



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



Velarde Elementary School

Dorothy Valdez

Principal

VELARDE ELEMENTARY SCHOOL
Safe Return to In-Person Instruction

District Re-Entry Planning & Response Team

Point of Contact

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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.</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 the school response team.</p>	<p>Dorothy Valdez Dorothy.valdez@k12espanola.org (505) 852-4331, (505) 927-1561</p>	<p>Angelica Vigil, Principal Designee Angelica.vigil@k12espanola.org (505) 852-4331</p>
<p><u>B. Emergency Responses Building Contact Information</u> 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 *All information should be printed/filed in the school's emergency response binder. Real-time sign-in sheets/visitor rosters Real-time student attendance data</p>		
<p>Communications Assists in communication needs related to pre-planning and emergency response. Coordinates website postings, social media posts, School Messenger auto-dialer notifications.</p>	<p>Dorothy Valdez Dorothy.valdez@k12espanola.org (505) 852-4331, (505) 927-1561</p>	<p>Angelica.vigil Principal Designee Angelica.vigil@k12espanola.org (505) 852-4331</p>
<p>Health & Wellness Assists in maintaining all health & wellness documentation for students & staff, maintains secure temperature & screening logs, reports all positivity cases and assists with contact tracing.</p>	<p>Maria Cata maria.cata@k12espanola.org (505) 579-4325</p>	<p>Dorothy Valdez Dorothy.valdez@k12espanola.org (505) 852-4331, (505) 927-1561</p>
<p>Student Supervision (Emergency) 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.</p>	<p>Dorothy Valdez Dorothy.valdez@k12espanola.org (505) 852-4331 (505) 927-1561</p>	<p>Angelica Vigil Principal Designee Angelica.vigil@k12espanola.org (505) 852-4331</p>
<p>School Facilities Assists in securing all classrooms during emergency response, provides facility management support to first responders as necessary.</p>	<p>Juan Martinez 505-852-4331</p>	<p>Richard Samaniego Richard.samaniego@k12espanola.org (505) 852-4331</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; the blacktop basketball court area. • Teachers will ensure that students are 6 ft. socially distanced, to the extent possible, and continue to wear their masks properly while in close proximity. The black top is marked with the 6 ft. distancing. • At each evacuation location, there are clear marks that are 6 ft. 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. Walk evacuation is in front of the YDI, off campus is the Velarde Community Center • Teachers will supervise students to maintain social distance, to the extent possible, 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. • 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"> • Velarde Elementary only has one bus--#61 driven by Yolanda Gasca • Yolanda Gasca will keep a daily roster by having students run their ID on the scanner. <p>Plan for ensuring students are received when they get off the bus</p> <ul style="list-style-type: none"> • The designated bus will assure all students wear a mask and only 2 students will be allowed per seat. When the students arrive at the school, they will be escorted to the building and released to teachers on duty who will monitor social distancing in the cafeteria. • Yolanda Gasca, bus driver, will not leave until all students have been received.
Plan for When A Student Cannot Be Picked Up Immediately	<p>Who is called, who remains, are they safely transported (by an authorized district vehicle)?</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 3:30 p.m. • 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 approved family member. • If the student is not picked up by 4:00 p.m., the front office will call Law Enforcement.
Sending Staff Home	<p>When are staff released?</p> <ul style="list-style-type: none"> • Teachers are released at 3:30 p.m. when all assigned students have left or have been escorted to the front office to await pick up. <p>Sign out?</p> <ul style="list-style-type: none"> • Staff/Teachers must lock up their classroom and leave campus by 4:00 p.m. unless prior approval by the administrator. <p>Who stays last?</p> <ul style="list-style-type: none"> • Principal is the last staff member to leave the campus.

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Student Groups	<ul style="list-style-type: none"> 21st Century students will be grouped in the Title I Room, or in the Teacher’s class, with a ratio of 10:1 to minimize exposure throughout the building.
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Essential Re-Entry Planning & Preparation

