



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



Alcalde Elementary

Kiva Duckworth-Moulton
Principal

Alcalde Elementary School
Safe Return to In-Person Instruction

District Re-Entry Planning & Response Team

Point of Contact

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Curriculum & Instruction

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Human Resources

Esther Romero, Director
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B. Emergency Reponses Building Contact Information

- Staff rosters, including cell phone numbers*
- On-site contractor rosters, including cell phone numbers*
- Classroom rosters*
- Class schedules*
- After school program rosters*
- Bus route rosters*
- Student Profile (STU201), includes all contact and emergency information for each student*

Real-time sign-in sheets/visitor rosters

Real-time student attendance data

**All information should be printed/filed in the school's emergency response binder.*

STARS/Synergy SIS

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Technology

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Española NEA Designee

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Alcalde Elementary School
Safe Return to In-Person Instruction

School Re-Entry Planning & Response Team		
	Primary Designee	Secondary Designee
<p>Point of Contact Planning Responsibilities: A. Coordinate, supervise & execute School Re-Entry Plan.</p> <p>Emergency Responsibilities: B. Collect and maintain all info about who is in the building. C. Notification of District Staff and coordination of district resources as needed. D. Coordination & oversight Communication with school response team.</p>	<p>Kiva Duckworth-Moulton Kivan.duckworth@k12espanola.org (505) 852-4253, (505) 901-2275</p>	<p>Leonard Quintana Leonard.quintana@k12espanola.org (505) 852-4253,</p>
<p>Communications <i>Assists in communication need related to pre-planning and emergency response. Coordinates website postings, social media posts, School Messenger auto-dialer notifications.</i></p>	<p>Teri Medina Teri.medina@k12espanola.org (505) 852-4253</p>	<p>Leonard Quintana Leonard.quintana@k12espanola.org (505) 852-4253,</p>
<p>Health & Wellness <i>Assists in maintaining all health & wellness documentation for students & staff, maintains secure temperature & screening logs, reports all positivity cases and assists with contact tracing.</i></p>	<p>Maria Cata Maria.cata@k12espanola.org (505) 852-4253</p>	<p>Teresa Chavez Teresa.chavez@k12espanola.org (505) 852-4253</p>
<p>Student Supervision <i>(Emergency)</i> <i>Assists as the point person to ensure all students are appropriately supervised by their primary instructor during emergency response. Serves as "back up" for POC.</i></p>	<p>Kiva Duckworth-Moulton Kivan.duckworth@k12espanola.org (505) 852-4253, (505) 901-2275</p>	<p>Rebecca Sanchez rebecca.sanchez@k12espanola.org (505) 852-4253</p>
<p>School Facilities <i>Assists in securing all classrooms during emergency response, provides facility management support to first responders as necessary.</i></p>	<p>Claudia Valdez</p>	<p>Alvin Gomez</p>



Emergency Response Preparedness

Directions: Review your school safety plan and adapt and insert the following areas identified for review in preparation for safe school re-entry.

Evacuation Rally Point & Protocols	<p>On campus rally points & protocols</p> <ul style="list-style-type: none"> ● Every staff member will be given a copy of the evacuation procedures and locations for their classroom. Each location is labeled on the map and clearly marked on campus. ● In case of an evacuation, teachers will escort their students to their designated evacuation location. ● Teachers will ensure that students are 6 ft socially distanced and continue to wear their masks properly while in proximity. ● At each evacuation location, there are clear marks that are 6ft socially distanced. ● Teachers will take attendance and will account for all their students during the evacuation. <p>Off campus evacuation site & protocols.</p> <ul style="list-style-type: none"> ● Teachers will escort their students off campus to the designated site. ● Teachers will supervise students to maintain social distance and to continue to wear their masks while in proximity. ● Teachers will take attendance and will account for all their students during the evacuation.
Student Pick Up Procedures	<p>Plan for verification of authorized pick up & sign out.</p> <ul style="list-style-type: none"> ● In case of an emergency, parents/guardians and/or other approved family members will call the front office to ask for the student and schedule the time of pick up ● Parents/guardians and/or approved family members will call the front office when they are outside the school. ● Support staff will escort the student outside with a sign out sheet for the family member to sign.
Student Transportation Procedures	<p>Plan for documenting who went home on the bus</p> <ul style="list-style-type: none"> ● A list of students who have registered to take the bus will be kept in the front office and distributed to teachers, as well as those students who are pick-up/drop-off. ● Students will be dismissed to the bus at dismissal time based on their route (“first bus,” “second bus”) and verified on the list that is provided. ● Students who are picked up will be dismissed according to the list. <p>Plan for ensuring students are received when they get off the bus (if dismissed early or at a non-regular time).</p> <ul style="list-style-type: none"> ● Support staff will assist in supervising students as they get off the bus. ● Support staff will also assist in supervising students who are dismissed early because of abbreviated schedules. ● If students are evacuated at the non-regular time a school staff member will ride the bus with students to verify students get home safely and are received by a responsible caretaker. Students who cannot get home safely will be returned to the school site. Documentation of who the student is released/received by will be maintained by the accompanying teacher.



