



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



San Juan Elementary

Elaine Romero

Principal

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Safe Return to In-Person Instruction

District Re-Entry Planning & Response Team	
<p><u>Point of Contact</u> Vera Trujillo, Interim Superintendent vera.trujillo@k12espnola.org (505) 367-3303</p> <p><u>Curriculum & Instruction</u> Martina Tapia, Deputy Superintendent martina.tapia@k12espanola.org (505) 367-3312, (505) 901-7065</p> <p><u>Assessment & Accountability</u> Myra Martinez, Director myra.martinez@k12espanola.org (505) 367-3330, (505) 901-2036</p> <p><u>Athletics</u> Matthew Abeyta, Director matthew.abeyta@k12espanola.org (505) 367-3401, (505) 901-8836</p> <p><u>Bilingual Education</u> Fanny Castillo, Director fanny.castillo@k12espanola.org (505) 367-3351, (505) 901-2549</p> <p><u>Facilities</u> Aaron Aragon, Facilities Manager aaron.aragon@k12espanola.org (505) 901-8347</p> <p><u>Federal Programs</u> Holly Martinez, Director holly.martinez@k12espanola.org (505) 367-3373, (505) 901-2791</p> <p><u>Finance & Business Services</u> Richard Halford, Chief Financial Officer richard.halford@k12espanola.org (505) 927-6015</p> <p>Audra Kahl, Comptroller audra.kahl@k12espanola.org (505) 367-3308, (505) 901-2715</p> <p><u>Food Services & Warehouse</u> Mya Salazar, Director mya.salazar@k12espanola.org (505) 367-3345, (505) 901-2268</p>	<p><u>Indian Education</u> Jonathon Tafoya, Director jonathon.tafoya@k12espanola.org (505) 901-2746</p> <p><u>Human Resources</u> Esther Romero, Director esther.romero@k12espanola.org (505) 367-3317, (505) 901-2142</p> <p><u>Health, Wellness & Reporting</u> Janelle Lujan, Coordinator janelle.lujan@k12espanola.org (505) 367-3333</p> <p><u>Safety & Security</u> Christian Lopez, Director chrisitan.lopez@k12espanola.org (505) 901-2568</p> <p><u>Special Education & Student Services</u> Victoria Gonzales, Director victoria.gonzales@k12espanola.org (505) 367-3341; (505) 901-2611</p> <p><u>STARS/Synergy SIS</u> Erica Martinez, Technician erica.martinez@k12espanola.org (505) 367-3328</p> <p><u>Technology</u> Andrew Trujillo, Director andrew.trujillo@k12espanola.org (505) 367-2223, (505) 927-1543</p> <p><u>Technology Helpdesk</u> helpdesk@k12espanola.org (505) 753-5262, 877-677-5262</p> <p><u>Transportation</u> Alejandro Tito Ortiz, Director alejandro.ortiz@k12espanola.org (505) 367-3344, (505) 901-2811</p> <p><u>Española NEA Designee</u> Lucille Martinez-Holguin lamholguin@gmail.com</p> <p>Denise Lopez djl_jms@yahoo.com</p>

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School Re-Entry Planning & Response Team		
	Primary Designee	Secondary Designee
<p>Point of Contact Planning Responsibilities: A. Coordinate, supervise & execute School Re-Entry Plan. 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>ELAINE ROMERO elaine.romero@k12espanola.org (505) 852-4225, (505) 901-2582</p>	<p>BIANCA MEDINA bianca.medina@k12espanola.org (505) 852-4225</p>
<p>B. Emergency Responses Building Contact Information Staff rosters, including cell phone numbers* On-site contractor rosters, including cell phone numbers* Classroom and cohort 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 <i>*All information should be printed/filed in the school's emergency response binder.</i></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>ELAINE ROMERO elaine.romero@k12espanola.org (505) 852-4225, (505) 901-2582</p>	<p>VALERIE VIGIL valerie.vigil@k12espanola.org (505) 852-4225</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>JORDYN BAROS jordyn.baros@k12espanola.org (505) 852-4225</p>	<p>VALERIE VIGIL valerie.vigil@k12espanola.org (505) 852-4225</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>STACIE WATERS stacie.waters@k12espanola.org (505) 852-4225</p>	<p>BIANCA MEDINA bianca.medina@gmail.com (505) 852-4225</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>ELAINE ROMERO elaine.romero@k12espanola.org (505) 852-4225, (505) 901-2582</p>	<p>ELI SANCHEZ eli.sanchez@k12espanola.org (505) 852-4225</p>

