



**Española Public Schools**

*Striving for Excellence*

## **RE-ENTRY PLAN 2021-22**

*Safe Return to In-Person Instruction*



**Chimayo Elementary School**

**Janet Malcom**

**Head Teacher**

**Chimayo Elementary School**  
**Safe Return to In Person Instruction**

**District Re-Entry Planning & Response Team**

**Point of Contact**

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**Española NEA Designee**

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**Chimayo Elementary School**  
**Safe Return to In Person Instruction**

<b>School Re-Entry Planning &amp; Response Team</b>		
	<b>Primary Designee</b>	<b>Secondary Designee</b>
<p><b>Point of Contact</b></p> <p><b>Planning Responsibilities:</b></p> <p>A. Coordinate, supervise &amp; execute School Re-Entry Plan.</p> <p><b>Emergency Responsibilities:</b></p> <p>B. Collect and maintain all info about who is in the building.</p> <p>C. Notification of District Staff and coordination of district resources as needed.</p> <p>D. Coordination &amp; oversight Communication with the school response team.</p>	<p><b>Janet Malcom</b>  <a href="mailto:janet.malcom@k12espanola.org">janet.malcom@k12espanola.org</a>            (505) 352-4207, (505) 901-2510</p>	<div style="border: 2px solid #FF69B4; border-radius: 25px; padding: 10px; background-color: #FFDAB9;"> <p><b>B. Emergency Responses Building Contact Information</b></p> <p>Staff rosters, including cell phone numbers*</p> <p>On-site contractor rosters, including cell phone numbers*</p> <p>Classroom and cohort rosters*</p> <p>Class schedules*</p> <p>After school program rosters*</p> <p>Bus route rosters*</p> <p>Student Profile (STU201), includes all contact and emergency information for each student*</p> <p><i>Real-time sign-in sheets/visitor rosters</i></p> <p><i>Real-time student attendance data</i></p> <p>*All information should be printed/filed in the school's emergency response</p> </div>
<p><b>Communications</b></p> <p><i>Assists in communication needs related to pre-planning and emergency response. Coordinates website postings, social media posts, School Messenger auto-dialer notifications.</i></p>	<p><b>Darlene Montoya</b>  <a href="mailto:darlenec.montoya@k12espanola.org">darlenec.montoya@k12espanola.org</a>            (505) 351-4207</p>	
<p><b>Health &amp; Wellness</b></p> <p><i>Assists in maintaining all health &amp; wellness documentation for students &amp; staff, maintains secure temperature &amp; screening logs, reports all positivity cases and assists with contact tracing.</i></p>	<p><b>Paula DeDoux</b>  <a href="mailto:paula.ledoux@k12espanola.org">paula.ledoux@k12espanola.org</a>            (505)351-4207</p>	
<p><b>Student Supervision</b></p> <p><i>(Emergency)</i></p> <p><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><b>John Santillanes</b>  <a href="mailto:john.santillanes@k12espanola.org">john.santillanes@k12espanola.org</a>            (505) 351-4207</p>	
<p><b>School Facilities</b></p> <p><i>Assists in securing all classrooms during emergency response, provides facility management support to first responders as necessary.</i></p>	<p><b>Loyola Montoya</b>  <a href="mailto:loyola.montoya@k12espanola.org">loyola.montoya@k12espanola.org</a>            (505) 351-4207</p>	

## Emergency Response Preparedness

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

<b>Evacuation Rally Point &amp; Protocols</b>	<p><b>On campus rally points &amp; protocols</b></p> <ul style="list-style-type: none"><li>● 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.</li><li>● In case of an evacuation, teachers will escort their students to their designated evacuation location.</li><li>● Teachers will ensure that students are 6 ft socially distanced and continue to wear their masks properly while in close proximity.</li><li>● At each evacuation location, there are clear marks that are 6ft socially distanced.</li><li>● Teachers will take attendance and will account for all of their students during the evacuation.</li></ul> <p><b>Off campus evacuation site &amp; protocols.</b></p> <ul style="list-style-type: none"><li>● Teachers will escort their students off campus to the designated site.</li><li>● Teachers will supervise students to maintain social distance and to continue to wear their masks while in close proximity.</li><li>● Teachers will take attendance and will account for all of their students during the evacuation.</li></ul>
<b>Student Pick Up Procedures</b>	<p><b>Plan for verification of authorized pick up &amp; sign out.</b></p> <ul style="list-style-type: none"><li>● 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.</li><li>● Parents/guardians and/or approved family members will call the front office when they are outside the school.</li><li>● Support staff will escort the student outside with a sign out sheet for the family member to sign.</li></ul>

