



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



Abiquiu Elementary School

Dr. LeAnne Montoya
Principal

Abiquiu Elementary
Safe Return to In-Person Instruction

District Re-Entry Planning & Response Team

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Abiquiu Elementary
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>Dr. LeAnne Montoya leanne.montoya@k12espanola.org (505)685-4457, (505) 927 6797</p> <div style="border: 2px solid red; border-radius: 25px; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Emergency Responses Building Contact Information</p> <p>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</p> <p style="color: green; font-size: small;">*All information should be printed/filed in the school's emergency response binder.</p> <p>Real-time sign-in sheets/visitor rosters Real-time student attendance data</p> </div>	<p>Stacie.Willard@k12espanola.org</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>Ashley Noe ashley.noe@k12espanola.org (505) 685-4457</p>	<p>Antoninette Maes @k12espanola.org (505) 685-4457,</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>Clarissa Mondragon clarissa.mondragon@k12espanola.org (505) 685-4457</p>	<p>Antoninette Maes @k12espanola.org (505) 685-4457</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>Dr. LeAnne Montoya leanne.montoya@k12espanola.org (505) 685-4457 (505) 927 6797</p>	<p>Stacie.Willard@k12espanola.org</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>Bernadette Herrera Bernadette.herrera@k12espanola.org (505) 685-4457</p>	<p>Sub custodian sent from district</p>



Emergency Response Preparedness

Directions: Review you 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 point & 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 close proximity. ● At each evacuation location, there are clear marks that are 6ft socially distanced until students reach the dirt. ● 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 grade level beginning with Kinder, each classroom dismissed as the last class as entered the bus and the list that is provided. ● The list will also include students who are picked up/dropped off. <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 and Principal will assist in supervising students as they get off the bus. ● Support staff and Principal will also assist in supervising students who are dismissed early because of abbreviated schedules.



Abiquiu Elementary
Safe Return to In-Person Instruction

<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 21st century afterschool program. ● The student/ office staff must attempt to contact a parent/guardian or family member.
<p>Sending Staff Home</p>	<ul style="list-style-type: none"> ● Teachers are released at 3:30 pm when all assigned students have left or have been escorted to 21st century to await pick up. ● Staff/Teachers (except 21st century staff) must lock up and disinfect their classroom and leave campus by 4:00 pm unless prior approval by administration. ● Principal and 21st century staff are the last staff members to leave the campus.
<p>Student Groups</p>	<ul style="list-style-type: none"> ● Elementary School students (grades Kst-6th) will be in their assigned classroom. ● Students will learn in-person at their schools 5 days a week and participate in distance learning for families choosing this model. ● All learning experiences will include a mix of in person, live virtual small group meetings and self-paced learning, depending on the needs of each student. Teachers will provide lessons to meet the standards of each grade level. ● Some adjustments may be made to accommodate special education and English language learners or to balance special classes.



Essential Re-Entry Planning & Preparation

School Hours	<p>Hours of Operation (Office): 7:30 am – 4:00 pm</p> <p>Hours of Operation (Teachers): 7:55 am – 3:30 pm</p> <p>Student Instructional Hours: 8:30 am – 2:45 pm</p> <p>Student Office Hours/Intervention: 2:45 pm – 3:30 pm</p> <p>21st century hours of operation 3:15 pm – 5:15 pm</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 with clearly marked 6-foot spaces. <p>Entrance signage</p> <ul style="list-style-type: none"> ● Clearly marked front door only main entrance for staff, students and visitors. ● 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.
	<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 each entrance to the building for check-in (teachers, main office entrance). This includes hand sanitizer and disinfectant wipes, to be used upon entering and exiting the rooms. <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. ● Upon entering and exiting the room students will use hand sanitizer on their hands.
Ventilation & Filtration	<p>What type of air filtration system does your school have?</p> <ul style="list-style-type: none"> ● MERV 11 and HEPA Air Purifiers in each classroom, along with box fans. <p>When were filters installed? Replacement cycle?</p> <ul style="list-style-type: none"> ● All air filters were first installed on February 9, 2021. Filters will be replaced every 3 months <p>Is there a need for additional ventilation/box fans?</p> <ul style="list-style-type: none"> ● Abiquiu is equipped with HEPA air purifiers in each classroom, along with box fans. <p>* Contact maintenance department if needed.</p>