Re-Entry Hours	Hours of Operation (Office): 7:30 a.m. - 4:00 p.m. Hours of Operation (Teachers): 7:50 a.m. - 3:30 p.m. Student Instructional Hours: 8:20 a.m. - 3:00 p.m.
Signage	<p>Plan for maintaining social distancing to the extent possible</p> <ul style="list-style-type: none"> Students will maintain social distancing, to the extent possible, while waiting to enter the building with clearly marked 6 ft. spaces. Students will maintain social distancing, to the extent possible, while in the classroom by staying at/or near their assigned seats. Students will maintain social distancing, to the extent possible, while on breaks in evacuation areas with clearly marked 6 ft. spaces. <p>Entrance signage</p> <ul style="list-style-type: none"> Signs to enter the building will be clearly marked for staff and students (main office) Notices and reminders for maintaining social distancing and wearing masks will be posted at all entrances and hallways. <p>Traffic flow</p> <ul style="list-style-type: none"> Traffic flow markers will be posted throughout the campus, in hallways. <p>Social distancing marks/lines</p> <ul style="list-style-type: none"> Social distance lines will be marked throughout the school and the fire drill evacuation location. (basketball blacktop 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 – common areas</p> <ul style="list-style-type: none"> There will be sanitization stations located at the entrance and exit to the building. <p>Classroom sanitization stations</p> <ul style="list-style-type: none"> There are sanitization stations located at the entrance to each classroom throughout the building.
Water Stations	<ul style="list-style-type: none"> Since all water fountains are covered and not available for drinking, students will be able to have their water bottles and/or cups in their classroom. A 5 gallon Igloo type container will be in each classroom and only the teacher will fill up the bottles. Each evening, the custodians will sanitize the container for the following day.
Ventilation & Filtration	<p>What type of air filtration system does your school have?</p> <ul style="list-style-type: none"> Hepa H-13 <p>When were filters installed? Replacement cycle?</p> <ul style="list-style-type: none"> April 1, 2021 <p>Is there a need for additional ventilation/box fans?</p> <ul style="list-style-type: none"> Yes, in the Isolation room.

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<p>Student Groups & Scheduling</p>	<p>Who will return in-person (risk level/need, opt-ins)?</p> <ul style="list-style-type: none"> • ALL teaching staff , Educational Assistant, custodians. Cooks, nurses, counselors will return to work on March 29, 2021. <p>How will you schedule students?</p> <ul style="list-style-type: none"> • The model effective August 9, 2021 is 100% full entry. • All students will return to school on this date. • Velarde Elementary has 100% of students returning on campus. <p>At most recent count:</p> <ul style="list-style-type: none"> ○ K/1 = 7 students ○ 2/3 = 13 students ○ 3/4 = 14 students ○ 5/6 = 11 students
<p>Isolation Area & Procedures</p>	<p>The Isolation area is in Room 757</p> <ul style="list-style-type: none"> • Any student who has developed COVID-19 symptoms during the day will be taken to the isolation room by the appropriate support staff member wearing proper PPE to await pick up. • If a student arrives at the school with a fever of 100.4 or above, the student will immediately be taken to the Isolation room and staff will immediately contact parents for pick up. • Teachers who have developed COVID-19 symptoms during the day must inform the front office so that appropriate supervision can be found for their students and 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 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 Anna Vargas Gutierrez for submission to the NMPED Rapid Response Submission website.</p> <p style="text-align: center;"><u>Rapid Response Reporting Form</u> (https://forms.gle/cBeb3o1tMwso9KS18)</p> <p>Who will staff and students report positive cases to?</p> <ul style="list-style-type: none"> • Positive cases will be reported to Dorothy Valdez, Principal <p>Who will conduct contact tracing?</p> <ul style="list-style-type: none"> • Contact tracing will be conducted by Jannelle Lujan and School Administration. <p>Who will be responsible for sending out the Notification of Positive Case Letter to close contacts?</p> <ul style="list-style-type: none"> • Notifications of Positive Case Letter to close contacts will be sent out by Jannelle Lujan and School Administration.
<p>Re-entry Orientation & Training Plan</p>	<p>How and when will you train staff on re-entry protocols & plans?</p> <ul style="list-style-type: none"> • Staff will be trained on re-entry protocols and plan on Wednesday, August 4, 2021 at 1:00 p.m. • A debrief or plus/delta will be conducted with staff at the end of each day to determine if adjustments to processes are needed. <p>How and when will you train students and parents on re-entry protocols & plans?</p> <ul style="list-style-type: none"> • Students/Parents will be trained on re-entry protocols as soon as the Superintendent has provided guidance before August 9, 2021