Emergency Response Preparedness

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, to the best extent possible, and continue to wear their masks properly while in close proximity.➤ At each evacuation location, there are clear marks that are 6ft socially distanced.➤ Teachers will take attendance and will account for all of 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 close proximity.➤ Teachers will take attendance and will account for all of 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 & bus #</p> <ul style="list-style-type: none">➤ A list of students and what bus they take will be kept in the front office and distributed to teachers.➤ Students will be dismissed to the bus according to the arrival of the bus and the list that is provided.➤ The list will also include students who are allowed to drive and who are picked up/dropped off.

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	<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">➤ 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.
<p>Plan for When A Student Cannot Be Picked Up Immediately</p>	<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 3:15 pm.➤ If the student is not picked up, then the teacher will escort the student(s) to the gym foyer.➤ The student must attempt to contact a parent/guardian or family member.➤ If the student is not picked up by 3:45 pm, the front office will call emergency contacts.➤ If no one answers in emergency contact numbers, the front office will call District Security.
<p>Sending Staff Home</p>	<ul style="list-style-type: none">➤ Teachers are released at 3:15 pm 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.➤ Custodial Staff and the Principal are the last staff members to leave the campus.

Essential Re-Entry Planning & Preparation

Full Re-Entry Hours	<p>Hours of Operation (Office): 7:30 – 4:00 Hours of Operation (Teachers): 7:45– 3:15 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 distance while waiting to enter the building with clearly marked 6 foot spaces (to the extent possible), or as mandated by CDC and NMDOH. ➤ 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 with clearly marked 6 foot spaces. <p>Entrance signage</p> <ul style="list-style-type: none"> ➤ Signs to enter the building will be clearly marked for staff and the three entrances for students (primary building, main building, and Admin/6th grade building). ➤ 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 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).

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	<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 (primary building, 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 the entrance to each classroom. This will include hand sanitizer and disinfectant wipes.
<p>Ventilation & Filtration</p>	<p>Type of air filtration system</p> <ul style="list-style-type: none"> ➤ MERV 11 <p>Filters installation and replacement cycle</p> <ul style="list-style-type: none"> ➤ All air filters were first installed on 02/25/2021 . ➤ Filters will be replaced every 3 months. <p>Additional ventilation/box fans</p> <ul style="list-style-type: none"> ➤ Each classroom is equipped with a HEPA air purifier and a box fan.
<p>Isolation Area & Procedures</p>	<p>There are two isolation areas.</p> <ul style="list-style-type: none"> ➤ Room 115 in the Primary Building ➤ Room 219 in the Main Building which will also serve the Admin/6th Grade Building ➤ Any students who have developed COVID-19 symptoms during the day will be taken to the isolation area by an appropriate support staff member wearing proper PPE to await pick up. ➤ Any Staff Member who have developed COVID-19 symptoms during the day must inform the front office so that appropriate supervision, if necessary, can be found for their students. Then must leave the campus immediately, limiting contact with other staff members and limiting exposure to other areas of the building beyond their assigned areas.
<p>Notification of Positive Case Protocol.</p>	<p>Communication regarding positive cases will be handled in a timely and thoughtful manner. Every effort will 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> will be notified by the school of the requirement to quarantine for 14 days from the last</p>