Abiquiu Elementary
Safe Return to In-Person Instruction

<p>Student Groups & Scheduling</p>	<p>Who will return in-person (risk level/need, opt-ins)?</p> <ul style="list-style-type: none"> All students will be able to return as of April 6th. Students who wish to remain remote will continue to receive instruction remotely. <p>How will you schedule students?</p> <ul style="list-style-type: none"> Students will be assigned to their grade level classroom.
<p>Isolation Area & Procedures</p>	<p>Where?</p> <ul style="list-style-type: none"> Room 105 in a room adjacent to the nurse with a bathroom separating the spaces and near the front door exit for easy departure. <p>Site specific Protocols & Procedures?</p> <ul style="list-style-type: none"> Any students who have developed COVID-19 symptoms during the day will be taken to the isolation area by the appropriate support staff member wearing proper PPE to await 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. 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. (exit through doors exiting outside) Staff members who have developed COVID-19 symptoms during the day must inform the front office and will be asked to go home and leave the building and 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> (Click for Google Form Link)</p> <p>Who will staff and students report positive cases to?</p> <ul style="list-style-type: none"> Positive cases will be reported to Dr. Montoya, Principal and Nadine Mondragon, Nurse <p>Who will conduct contact tracing?</p> <ul style="list-style-type: none"> Contact tracing will be conducted by Anna Vargas Gutierrez 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 send out by Anna Vargas Gutierrez and School Administration.



Abiquiu Elementary
Safe Return to In-Person Instruction

<p>Re-entry Orientation & Training Plan</p>	<p>How and when will you train staff on re-entry protocols & plan?</p> <ul style="list-style-type: none"> ● Staff will be trained on re-entry protocols and plan on Wednesday, August 4, 2021 at the annual district training. ● Staff will debrief on all re-entry protocols, at this time adjustment can be made to the plan. <p>How and when will you train students and parents on re-entry protocols & plan?</p> <ul style="list-style-type: none"> ● Parents will be trained on re-entry protocols and plan on Monday, August 9, 2021. ● Students will be trained on re-entry protocols and plan on Monday August 9, 2021 at 10:00 am. ● Parent and Student Re-Entry Guide will be available on the school website. ● Principal will be available for parent questions during parent teacher conferences as needed.
<p>Visitor Check In & Procedures</p>	<p>General Visitation</p> <ul style="list-style-type: none"> ● Visitors will not be allowed on campus from 8:30 am to 3:30 pm except, In the front office for parents acquiring assistance or checking in or out students. ● Any visitors that are allowed, will have to call ahead of time to make an appointment and check-in with the front office. ● Visitors must also go through the security and health screening. ● Masks must be worn at all times. <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. (meet at door preferred)
<p>Classroom Preparation</p>	<p>Setting up for remote learning / broadcast</p> <ul style="list-style-type: none"> ● Each classroom will be equipped with a promethean board. ● Each classroom will have adequate access to the school's WIFI. ● Teachers will have access to adequate equipment for online instruction <p>Setting up labs or ancillary space for group re-entry (50% capacity)</p> <ul style="list-style-type: none"> ● Desks will be spaced 6ft apart and facing one direction. (As best that could be accommodated) ● Desks will be labeled with student names. ● Plexiglass will be installed between teachers' and students' desks. <p>Sanitization stations</p> <ul style="list-style-type: none"> ● Sanitization stations will be set up at each check-in and at the entrance to each classroom. ● Students will sanitize upon entering the campus. ● Students will sanitize upon entering and exiting the classroom. ● Students will sanitize upon entering and exiting the cafeteria. <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 desk for in person learning (facing 1 way, 6 feet distance)</p> <ul style="list-style-type: none"> ● Desks will be spaced 6 ft apart and facing one direction. ● Desks will be labeled with students' names. ● Plexiglass will be installed between teachers' and students' desk <p>Charging stations</p> <ul style="list-style-type: none"> ● Each classroom will be equipped with appropriate equipment to charge laptops/Chromebook (extension cords, power strips, etc.).