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	<ul style="list-style-type: none"> ● .Date for Parent Orientation is August 11, 2021 ● Parent/Student Re-Entry Guide will be emailed and a Google Meet will be provided.
<p>Visitor Check In & Procedures</p>	<p>General Visitation</p> <ul style="list-style-type: none"> ● Visitors will not be allowed on campus from 7:30 a.m. to 3:30 p.m. ● Any visitors that are allowed will have to call ahead of time to make an appointment and check-in with the front office and have a Raptor check. ● Parents acquiring assistance must have an appointment to come onto campus. ● Visitors must also go through the security and health screening using 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 Dr. Owl. ● 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 Dr. Owl.
<p>Classroom Preparation</p>	<p>Setting up for face to face learning</p> <ul style="list-style-type: none"> ● 4 classrooms will be equipped with a promethean board. ● Each classroom will have adequate access to the schools wifi. ● Teachers will have access to adequate technology/Chrome Books/I-Pads. ● Each classroom has a telephone. <p>Setting up labs or ancillary space for group re-entry (6 ft distancing to the)</p> <ul style="list-style-type: none"> ● Desks will be spaced 6 ft. apart whenever possible or 3 feet distancing as per space allowance. ● Desks will be labeled with student names. <p>Sanitization stations</p> <ul style="list-style-type: none"> ● Each classroom is equipped with a sanitization station. <p>Instructional resources & re-entry signage posted</p> <ul style="list-style-type: none"> ● Re-entry signage is posted throughout the school, in hallways, near classrooms and restrooms. <p>Setting up desks for in person learning (facing 1 way, 6 or 3 feet distance)</p> <ul style="list-style-type: none"> ● Desks will be spaced 6 or 3 ft. apart and facing one direction. ● Desks will be labeled with student’s names. <p>Charging stations</p> <ul style="list-style-type: none"> ● Each classroom will be equipped with appropriate equipment to charge laptops/chromebooks (extension cords, powerstrips, etc.) ● All students should bring their laptop/chomebook fully charged daily.



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 the designated parking area. Parking in the back of the school or any other restricted area is not allowed. Enter the building through the main front doors. Teachers will screen themselves upon arrival with Dr. Owl. Report to classrooms or duty location to await the arrival of students, where they will receive students. Teachers are expected to follow the traffic flow directions through the hallway and throughout the school campus. 	<ul style="list-style-type: none"> Students should not be dropped off and cannot enter the building before 7:50 a.m. All students must be checked in by 8:20 a.m. Students that ride the bus will be greeted and received before entering the front office starting at 7:50 a.m. (Students must wear their masks properly upon entry into the building). Proper masks will be required, no exceptions. Masks should also be appropriate for an educational setting. Cannot include profane language or any other inappropriate content. Students will eat breakfast in the cafeteria with appropriate social distancing. 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 the designated parking area. Parking in the back of the school or any other restricted area is not allowed. Enter the building through the main front doors. Assist in receiving students and help with duty. Nurse will be available on Mondays All staff are expected to follow the traffic flow directions through the hallway and throughout the school campus.
Classroom Readiness & 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. Teachers will also supervise students while in the classroom to ensure social distancing, to the fullest extent possible,, 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 will use 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 mouth (the only exception is when eating or drinking) 	<ul style="list-style-type: none"> Support staff will be available for the teachers' and students' needs (supervision, communication, meals, etc.)
Transitions	<ul style="list-style-type: none"> Limited transitions between classes during the day in the proposed plan. 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"> Limited transitions between classes during the day in the proposed plan. Students will remain in their assigned classroom. 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"> No transitions between classes during the day in the proposed plan. Support staff will assist with supervision during mask breaks and other scheduled breaks.

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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 on duty will assure mask wearing and social distancing is being followed Teachers will ensure that students pick up their waste and dispose of it properly. 	<ul style="list-style-type: none"> Students will follow mask wearing and social distancing in the cafeteria. Students will dispose their waste properly. 	<ul style="list-style-type: none"> Breakfast will be available from 8:00 a.m. to 8:30 a.m. Support staff will assist with duty. Support staff is required to wear proper PPE what all times Hand sanitizer is available when students enter their assigned classrooms. Support staff/custodians can begin cleaning up and dispose of waste upon completion of breakfast at 8:30 a.m.
Lunch	<ul style="list-style-type: none"> Teachers will walk their students to the cafeteria where an adult lunch monitor will be waiting for them. Lunch monitors will escort their class outside to their designated area for a mask break when everyone has completed their lunch. 	<ul style="list-style-type: none"> Students will wait until their lunch has been handed to them. Students will eat their lunches in the cafeteria or outside on picnic tables with 6 ft distancing, to the extent possible 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 the distribution of lunches. Support staff will assist in monitoring students on break in their designated area. Support staff/custodians will assist in pick up and disposal of extra lunches, trash, etc. beginning upon completion of lunch.
Common Areas <i>Areas Include: Black top/basketball court Playground areas North and South Bathrooms and cafeteria</i>	<ul style="list-style-type: none"> Breaks: Teachers can escort their class to designated areas: black top, playground area South and playground area North for mask breaks, per availability.. Teachers will supervise students in common areas: black top, playgrounds North and South, 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, as needed.. 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"> Staff members will ensure 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 a recess schedule when they can escort their students outside for a mask break. Teachers will escort students to the location of our evacuation drill, playground areas North and South per availability. Teachers will not be allowed to congregate during this time. 	<ul style="list-style-type: none"> Students will wash their hands, stay 6 ft. apart, when possible and follow evacuation procedures as they exit the building. Students will stay in evacuation locations or the scheduled area in the playground during the short lunch break 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"> Will monitor the hallway during break to make sure students are following social distancing 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.