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<b>Student Transportation Procedures</b>	<p><b>Plan for documenting who went home on the bus &amp; bus #</b></p> <ul style="list-style-type: none"><li>● A list of students and what bus they take will be kept in the front office and distributed to teachers.</li><li>● Students will be dismissed to the bus according to the arrival of the bus and the list that is provided.</li><li>● The list will also include students who are picked up/dropped off.</li></ul> <p><b>Plan for ensuring students are received when they get off the bus (if dismissed early or at a non-regular time).</b></p> <ul style="list-style-type: none"><li>● Support staff will assist in supervising students as they get off the bus.</li><li>● Support staff will also assist in supervising students who are dismissed early because of abbreviated schedules.</li></ul>
<b>Plan for When A Student Cannot Be Picked Up Immediately</b>	<ul style="list-style-type: none"><li>● 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 pm.</li><li>● If the student is not picked up, then the teacher will escort the student(s) to the front office.</li><li>● The student must attempt to contact a parent/guardian or family member.</li><li>● If the student is not picked up by 3:45 pm, the front office will call?</li></ul>
<b>Sending Staff Home</b>	<ul style="list-style-type: none"><li>● Teachers are released at 3:30 pm when all assigned students have left or have been escorted to the front office to await pick up.</li><li>● Staff/Teachers must lock up their classroom and leave campus by 4:00 pm unless prior approval by administration.</li><li>● Custodians and Head Teacher are the last staff members to leave the campus.</li></ul>
<b>Student Groupings</b>	<ul style="list-style-type: none"><li>● Students will stay in classrooms till dismissal.</li><li>● Students staying in classrooms will help order to minimize exposure to multiple groups with regular teacher.</li></ul>

## Essential Re-Entry Planning & Preparation

<b>School Re-Entry Hours</b>	Hours of Operation (Office): <b>7:30 am – 4:00 pm</b> Hours of Operation (Teachers): <b>7:50 am - 3:20 pm</b> Student Instructional Hours: <b>8:30 am – 3:00 pm</b> Student Office Hours/Intervention: <b>1:00 pm – 2:30 pm</b>
<b>Signage</b>	<p><b>Plan for maintaining social distancing</b></p> <ul style="list-style-type: none"><li>● Students will maintain social distancing while waiting to enter the building with clearly marked 6-foot spaces or to the greatest extent possible.</li><li>● Students will maintain social distancing while in the classrooms by staying at/or near their assigned seats.</li><li>● Students will maintain social distancing while on breaks in evacuation areas with clearly marked 6-foot spaces or to the greatest extent possible.</li></ul> <p><b>Entrance signage</b></p> <ul style="list-style-type: none"><li>● Signs to enter the building will be clearly marked for staff and the entrance for students (main office).</li><li>● Notices and reminders for maintaining social distancing and wearing masks will be posted at all entrances.</li></ul> <p><b>Traffic flow</b></p> <ul style="list-style-type: none"><li>● Traffic flow markers will be posted throughout the campus, in hallways, in corridors, and on sidewalks.</li></ul> <p><b>Social distancing marks/lines</b></p> <ul style="list-style-type: none"><li>● Social distancing lines will be marked outside the entrances to the school, near the parking lot and on the sidewalks leading to the entrances.</li><li>● Social distancing lines will also be marked in each evacuation area.</li></ul> <p><b>Prevention signage</b></p> <ul style="list-style-type: none"><li>● Social distancing, mask wearing, and hand-washing notices will be posted throughout the school, in hallways, near classrooms and restrooms.</li></ul>
<b>Sanitization Stations</b>	<p><b>Hand washing stations</b></p> <ul style="list-style-type: none"><li>● There will be hand-washing stations located in each bathroom (running water and soap will be available).</li></ul> <p><b>Sanitization stations</b></p> <ul style="list-style-type: none"><li>● There will be sanitization stations located at each entrance to the building for check-in (teachers, main office entrance, and gym entrance). This includes hand sanitizer and disinfectant wipes.</li></ul> <p><b>Classroom sanitization stations</b></p> <ul style="list-style-type: none"><li>● There will also be sanitization stations located at the entrance to each classroom. This will include hand sanitizer and disinfectant wipes.</li></ul>