Abiquiu Elementary
Safe Return to In-Person Instruction

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| | <ul style="list-style-type: none">● Students will be responsible for bringing laptops/chromebooks daily fully charged.● Students will be responsible for bringing all necessary material for class instruction daily.● Students that remain remote are responsible to have computers fully charged and ready for class daily. |
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Abiquiu Elementary
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 and staff are required to park in designated area. ● Parking in the back of the school or any other restricted area is not allowed (except cafeteria staff). ● Enter the building through the main office entrance prior to or at 7:50 am. ● From 7:20 am to 8:00 am, teachers will screen through the main entrance. ● 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. ● One teacher in Copy room at a time, must disinfect when done. 	<ul style="list-style-type: none"> ● Students should not be dropped off and cannot enter the building before 8:00 am. ● <u>All students must be checked in by 8:50 am.</u> ● Parents of students are required to park in their designated area, no exceptions. ● Students that ride the bus will enter the front entrance starting at 8:00 am. (Students must wear their masks properly upon entry into the building). ● Parents/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 have breakfast/lunch delivered to the 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 (except cafeteria staff). ● Enter the building through the front entrance prior to or at 7:50 am. ● Assist in directing students to their assigned classrooms following the designated traffic flow. ● Nurse and Principal/ designee available at Front Office check-in station for health support. ● All staff are expected to follow the traffic flow directions through the hallway and throughout the school campus.

Abiquiu Elementary
Safe Return to In-Person Instruction

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. 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. Teachers will provide office-issued bathroom passes to ensure identify students who have permission to be outside the classroom. 	<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 mouth (the only exception is when eating and 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"> No transitions between class periods during the day in the proposed plan. Staff will go to classrooms, except small group intervention. 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. Lunch transition – Classes will be released to lunch every 5 min and escorted to cafeteria maintaining social distance. 	<ul style="list-style-type: none"> No transitions between class periods during the day in the proposed plan Students will remain in their assigned classroom during scheduled passing periods. Students will remain in the classroom to eat breakfast. Lunch. Will be in cafeteria or Weather permitting they will be able to eat outside. 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. Support staff will be responsible for teacher 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"> Student will receive breakfast upon arrival to campus. 	<ul style="list-style-type: none"> Cafeteria staff will have breakfasts prepared and ready to deliver to classes at 7:50 am. Hand out to students upon arrival. Support staff will assist in the distribution of meals. Support staff is required to wear proper PPE when distributing meals.

Abiquiu Elementary
Safe Return to In-Person Instruction

			<ul style="list-style-type: none"> ● 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 9:00 am.
Lunch	<ul style="list-style-type: none"> ● Teachers will assist in handing out lunches to students sitting at their desks. ● Teachers 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 have lunch in the cafeteria between 11:45 am and 12:45 pm. 	<ul style="list-style-type: none"> ● All common areas will always have a staff member monitoring it.
Common Areas <i>Areas Include: identify your school's common areas</i>	<ul style="list-style-type: none"> ● Teachers will be provided with a schedule in which they can escort their students outside during the 30-minute lunch for a mask break. ● Teachers will escort students to the location of our evacuation drill. ● Teachers will not be allowed to congregate during this time. ● Common area will be hallways, restroom for upper grades and computer lab. 	<ul style="list-style-type: none"> ● Student will stay six feet apart and follow evacuation procedure as they exit building ● Students will stay in designated outdoor locations 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"> ● Principal or Office staff will monitor hallways during break 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.
Recess	<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 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 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 hall pass to the bathroom. ● Students will be required to use the bathroom that is closest to their assigned classroom. ● Students must have a front office issued bathroom pass to have 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. ● Support staff, teachers and administration will monitor students in the hallway.