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	<p>exposure. Students and staff identified as close contacts will be highly encouraged to be tested.</p> <p>Utilizing the EPS Rapid Response Reporting System, the Principal, Elaine Romero, will be responsible for completing the Rapid Response Reporting Form, which will be submitted directly to the 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></p> <p style="text-align: center;">(Click for Google Form Link)</p> <p>Positive Case Reporting</p> <ul style="list-style-type: none"> ➤ Staff will report positive cases directly to the Principal, Elaine Romero via email. ➤ Students will report positive cases to their Classroom Teacher, the School Nurse Jordyn Baros, or directly to Principal Elaine Romero. <p>Contact Tracing</p> <ul style="list-style-type: none"> ➤ Contact tracing will be conducted by Janelle Lujan with support from School Administration as needed. <p>Notification of Positive Cases</p> <ul style="list-style-type: none"> ➤ Notification of Positive Cases will be provided by Janelle Lujan and disbursed, as directed, by Principal Elaine Romero.
<p>Re-entry Orientation & Training Plan</p>	<p>Staff training on re-entry protocols & plan</p> <ul style="list-style-type: none"> ➤ Staff will be trained on re-entry protocols and plan on August 4th and 5th, 2021. ➤ A debrief will be held with staff to determine any adjustments that might be needed. <p>Students and parents training 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.
<p>Visitor Check In & Procedures</p>	<p>General Visitation</p>

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	<ul style="list-style-type: none"> ➤ Visitors will not be allowed on campus without prior arrangements approved by Principal Elaine Romero. ➤ Visitor arrangements will include an appointment and check-in at the front of the gym. ➤ All visitors must also go through the security and health screening. ➤ Parents requiring in-person assistance must have an appointment to come onto campus and will also go through the security and health screening. <p>District Staff and Outside Businesses/Organizations</p> <ul style="list-style-type: none"> ➤ All other EPS staff, including maintenance, district office staff, any other non-site-specific staff, must also check-in and be screened through the front of the gym. ➤ EPS Maintenance must have work orders to justify their presence in any particular area of the school. ➤ Outside businesses/organizations, including UPS, FedEx, etc., will deliver to the front of the gym without entering the building. If it is necessary that they enter the building then they will also be required to check-in and be screened. ➤ All EPS staff and outside businesses/organizations who enter the buildings are required to follow all CDC and school safety guidelines including masks and social distancing. ➤ All check-in and screening documentation will be maintained confidentially in our Nurses Office.
<p>Classroom Preparation</p>	<p>Setting up for remote learning / broadcast</p> <ul style="list-style-type: none"> ➤ Each classroom will have adequate and reliable access to the school's wifi. ➤ Each classroom will be equipped with a promethean board and document camera. ➤ Outside instruction, weather permitting. ➤ 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.



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. ➤ Primary building teachers will enter and screen through the South door of the Primary building prior to 8:00 AM. ➤ Main building teachers will enter and screen through the Main gym entrance prior to 8:00 AM. ➤ Admin/6th grade teachers will screen at the front of the gym and then enter through the West facing door of the Admin building prior to 8:00 AM. ➤ Nurse, and/or designated person/s will screen teachers. ➤ Teachers should report to classrooms to await arrival of students. ➤ Teachers are expected to follow the traffic flow directions through the hallways and throughout the school campus. 	<ul style="list-style-type: none"> ➤ Students should not be dropped off and cannot enter the building before 8:10 AM. ➤ All students must be checked in by 8:30 AM. ➤ Students in the Primary Building will enter through the South door of the Primary Building beginning at 8:10 AM. ➤ Students in the Main Building will enter through the designated door beginning at 8:10 AM. ➤ Students in the Admin/6th grade building will check in in front of the gym and then enter through the West facing door of the Admin building beginning at 8:10 AM. ➤ Students that ride the bus or are dropped off will proceed to their designated entrance to be screened by an assigned staff member starting at 8:10 AM. (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 pick up their breakfast after they check in from grab and go station located near their entry point. ➤ Students will go to their assigned teachers' classroom ➤ Students are expected to follow the traffic flow directions and maintain social distance 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. ➤ Primary building staff will enter and screen through the South door of the Primary building prior to 8:00 AM. ➤ Main building staff will enter and screen through the Main gym entrance prior to 8:00 AM. ➤ Admin/6th grade staff will screen at the front of the gym and then enter through the West facing door of the Admin building prior to 8:00 AM. ➤ Nurse and/or designated person/s will screen staff. ➤ Staff should report to classrooms to await arrival of students. ➤ Staff are expected to follow the traffic flow directions through the hallways 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 are responsible for making sure students are in their assigned seats. 	<ul style="list-style-type: none"> ➤ Students will use hand sanitizer upon entry into their classroom and proceed to their assigned seat. 	<ul style="list-style-type: none"> ➤ Support staff will be available for the teachers' and students' needs; including supervision, communication, meals, recess, etc.