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<b>Ventilation &amp; Filtration</b>	<p><b>What type of air filtration system does your school have?</b></p> <ul style="list-style-type: none"><li>• Air purifiers and box fans</li></ul> <p><b>When were filters installed? Replacement cycle?</b></p> <ul style="list-style-type: none"><li>• All air filters were first installed on February 9, 2021. Filters will be replaced every 3 months.</li></ul> <p><b>Is there a need for additional ventilation/box fans?</b></p> <ul style="list-style-type: none"><li>• Chimayo is equipped with HEPA air purifiers in each classroom, along with box fans.</li></ul>
<b>Student Groups &amp; Scheduling</b>	<p><b>Who will return in-person (risk level/need, opt-ins)?</b></p> <ul style="list-style-type: none"><li>• All staff will return to teach in person on August 9, 2021.</li></ul> <p><b>How will you schedule students (Scheduling considerations for families, transportation routes, grouping)?</b></p> <ul style="list-style-type: none"><li>• Students will be grouped in person.</li></ul>
<b>Isolation Area &amp; Procedures</b>	<p>The isolation area is located in main building, hallway before exiting to parent drop off.</p> <ul style="list-style-type: none"><li>• Students exhibiting 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.</li><li>• 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.</li><li>• 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.</li></ul>
<b>Notification of Positive Case Protocol.</b>	<p>Communication regarding positive cases should be handled in a timely and thoughtful manner. Every effort should be made to maintain confidentiality of the infected individual. Within four hours of the school being notified of a positive case, the <i>close contacts</i> should be notified by the school of the requirement to quarantine for 14 days from the last exposure. Students and staff identified as close contacts are highly encouraged to be tested.</p> <p>The identified school representative will be responsible for completing the district Rapid Response Reporting Form, which will submit directly to district representative Janelle Lujan for submission to the NMPED Rapid Response Submission website.</p> <p style="text-align: center;"><a href="#"><u><b>Rapid Response Reporting Form</b></u></a></p> <p style="text-align: center;">(Click for Google Form Link)</p> <p><b>Who will staff and students report positive cases to?</b></p>

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	<ul style="list-style-type: none"><li>● Positive cases will be reported to Janet Malcom, Head Teacher</li></ul> <p><b>Who will conduct contact tracing?</b></p> <ul style="list-style-type: none"><li>● Contact tracing will be conducted by Janelle Lujan and School Administration</li></ul> <p><b>Who will be responsible for sending out the Notification of Positive Case Letter to close contacts?</b></p> <ul style="list-style-type: none"><li>● Notifications of Positive Case Letter to close contacts will be send out by Janelle Lujan and School Administration.</li></ul>
<b>Re-entry Orientation &amp; Training Plan</b>	<p><b>How and when will you train staff on re-entry protocols &amp; plan?</b></p> <ul style="list-style-type: none"><li>● Staff will be trained on re-entry protocols and plan on Wednesday, August 4, 2021</li></ul> <p><b>How and when will you train students and parents on re-entry protocols &amp; plan?</b></p> <ul style="list-style-type: none"><li>● Parents will be trained on re-entry protocols and plan on Monday, August 9th at 5:00 pm</li><li>● Students will be trained on re-entry protocols and plan on Monday, August 9 at 10:00 am.</li><li>● Parent and Student Re-Entry Guide will be available on the school website.</li></ul>
<b>Visitor Check In &amp; Procedures</b>	<p><b>General Visitation</b></p> <ul style="list-style-type: none"><li>● Visitors will not be allowed on campus from 7:30 am to 9:00 am and from 2:00 pm to 3:30 pm.</li><li>● Any visitors that are allowed will have to call ahead of time to make an appointment and check-in with the front office.</li><li>● Parents acquiring assistance must have an appointment to come onto campus.</li><li>● Visitors must also go through the security and health screening.</li></ul> <p><b>District Staff</b></p> <ul style="list-style-type: none"><li>● 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.</li><li>● Maintenance must have work orders to justify their presence in a particular area of the school.</li><li>● Outside businesses/organizations, including UPS, FedEx, etc., will also be required to check-in and be screened through the front office.</li></ul>



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**Classroom  
Preparation**

**Setting up for remote learning / broadcast**

- Some classrooms will be equipped with a promethean board.
- Each classroom will have adequate access to the school's wifi.
- Each classroom will be equipped with headphones for all students.
- Teachers will have access to adequate equipment for online instruction.