Alcalde Elementary School
Safe Return to In-Person Instruction

Plan for When a Student Cannot Be Picked Up Immediately	Who is called, who remains, are they safely transported (by an authorized district vehicle)? <ul style="list-style-type: none">• Students who are not picked up immediately or do not have a plan to be picked up will remain with the teacher until all students are verified delivered.• If the student is not picked up, then the teacher will escort the student(s) to the front office.• The student must attempt to contact a parent/guardian or family member. Office staff will continue to attempt to contact utilizing our emergency contact list until someone is found.
Sending Staff Home	<ul style="list-style-type: none">• Teachers are released when all assigned students have left or have been escorted to the front office to await pick up.• Staff/Teachers must lock up their classroom and leave campus by 4:00 pm unless prior approval by administration.• Principal and/or custodian(s) are the last staff members to leave the campus.



Alcalde Elementary School
Safe Return to In-Person Instruction

Essential Re-Entry Planning & Preparation

Re-Entry Hours	<p>Hours of Operation (Office): 7:30-4:00</p> <p>Hours of Operation (Teachers): 7:45-3:15</p> <p>Student Instructional Hours: 8:20-2:50</p>
Signage	<p>Plan for maintaining social distancing</p> <ul style="list-style-type: none"> ● Students will maintain social distancing while waiting to enter the building with clearly marked 6-foot spaces. ● Students will maintain social distancing while in the classrooms by staying at/or near their assigned seats. ● Students will maintain social distancing while on breaks in evacuation areas/playground area as is reasonable. <p>Entrance signage</p> <ul style="list-style-type: none"> ● Signs to enter the building will be clearly marked for staff and visitors (front entrance) and the two entrances for students (cafeteria/gym, and bus entrance/exit). ● Notices and reminders for maintaining social distancing and wearing masks will be posted at all entrances. <p>Traffic flow</p> <ul style="list-style-type: none"> ● Traffic flow markers will be posted throughout the campus, in hallways, in corridors, and on sidewalks. <p>Social distancing marks/lines</p> <ul style="list-style-type: none"> ● Social distancing lines will be marked outside the entrances to the school, near the parking lot and on the sidewalks leading to the entrances. ● Social distancing lines will also be marked in each evacuation area. <p>Prevention signage</p> <ul style="list-style-type: none"> ● Social distancing, mask wearing, and hand-washing notices will be posted throughout the school, in hallways, near classrooms and restrooms.
Sanitization Stations	<p>Hand washing stations</p> <ul style="list-style-type: none"> ● There will be hand-washing stations located in each bathroom (running water and soap will be available). <p>Sanitization stations</p> <ul style="list-style-type: none"> ● There will be sanitization stations located at each entrance to the building for check-in (teachers, main office entrance, and gym entrance). This includes hand sanitizer and disinfectant wipes. <p>Classroom sanitization stations</p> <ul style="list-style-type: none"> ● There will also be sanitization stations located at various spots in the hall. Each classroom will be equipped with hand sanitizer and disinfectant wipes.
Ventilation & Filtration	<p>What type of air filtration system does your school have?</p> <ul style="list-style-type: none"> ● Alcalde Elementary has MERV 13. <p>When were filters installed? Replacement cycle?</p> <ul style="list-style-type: none"> ● Filters were installed on March 1, 2021. ● Replacement cycle is every three months.