Abiquiu Elementary
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. ● 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/front office 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 hall pass to the bathroom. ● Students will be required to use the bathroom that is closest to their assigned classroom. ● Students must have a front office issued bathroom pass to have 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.
Transitions	<ul style="list-style-type: none"> ● No transitions between class periods 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"> ● No transitions between class periods during the day in the proposed plan ● Students will remain in their assigned classroom; Specials teachers will go to homeroom classroom. ● Students will remain in the classroom to eat breakfast and lunch. ● 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 class periods during the day in proposed plan ● Support staff and principal stationed in their designated areas in hallways supervising as needed throughout the day. ● Support staff will assist with supervision during mask breaks and other scheduled breaks.
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. 	<ul style="list-style-type: none"> ● Front office staff will be available to answer phones to notify administration of any important information immediately. ● The intercom will be used as necessary.

Abiquiu Elementary
Safe Return to In-Person Instruction

Security & Supervision	<ul style="list-style-type: none"> ● Assisting with check-in and health screenings in the morning for staff. ● Teachers must notify administration and the front office if they suspect there is a student and/or visitor on campus that has not been checked in. ● All staff has access to all areas. ● Duty schedules are created for teachers and staff for supervision of students. 	<ul style="list-style-type: none"> ● N/A 	<ul style="list-style-type: none"> ● Assisting with check-in and health screenings in the morning for staff. ● Teachers must notify administration and the front office if they suspect there is a student and/or visitor on campus that has not been checked in. ● All staff has access to all areas.
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. 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. 	<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 or sent to isolation room and will be sent home. ● Students who develop symptoms during class will inform the teacher immediately and the teacher will call the front office and we contact parents/guardians so the student can be picked up and escorted to the isolation room ● 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. ● Nurse available at station for health support.

Abiquiu Elementary
Safe Return to In-Person Instruction

<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/parents who are absent and ensuring students receive all missed assignments. 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 Ashley Noe for excused absences. 	<ul style="list-style-type: none"> 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 (Ashley Noe). 	<ul style="list-style-type: none"> The attendance clerk 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. 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 Ashley Noe 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 meeting with administrators on TBD at 10:00am. Google meet will be added 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.

Abiquiu Elementary
Safe Return to In-Person Instruction

<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 as classes are called starting with Kinder. Front office staff will notify teachers of the order in which students should be released (intercom, phone, and/or radio). 	<ul style="list-style-type: none"> Bus unloading will occur class at a time with students following social distancing expectations as they exit to load bus. 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"> Classes will be called out in single order with 5-minute wait time staggered between each class. Support staff will monitor drop off and check in and spacing.
<p>End of Day: School Exit Procedures Parent Pick Up Area</p>	<ul style="list-style-type: none"> Teachers will monitor and walk with students to bus loading and pick up area. Students who are picked up by parents will be called upon their arrival. 	<ul style="list-style-type: none"> Students are escorted to the car at the pickup area. Students who are picked up will exit with the class a designated time. 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 picked up one at a time from the pick-up station. 	<ul style="list-style-type: none"> Clear cone delineation of pickup. Student pickup area is at the designated parking lot. Support staff monitoring pickup area between 2:45-3:15 pm.
<p>School Rooms Being Utilized (Insert a School Map with identified Hybrid room clearly identified on final page)</p>	<ul style="list-style-type: none"> See map attached. 	<ul style="list-style-type: none"> See map attached. 	<ul style="list-style-type: none"> See map attached.

School Map

■ = Isolation Room (105) ■ = Office Support Rooms

