student learning targets. Classes will be kept separate.
- Students will use personal supplies. When not possible equipment will be sanitized between classes.
- Safety guidelines from National Arts and Physical Education organizations will be followed.
- 'Hmañ 'shawa will attempt to sustain current levels of funding as part of a student's right to a well-rounded education.
- Separate designated areas in open space will be used. Floor markings in teaching space to maintain six feet distance will be utilized.
- Activities that require physical contact will be excluded from lesson plans.
- Equipment set up will include strategies for social distancing.