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	<ul style="list-style-type: none"> ➤ Teachers will also supervise students while in the classroom to ensure social distancing, mask requirements, and all other COVID-19 safety protocols are followed. ➤ Teachers will establish procedures for students to ask permission for bathroom breaks or other students' needs. 	<ul style="list-style-type: none"> ➤ 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 mouth (the only exception is when eating and drinking). 	
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. 	<ul style="list-style-type: none"> ➤ Students will remain in their assigned classroom during the day. ➤ Students will remain in the classroom to eat breakfast and lunch unless scheduled to use outdoor seating or the cafeteria. ➤ Teachers will escort students during any transitions. ➤ There will not be any congregating allowed during the day. ➤ 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"> ➤ Breakfast will be provided at grab and go stations located near the student entry points. ➤ 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. ➤ Teachers will decide whether to eat in the classroom or in another designated and scheduled area, including outdoor areas, weather permitted. 	<ul style="list-style-type: none"> ➤ Students will pick up their breakfast after they check in from grab and go station located near entry points. ➤ Students will only take their masks off while they are eating and/or drinking. ➤ Students will pick up their own waste and dispose of it properly. ➤ Hand sanitizer is available when students enter their assigned classroom. 	<ul style="list-style-type: none"> ➤ Cafeteria staff will have breakfasts prepared and ready at both grab and go sites located by the entry points near the front office and the gym. ➤ Breakfast will be available from 8:10 AM to 8:30 AM ➤ Support staff will assist in the distribution of meals at each grab and go station. ➤ Support staff are required to wear proper PPE when distributing meals. ➤ 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 8:30 AM.
Lunch	<ul style="list-style-type: none"> ➤ Teachers or staff will assist in handing out lunches to students sitting at their desks. ➤ Teachers or staff will escort their class outside to their designated area for lunch recess after 20 minutes. ➤ Cafeteria lunch groups will be supervised by Counselor and include social/emotional support in modeling appropriate behavior. 	<ul style="list-style-type: none"> ➤ Students will wait for their lunches to be delivered to the classroom. ➤ Students will eat their lunches in the classroom at their desk. ➤ Students will clean their area and dispose of their trash in the appropriate place. ➤ Grade levels will rotate use of outdoor lunch seating, weather permitting, per schedule. 	<ul style="list-style-type: none"> ➤ Support staff will assist in the delivery of lunches to classrooms. ➤ 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 1:00 PM.

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	<ul style="list-style-type: none"> ➤ Grade levels will rotate use of their assigned outdoor lunch seating, weather permitting per schedule. ➤ Lunch will include the first 15 minutes of the classroom teachers duty-free time for a total of 30 minutes per CBA. ➤ Teachers will not be allowed to congregate during this time. 		
Common Areas Areas Include: Gym foyer, Playground, Front grass area, and Evacuation Locations	<ul style="list-style-type: none"> ➤ Each grade level will have a picnic table with benches to utilize for outdoor eating and/or instruction (weather permitting) on a schedule created by the grade level. ➤ Breaks: Teachers can escort their class to designated areas for mask breaks. ➤ 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 be accompanied by their teacher or another adult to designated areas for mask breaks. ➤ In all indoor 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.
Lunch and Recess	<ul style="list-style-type: none"> ➤ Lunch recess will include the last 15 minutes of the classroom teachers duty-free time for a total of 30 minutes per CBA. ➤ Teachers will not be allowed to congregate during this time. ➤ Teachers will pick up students at the end of the lunch recess from a predesignated location and escort students back to class. 	<ul style="list-style-type: none"> ➤ Student will stay six feet apart and follow evacuation procedure as they exit and enter buildings ➤ Students will stay in designated recess area, outdoors, weather permitting, for fresh air. ➤ Students must remain with their class, following social distancing guidelines, and will not be allowed to congregate with other classes during this time. 	<ul style="list-style-type: none"> ➤ PE teacher will provide and supervise Covid Safe Games tied to PE instruction. ➤ All adults will monitor hallways during transitional times to make sure students are following social distance expectations. ➤ Admin and other support staff are monitoring outside locations to ensure social distancing expectations are being followed. ➤ Staff will not be allowed to congregate during this time.
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. ➤ Teachers will administer a bathroom pass and 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"> ➤ During class, students can be given a bathroom pass. ➤ Students will be required to use the bathroom that is closest to their assigned classroom. ➤ Students must have a bathroom pass and permission to use the restroom. ➤ Only one student at a time will be dismissed to use the bathroom. ➤ Upon reentry to the classroom, students will be asked to sanitize with hand sanitizer. 	<ul style="list-style-type: none"> ➤ Support staff will be available to cover teachers' classes as needed. ➤ All adults will monitor students in hallways.