Alcalde Elementary School
Safe Return to In-Person Instruction

Student Groups & Scheduling	<p>Who will return in-person?</p> <ul style="list-style-type: none"> All staff will be expected to return to work at the school building. All students whose families' have chosen to return to school will expect to attend daily and follow all guidelines.
Isolation Area & Procedures	<p>Where is the isolation area located?</p> <ul style="list-style-type: none"> Room next to the nurse's office. It is furnished with chairs, a cot, and hand washing equipment.
Notification of Positive Case Protocol.	<p>Communication regarding positive cases should be handled in a timely and thoughtful manner. Every effort should be made to maintain confidentiality of the infected individual. Within four hours of the school being notified of a positive case, the <i>close contacts</i> should be notified by the school of the requirement to quarantine for 14 days from the last exposure. Students and staff identified as close contacts are highly encouraged to be tested.</p> <p>The identified school representative will be responsible for completing the district Rapid Response Reporting Form, which will submit directly to district representative Janelle Lujan for submission to the NMPED Rapid Response Submission website.</p> <p style="text-align: center;"><u>Rapid Response Reporting Form</u> (Google Form Link)</p> <p>Who will staff and students report positive cases to?</p> <ul style="list-style-type: none"> Kiva Duckworth-Moulton, principal <p>Who will conduct contact tracing?</p> <ul style="list-style-type: none"> Janelle Lujan and/or Kiva Duckworth-Moulton <p>Who will be responsible for sending out the Notification of Positive Case Letter to close contacts?</p> <ul style="list-style-type: none"> Janelle Lujan and/or Kiva Duckworth-Moulton
Re-entry Orientation & Training Plan	<p>How and when will you train staff on re-entry protocols & plan?</p> <ul style="list-style-type: none"> At the start of the year, as part of the back-to-school standards of practice training, staff will be trained on protocols. Staff meeting and PD to be held August 4 and 5, 2021. Staff will be asked for plus/delta as the semester progresses. <p>How and when will you train students and parents on re-entry protocols & plan?</p> <ul style="list-style-type: none"> Parents and the community have been informed of the re-entry plans through multiple media platforms. The school will host a virtual Open House (date TBD), and students will be informed of all protocols as part of the first days of school routines.



Alcalde Elementary School
Safe Return to In-Person Instruction

Visitor Check In & Procedures	<p>General Visitation</p> <ul style="list-style-type: none">● Staff will enter the building through the main entrance, where they will be screened and have temperature checked before proceeding to their classroom/office.● Students will enter either through the cafeteria/gym door (parent drop off) or bus entrance from 7:45 to 8:30. After 8:30, parents will have to bring students to the front door for screening.● Parents will be limited to entering, only with a pre-arranged appointment.● All visitors will be screened. Outside businesses/delivery services will be required to check in and be screened.● Any lines or queues that happen will need to maintain the 6 feet physical distancing.● All screening logs will be maintained in a binder in the front office or electronically (Dr. Owl) <p>District Staff</p> <ul style="list-style-type: none">● All other staff, including maintenance, front office staff, district office staff, any other non-site-specific staff, etc., must also check-in and be screened through the front office.● Maintenance must have work orders to justify their presence in a particular area of the school.● Outside businesses/organizations, including UPS, FedEx, etc., will also be required to check-in and be screened through the front office.
Classroom Preparation	<ul style="list-style-type: none">● All classrooms are set for wi-fi for students, hard-wired for instructors. Instructors will have a projector, a screen, a document camera and/or a promethean board.● The computer lab will be marked for every other desk to maintain distancing. All stations face the same direction.● Each classroom will have hand sanitizer and wipes. Sanitizing dispensers are also installed at various points in the hallways.● Instructional resources & re-entry signage posted in classrooms and hallways.● Desks will be spaced three feet apart and facing one direction.● Desks will be labeled with students' names● Plexiglass dividers may be installed between teacher's and students' desks.● Classrooms will have charging carts for laptops/chromebooks or power strips for charging.● Students will be required to bring their device fully charged each day to school if they take it home.