**Setting up labs or ancillary space for group re-entry (50% capacity)**

- Desks will be spaced 6ft apart and facing one direction.
- Desks will be labeled with students' names.
- Plexiglass will be installed between teachers' and students' desks.

**Sanitization stations**

- Sanitization stations will be set up at each check-in and at the entrance to each classroom.

**Instructional resources & re-entry signage posted**

- Re-entry signage is posted throughout the school, in hallways, near classrooms and restrooms.

**Setting up desks for in person learning (facing 1 way, 6 feet distance, labeled for each student.**

- Desks will be spaced 6ft apart and facing one direction.
- Desks will be labeled with students' names.
- Plexiglass will be installed between teachers' and students' desks.

**Charging stations**

- Each classroom will be equipped with appropriate equipment to charge laptops/chromebooks (extension cords, powerstrips, etc.).
- Students will bring their devices fully charged on a daily basis.

## Essential Reentry Procedures & Expectations

	Teachers	Students	Support Staff
<b>Start of Day: School Entry Procedures</b>	<ul style="list-style-type: none"><li>• Teachers are required to park in their designated area.</li><li>• In the am, teachers will screen through the front office.</li><li>• Report to classrooms to await the arrival of students</li><li>• Teachers are expected to follow the traffic flow directions through the hallway and throughout the school campus.</li></ul>	<ul style="list-style-type: none"><li>• Students should not be dropped off and cannot enter the building before 8:00 am.</li><li>• <b><u>All students must be checked in by 8:20 am.</u></b></li><li>• Students that ride the bus will enter the front office starting at 8:00 am. (Students must wear their masks properly upon entry into the building).</li><li>• Students will have signed an Assurance agreement on file before entry into the building.</li><li>• Proper masks will be required, no exceptions (cannot include bandanas, gaiters, scarfs, etc.).</li><li>• Masks should also be appropriate for an education setting. Cannot include profane language or any other inappropriate content.</li><li>• Students will pick up their breakfast after they check in from grab and go station located near entry point.</li><li>• Students will go to their assigned teachers' classroom.</li><li>• Students are expected to follow the traffic flow directions through the hallway and throughout the school campus.</li></ul>	<ul style="list-style-type: none"><li>• Staff are required to park in their designated area. Parking in the back of the school or any other restricted area is not allowed.</li><li>• Enter the building through the main door.</li><li>• Assist in directing students to their assigned classrooms following the designated traffic flow.</li><li>• Nurse available at Front Office check-in station for health support.</li><li>• All staff are expected to follow the traffic flow directions through the hallway and throughout the school campus.</li></ul>

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<b>Classroom Readiness &amp; Entrance Procedures</b>	<ul style="list-style-type: none"><li>● Teachers will have hand sanitizer available as students enter the classroom.</li><li>● Teachers are responsible for making sure students are in their assigned seats.</li><li>● Teachers will also supervise students while in the classroom to ensure social distancing, mask requirements, and all other COVID-19 safety protocols are followed.</li><li>● Teachers will establish procedures for students to ask permission for bathroom breaks or other students' needs.</li><li>● Teachers will provide office-issued bathroom passes to ensure security can identify students who have permission to be outside the classroom.</li></ul>	<ul style="list-style-type: none"><li>● Students will use hand sanitizer upon entry into their classroom and proceed to their assigned seat.</li><li>● Students are required to sit in their assigned seat. ● Students are required to follow all COVID-19 safety protocols and practices, including social distancing.</li><li>● Students are required to wear a mask properly at all times, covering nose and mouth (the only exception is when eating and drinking).</li></ul>	<ul style="list-style-type: none"><li>● Support staff will be available for the teachers' and students' needs (Supervision, communication, meals, etc.).</li></ul>
<b>Transitions</b>	<ul style="list-style-type: none"><li>● There will not be any congregating allowed during the day.</li><li>● Teachers will be expected to remain in designated areas, their classroom and with their students.</li></ul>	<ul style="list-style-type: none"><li>● Students will remain in their assigned classroom during scheduled passing periods.</li><li>● Students will remain in the classroom to eat breakfast and lunch.</li><li>● There will not be any congregating allowed during the day.</li><li>● Students must follow all COVID-19 Safety protocols and practices at all times.</li></ul>	<ul style="list-style-type: none"><li>● Security stationed in their designated areas in hallways supervising assigned collection of pods.</li><li>● Support staff will assist with supervision during mask breaks and other scheduled breaks.</li></ul>