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<p>Communication</p>	<ul style="list-style-type: none"> ➤ Teachers will communicate using the phone in their classroom or their cell phone. ➤ Front office staff, counselor, and/or nurse will be available and numbers will be provided to contact them for teachers' needs. ➤ 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. 	<ul style="list-style-type: none"> ➤ Front office staff, counselor, and/or nurse will be available to answer phones with radio to notify administration of any important information immediately.
<p>Security (if available) & Supervision</p>	<ul style="list-style-type: none"> ➤ Teachers will assist with check-in and health screenings in the morning for staff as scheduled. ➤ Teachers must notify security and the front office if they suspect there is a student and/or visitor on campus that has not been checked in. ➤ Only security and administration will be allowed complete access to all areas on campus. 	<ul style="list-style-type: none"> ➤ Students will be entered on a spreadsheet as they are checked-in to the school. All front office staff and admin will have access to the spreadsheet if any questions arise. ➤ Security (if available) will assist with supervision with parking and traffic in the morning and afternoon. ➤ Security (if available) will assist with supervision for students in the hallway, including traffic flow, mask requirements, and following all COVID-19 protocols. ➤ Only security and administration will be allowed complete access to all areas on campus. 	<ul style="list-style-type: none"> ➤ Support staff will assist with check-in and health screenings in the morning for staff. ➤ Support staff will assist with check-in and health screenings for visitors and all other outside personnel. ➤ Staff must notify security and the front office if they suspect there is a student and/or visitor on campus that has not been checked in. ➤ Only administration, nurse, custodians, and/or admin appointed will be allowed complete access to all areas on campus.
<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. ➤ All teachers will have emergency sub plans available electronically and in their classroom. 	<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 do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home. ➤ 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. ➤ Security and/or a support staff member will immediately escort the student to the designated area to await pick up (Room 115 for students in K-2 and Room 216 for 3-6). 	<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. ➤ Nurse available at station for health support.

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<p>Student Absenteeism</p>	<ul style="list-style-type: none"> ➤ Teachers will take attendance in Synergy every day. ➤ Teachers are responsible for communicating with students who are absent and marking students as 'Engaged' when there is communication. ➤ Teachers will be expected to have assignments posted in Google Classroom for students to access from home. ➤ Teachers will forward information to the Counselor, Leona Talachy, 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 teacher. 	<ul style="list-style-type: none"> ➤ Support staff will forward important messages about excused student absences to the teachers. ➤ The counselor will excuse absences with appropriate communication from the parents/guardians.
<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 if needed. ➤ 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 email Valerie Vigil (valerie.vigi@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 informed and receive materials from their teachers. ➤ Students will also have a reentry assembly with Principal and teachers on March 26, 2021 at 10:00am. 	<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.
<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 the buses are parked. 	<ul style="list-style-type: none"> ➤ Bus unloading will occur one at a time with students following social distancing expectations as they exit bus to front office check in station ➤ Student loading will occur one at a time with students loading staggered. ➤ Students who are picked up will be released as their parents/guardians or family members arrive. 	<ul style="list-style-type: none"> ➤ Bus numbers will be called out in single order with 1-minute wait time staggered between each bus. ➤ Bus Duty Staff will monitor drop off and check in and spacing.
<p>End of Day: School Exit Procedures</p>	<ul style="list-style-type: none"> ➤ Teachers will release students who are picked up by parents first, upon their arrival. 	<ul style="list-style-type: none"> ➤ Students exit the car at the drop off area. ➤ Students who are dropped off will proceed to their building for entry. 	<ul style="list-style-type: none"> ➤ Clear cone delineation of drop off. Student drop off area is a single space with traffic flow markers in place.