Alcalde Elementary School
Safe Return to In-Person Instruction

Essential Re-Entry Procedures & Expectations

	Teachers	Students	Support Staff
Start of Day: School Entry Procedures	<ul style="list-style-type: none"> ● Teachers are required to park in their designated area. Parking in the back of the school or any other restricted area is not allowed. ● Enter the building through the main entrance and complete the screening at the front entrance. Sign in protocol: use of Dr.Owl app. Self-check in for staff, staff check in (Teri, Kiva, Maria) for visitors. ● Report to classrooms to await the arrival of students. ● Teachers are expected to follow the traffic flow directions through the hallway and throughout the school campus. ● Screening log will be maintained in the front office 	<ul style="list-style-type: none"> ● Students should not be dropped off and cannot enter the building before 7:45 am. ● All students must be checked in by 8:50 am. ● Students that ride the bus will enter the east entrance (Students must wear their masks properly upon entry into the building). ● Students will have signed an Assurance agreement on file before entry into the building. ● Proper masks will be required, no exceptions (cannot include bandanas, gaiters, scarfs, etc.). ● Masks should also be appropriate for an education setting. Cannot include profane language or any other inappropriate content. ● Students will go to their assigned teachers' classroom ● Students are expected to follow the traffic flow directions through the hallway and throughout the school campus. 	<ul style="list-style-type: none"> ● Staff are required to park in their designated area. Parking in the back of the school or any other restricted area is not allowed. ● Enter the building through the main entrance. ● Assist in directing students to their assigned classrooms following the designated traffic flow. ● Nurse available at her office as check-in station for health support ● All staff are expected to follow the traffic flow directions through the hallway and throughout the school campus.
Classroom Entrance Procedures	<ul style="list-style-type: none"> ● Teachers will have hand sanitizer available as students enter the classroom. ● Teachers will direct students to their assigned seats on entrance. ● Students will remain in their seats until directed otherwise. 	<ul style="list-style-type: none"> ● Students will use hand sanitizer upon entry into their classroom and proceed to their assigned seat. ● Students are required to sit in their assigned seat. ● Students are required to follow all COVID-19 safety protocols and practices, including social distancing. ● Students are required to wear a mask properly at all times, covering nose and 	<ul style="list-style-type: none"> ● Support staff will be available for the teachers' and students' needs (Supervision, communication, meals, etc.).

Alcalde Elementary School
Safe Return to In-Person Instruction

Transitions	<ul style="list-style-type: none"> There will not be any congregating allowed during the day. Teachers will be expected to remain in designated areas, their classroom and with their students. 	<p>mouth (the only exception is when eating and drinking)</p> <ul style="list-style-type: none"> Students will remain in their assigned classroom unless they are on a designated breaktime with the instructor. Meals will be grab-n-go, utilizing either the gymnasium or the outside yard. There will be limited congregating during the day. Restroom usage will be limited, with signs indicating maximum number allowed. Students will use a lanyard to indicate occupancy. Students must follow all COVID-19 Safety protocols and practices at all times 	<ul style="list-style-type: none"> Support staff will assist with supervision during mask breaks and other scheduled breaks.
Breakfast	<ul style="list-style-type: none"> Teachers will ensure that students only take their masks off while they are eating and/or drinking. Teachers will ensure that students pick up their waste and dispose of it properly. 	<ul style="list-style-type: none"> Students will have breakfast in the gymnasium (except for Pre-K, who will eat in the classroom) Students will be responsible for cleaning up after themselves, placing any rubbish in bins. 	<ul style="list-style-type: none"> Cafeteria staff will have breakfasts prepared and ready for pick up or delivery to classrooms. Breakfast will be available from 7:45 am to 8:30 am Support staff will assist in the distribution of meals Support staff is required to wear proper PPE when distributing meals. Hand sanitizer is available when students enter their assigned classroom. Masks and proper PPE must be worn at all times during distribution of meals. Support staff/custodians can begin cleaning up and dispose of waste upon completion of breakfast at 8:45 am.
Lunch	<ul style="list-style-type: none"> Lunches will be delivered to the cafeteria or classrooms according to the lunch schedule. Teachers will assist in handing out lunches. 	<ul style="list-style-type: none"> Students will be able to use the classroom sinks and sanitization supplies to clean their hands before eating. 	<ul style="list-style-type: none"> Support staff will assist in the delivery of lunches to classrooms.