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Restrooms	<ul style="list-style-type: none"> • During class, teachers will maintain a bathroom log and dismiss only one student at time. 	<ul style="list-style-type: none"> • Students will ask permission before going to bathroom. • Only one student at a time will be dismissed to use the bathroom. • Signs in the bathroom will encourage students to wash their hands • 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. • Custodians will sanitize at scheduled times throughout the day.
Communication	<ul style="list-style-type: none"> • Teachers will communicate via e-mail • Front office staff will be available to deliver messages to teachers • If a parent requests to speak to a teacher, we will remind the parent that teachers are teaching and disruptions will be kept to a minimum. • Requests for materials and meetings will be conducted virtually. • Walkie Talkies are used between the office and custodians 	<ul style="list-style-type: none"> • Students will rely on their teacher to communicate any necessary information in person, email or stream. • Teachers will utilize Google Classroom to communicate additional announcements. 	<ul style="list-style-type: none"> • Front office staff will be available to answer phones to notify administration of any important information immediately. • Custodians will have Walkie Talkies.
Security & Supervision	<ul style="list-style-type: none"> • If available, will assist with check-in and health screenings in the morning for staff and students • Teachers must notify 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. • Teacher duty will be from 8:20 -3:00 in the classroom. 	<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. 	<ul style="list-style-type: none"> • Assisting with check-in and health screenings in the morning for staff and students if available. • Assist with check-in and health screenings for visitors and all other outside personnel. • Staff must notify 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.
COVID-19 Symptom Reporting	<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. 	<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 contact parents/guardians so the student can be picked 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.

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	<p>They will also follow the proper protocol for getting tested.</p> <ul style="list-style-type: none"> ● Staff who escort the student with symptoms will be equipped with the proper PPE and must follow all COVID-19 safety protocols and practices. 	<ul style="list-style-type: none"> ● Support staff members will immediately escort the student to the Isolation Room to await pickup. 	<p>they will also follow the proper protocol for getting tested.</p> <ul style="list-style-type: none"> ● Nurse will be available for support (Mondays only)
<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 and parents who are absent. ● Teachers will be expected to have assignments posted in Google Classroom for students to access from school or from home. ● Teachers will forward information to Office Manager, Angelica Vigil, for excused absences. 	<ul style="list-style-type: none"> ● Students who are absent will be given the opportunity to complete work from their Google Classroom. 	<ul style="list-style-type: none"> ● Support staff will forward important messages about excused student absence to the teachers. ● Office Manager, Angelica Vigil, 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. ● 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 email Angelica Vigil (angelica.vigil@k12espanola.org) or Dorothy Valdez (dorothy.valdez@k12espanola.org) for requests for materials. ● Requests for meetings will be conducted virtually. ● PPE will be available for teachers upon request. 	<ul style="list-style-type: none"> ● Students will receive materials from their teachers. ● Students will also have a reentry meeting with administrators and teachers. ● PPE will be available for students upon request. ● All students will wear a mask, ● All students should arrive at school wearing a mask, if they do not have a mask, a mask will be provided. 	<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. ● 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 keep their students in their classrooms and release only those students who will be leaving in the bus at their appropriate time to the bus monitor, until all bus students have been released. 	<ul style="list-style-type: none"> ● Bus loading will occur one at a time with students following social distancing expectations 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 approved family members arrive. 	<ul style="list-style-type: none"> ● Will monitor drop off and check in and spacing.

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<p>End of Day: School Exit Procedures Parent Pick Up Area</p>	<ul style="list-style-type: none"> Teachers will release students who are picked up by parents upon their arrival. Parents will call the front office when they arrive, and a staff member will retrieve the student from class to the parking area 	<ul style="list-style-type: none"> At the end of the day students will remain in class until they are dismissed and walked to the bus or parking area. Social distancing and mask 	<ul style="list-style-type: none"> Help monitor students.
<p>School Rooms Being Utilized</p>	<ul style="list-style-type: none"> See map on following page. 	<ul style="list-style-type: none"> See map on following page. 	<ul style="list-style-type: none"> See map on following page.

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School Map

= Isolation Room

= Office Support Rooms

= Classrooms