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<p>Parent Pick Up Area</p>		<ul style="list-style-type: none"> ➤ Students follow clear traffic flow with 6 feet apart markers in place to check-in area. ➤ At the end of day students are released to pick up area where clear socially distant wait spaces are delineated. ➤ Students will be picked up one at a time from the pick-up station. 	<ul style="list-style-type: none"> ➤ “Parent Drop Off/Pick Up” Duty Staff will monitor the area between 8:15 and 8:30. ➤ Clear cone delineation of pick up area. Student pick-up area is a single space with traffic flow markers in place.
<p>School Rooms Being Utilized (See attached School Map)</p>	<p>Primary Building</p> <ul style="list-style-type: none"> ➤ 102 – 2nd Grade ➤ 103 – 1st Grade ➤ 104 – Computer Lab ➤ 106 – 2nd Grade ➤ 108 – 1st Grade ➤ 109 – Speech ➤ 115 – OT/Isolation Room ➤ 118 – Kinder ➤ 119 – Kinder ➤ 120 – SpEd (K-2) <p>Intermediate Building</p> <ul style="list-style-type: none"> ➤ 201 – 4th Grade ➤ 202 – 4th Grade ➤ 203 – 3rd Grade ➤ 204 – 3rd Grade ➤ 211 – Sp Ed (3-6) ➤ 213 – Title I ➤ 215 – Computer Lab ➤ 216 – Isolation Room ➤ 217 – Library ➤ 219 – Music/Art ➤ 223 – PE ➤ 226 – 5th Grade ➤ 227 – 5th Grade ➤ Portable 1 – Spanish ➤ Portable 2 – Tewa <p>Admin Building</p> <ul style="list-style-type: none"> ➤ 305 – 6th Grade ➤ 306 – Counselor/Psych/Social Worker 	<p>Primary Building</p> <ul style="list-style-type: none"> ➤ 102 – 2nd Grade ➤ 103 – 1st Grade ➤ 106 – 2nd Grade ➤ 108 – 1st Grade ➤ Isolation Room ➤ 118 – Kinder ➤ 119 – Kinder ➤ 120 – SpEd (K-2) <p>Intermediate Building</p> <ul style="list-style-type: none"> ➤ 201 – 4th Grade ➤ 202 – 4th Grade ➤ 203 – 3rd Grade ➤ 204 – 3rd Grade ➤ 211 – Sp Ed (3-6) ➤ 216 – Isolation Room ➤ 226 – 5th Grade ➤ 227 – 5th Grade <p>Admin Building</p> <ul style="list-style-type: none"> ➤ 305 – 6th Grade ➤ 307 – 6th Grade 	<p>Primary Building</p> <ul style="list-style-type: none"> ➤ 102 – 2nd Grade (SpEd 1:1 EA) ➤ 106 – 2nd Grade (SpEd 1:1 EA) ➤ 118 – Kinder (EA) ➤ 119 – Kinder (EA) ➤ 120 – SpEd (K-2) <p>Intermediate Building</p> <ul style="list-style-type: none"> ➤ 211 – Sp Ed (3-6) ➤ 213 – Title I EA ➤ 217 – Library EA ➤ 227 – 5th Grade (SpEd 1:1 EA) <p>Admin Building</p> <ul style="list-style-type: none"> ➤ 307 – 6th Grade (SpEd 1:1 EA)


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	➤ 307 – 6 th Grade		
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School Map

 = Student Rooms

 = Isolation Room

 = Office Support Rooms

See Attached Maps for:
Primary Building
Intermediate Building
Admin Building