Alcalde Elementary School
Safe Return to In-Person Instruction

	<ul style="list-style-type: none"> Teachers will escort their class outside to their designated area for a mask and recess break when everyone has completed their lunch. 	<ul style="list-style-type: none"> Students will eat their lunches in the cafeteria or outside areas. Students will clean their area and dispose of their trash in the appropriate place. 	<ul style="list-style-type: none"> Support staff will assist in monitoring students on break in their designated area. Support staff/custodians will assist in the pick-up and disposal of extra lunches, trash, etc. beginning upon completion of lunch at 12:15 pm.
Common Areas Areas Include: <i>playground area,</i> <i>gymnasium</i>	<ul style="list-style-type: none"> Breaks: Teachers can escort their class to designated areas for mask breaks/recess, per schedule. Teachers will supervise students in common areas and address any infractions of COVID 19 Safety protocols. Teachers are expected to have their students lined up in their assigned evacuation areas, following social distancing guidelines. 	<ul style="list-style-type: none"> Students must accompany their teacher or another adult to designated areas for mask breaks, per schedule. In all common areas, signage will be posted to remind students of social distancing expectations Students will follow social distancing expectations and will have masks on in all common areas. 	<ul style="list-style-type: none"> All common areas will always have a staff member monitoring it. Staff members will ensure that all COVID-19 safety protocols and practices are being followed, including social distancing and mask requirements.
Recess	<ul style="list-style-type: none"> Teachers will be provided with a schedule in which they can escort their students outside. Teachers will escort students to the location of our evacuation drill. Teachers will not be allowed to congregate during this time. 	<ul style="list-style-type: none"> Student will stay six feet apart and follow evacuation procedure as they exit building Students will stay in their designated locations during the lunch recess. Students must remain with their class, following social distancing guidelines, and will not be allowed to congregate with other classes during this time. Students will sanitize before recess, wear their masks during close play, and wash hands after returning to the building. 	<ul style="list-style-type: none"> All staff will monitor hallways during breaks to make sure students are following social distance expectations. Admin and other support staff will monitor outside locations to ensure social distancing expectations are being followed. Staff will not be allowed to congregate during this time.

Alcalde Elementary School
Safe Return to In-Person Instruction

Restrooms	<ul style="list-style-type: none"> ● During class, teachers will need to call the front office to request coverage for classes for bathroom breaks. Staff will maintain consistency in which restroom they choose to use. ● Teachers will administer a front office issued bathroom pass to give permission for students to go to the restroom. ● Teachers will make note of bathroom release time and notify administration/security if a student is out of class for more than 10 minutes. 	<ul style="list-style-type: none"> ● Students will rely on their teacher to communicate any necessary information. 	<ul style="list-style-type: none"> ● Front office staff will be available to answer phones and have access to radio/cell phone to notify administration of any important information immediately. ● The intercom will be used as necessary.
Communication	<ul style="list-style-type: none"> ● Teachers will communicate using the phone in their classroom. ● Front office staff will be available and numbers will be provided to contact them for teachers' needs. ● The intercom will be used as necessary. ● Requests for materials and meetings will be conducted virtually. 	<ul style="list-style-type: none"> ● Students will rely on their teacher to communicate any necessary information. ● All assignments and announcements will continue to be posted to Google Classroom. 	<ul style="list-style-type: none"> ● Front office staff will be available to answer phones with radio to notify administration of any important information immediately. ● The intercom will be used as necessary.
Security & Supervision	<ul style="list-style-type: none"> ● Administration and staff are responsible for security and supervision. ● Duty expectations for teachers: supervision of their own class group. IF there are two bus trips, a duty schedule will be developed for supervision of waiting students at the start and end of day. ● Duty expectations for educational assistants and specials teachers: lunch duty support 	N/A	<ul style="list-style-type: none"> ● All staff and administration are expected to cooperate with supervision of students.

Alcalde Elementary School
Safe Return to In-Person Instruction

<p>COVID-19 Symptom Reporting</p>	<ul style="list-style-type: none"> Teachers who have COVID-19 symptoms will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested. Teachers who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home to follow the proper protocol for getting tested. Teachers who develop symptoms during the day will notify admin and front office staff immediately and will be required to go home. They will also follow the proper protocol for getting tested. Staff who escort the student with symptoms will be equipped with the proper PPE and must follow all COVID-19 safety protocols and practices. If substitute teachers are available, they will be called on. Support staff may be asked for support. Or virtual learning protocols will be instigated. 	<ul style="list-style-type: none"> Students who have COVID-19 symptoms will notify their teacher immediately and will not report to campus. Students who develop symptoms during class will inform the teacher immediately and the teacher will call the front office to make arrangements to contact parents/guardians so the student can be picked up. Teachers or a support staff member will immediately escort the student to the designated area to await pick up. 	<ul style="list-style-type: none"> Support staff who have COVID-19 symptoms will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested. Support staff who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home to follow the proper protocol for getting tested. Support staff who develop symptoms during the day will notify admin and front office staff immediately and will be required to go home. They will also follow the proper protocol for getting tested. The Nurse may be available at the office for health support.
<p>Student Absenteeism</p>	<ul style="list-style-type: none"> Teachers will take attendance in Synergy every day. Teachers will be expected to have assignments posted in Google Classroom for students to access from home. Teachers will forward information to the office manager for excused absences. 	<ul style="list-style-type: none"> Students who are absent will be required to access and complete work from their Google Classroom. For students who cannot access the assignments from home and they have an excused absence, they will communicate with their teachers and the office manager. 	<ul style="list-style-type: none"> Support staff will forward important messages about excused student absences to the teachers. The office manager will excuse absences with appropriate communication from the parents/guardians.

Alcalde Elementary School
Safe Return to In-Person Instruction

<p>Materials, Resources & PPE</p>	<ul style="list-style-type: none"> ● Teachers will be provided with all of the appropriate materials, including front office issued bathroom passes. ● Teachers will also have a reentry meeting with administrators. ● Teachers will be issued the protocol to follow for a symptomatic student. ● Teachers will receive an updated evacuation map and plan. ● Teachers will receive an updated traffic flow map. ● Teachers will also receive an updated plan to request materials and other needs from the front office. ● Teachers will email Teri Medina (teri.medina@k12espanola.org) for requests for materials. ● Requests for materials and meetings will be conducted virtually. ● PPE will be available for teachers upon request 	<ul style="list-style-type: none"> ● Students will be asked to provide a personal mask to wear at school, following CDC guidelines. ● Extra masks will be available to students in case of soiling, tearing or loss of masks. ● Students will be informed and receive materials from their teachers. ● PPE will be available for students upon request 	<ul style="list-style-type: none"> ● All staff will be provided with all of the appropriate materials. ● All staff will be issued the protocol to follow for a symptomatic student. ● All staff will receive an updated evacuation map and plan. ● All staff will receive an updated traffic flow map. ● PPE will be available for staff upon request. (teri.medina@k12espanola.org)
<p>End of Day: School Exit Procedures Bus Area</p>	<ul style="list-style-type: none"> ● Teachers will release students for bus loading in the order of established routes (“first bus,” “second bus.”) ● Admin and front office staff will notify teachers of the order in which students should be released (intercom, phone, and/or radio). ● Teachers will be assigned duty schedules in order to monitor safety and distancing protocols. 	<ul style="list-style-type: none"> ● Bus loading will occur one at a time with students following social distancing expectations. ● Staff will supervise loading of bus 	<ul style="list-style-type: none"> ● Hallway supervision

Alcalde Elementary School
Safe Return to In-Person Instruction

<p>End of Day: School Exit Procedures Parent Pick Up Area</p>	<ul style="list-style-type: none"> ● After bus riders are released to bus, teachers will walk their students to the gym/cafeteria pick up area. Students will wait on gym bleachers or outside, physically distanced, until names are called. ● Teachers will release students to parents or guardians as per car order. ● Parents will remain in the car to receive their child(ren). 	<ul style="list-style-type: none"> ● Students who are picked up will be released as their parents/guardians or family members arrive 	<ul style="list-style-type: none"> ● Parent pick area is clearly delineated. Support staff will assist in identifying parents/guardians' vehicles and request corresponding students waiting in the gym.
<p>School Rooms Being Utilized</p>	<ul style="list-style-type: none"> ● See map on following page 	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ●

Alcalde Elementary School
Safe Return to In-Person Instruction

School Map

= Isolation Room

= Office Support Rooms