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<p><b>Breakfast</b></p>	<ul style="list-style-type: none"> <li>• Teachers will ensure that students only take their masks off while they are eating and/or drinking.</li> <li>• Teachers will ensure that students pick up their waste and dispose of it properly.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will pick up their breakfast after they check in from grab and go station located near entry points.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Breakfast will be available from 8:00 am to 8:45 am.</li> <li>• Support staff will assist in the distribution of meals at each grab and go station.</li> <li>• Support staff is required to wear proper PPE when distributing meals.</li> <li>• Hand sanitizer is available when students enter their assigned classroom.</li> <li>• Masks and proper PPE must be worn at all times during distribution of meals.</li> <li>• Support staff/custodians can begin cleaning up and dispose of waste upon completion of breakfast at 9:00 am.</li> </ul>
<p><b>Lunch</b></p>	<ul style="list-style-type: none"> <li>• Teachers will assist in handing out lunches to students sitting at their desks.</li> <li>• Teachers will escort their class outside to their designated area for a mask break when everyone has completed their lunch.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will wait for their lunches to be delivered to the classroom.</li> <li>• Students will eat their lunches in the classroom at their desk.</li> <li>• Students will clean their area and dispose of their trash in the appropriate place.</li> </ul>	<ul style="list-style-type: none"> <li>• Support staff will assist in the delivery of lunches to classrooms.</li> <li>• Support staff will assist in monitoring students on break in their designated area.</li> <li>• 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.</li> </ul>
<p><b>Recess</b></p>	<ul style="list-style-type: none"> <li>• Teachers will escort students to the location of our evacuation drill.</li> <li>• Teachers will not be allowed to congregate during this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Student will stay six feet apart and follow evacuation procedure as they exit building.</li> <li>• Students will stay in evacuation locations during the short lunch break for fresh air.</li> <li>• Students must remain with their class, following social distancing guidelines, and will not be allowed to congregate with other classes during this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will monitor hallways during break to make sure students are following social distance expectations.</li> <li>• Admin and other support staff are monitoring outside locations to ensure social distancing expectations are being followed.</li> <li>• Staff will not be allowed to congregate during this time.</li> </ul>

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<p><b>Common Areas</b>  <b>Areas Include:</b>  <b>Front Office Check</b>  <b>CAFETERIA,</b>  <b>GYMNASIUM</b></p>	<ul style="list-style-type: none"> <li>• Breaks: Teachers can escort their class to designated areas for mask breaks, per schedule.</li> <li>• Teachers will supervise students in common areas and address any infractions of COVID 19 Safety protocols.</li> <li>• Teachers are expected to have their students lined up in their assigned evacuation areas, following social distancing guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Students must accompany their teacher or another adult to designated areas for mask breaks, per schedule.</li> <li>• In all common areas, signage will be posted to remind students of social distancing expectations.</li> <li>• Students will follow social distancing expectations and will have masks on in all common areas.</li> </ul>	<ul style="list-style-type: none"> <li>• All common areas will always have a staff member monitoring it.</li> <li>• Staff members will ensure that all COVID-19 safety protocols and practices are being followed, including social distancing and mask requirements.</li> </ul>
<p><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>• During class, teachers will need to call the front office to request coverage for classes for bathroom breaks.</li> <li>• Teachers will administer a front office issued bathroom pass to give permission for students to go to the restroom.</li> <li>• Teachers will make note of bathroom release time and notify administration/security if a student is out of class for more than 10 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• During class, students can be given a hall pass to the bathroom.</li> <li>• Students will be required to use the bathroom that is closest to their assigned classroom.</li> <li>• Students must have a front office issued bathroom pass to have permission to use the restroom.</li> <li>• Only one student at a time will be dismissed to use the bathroom.</li> <li>• Upon reentry to the classroom, students will be asked to sanitize with hand sanitizer.</li> </ul>	<ul style="list-style-type: none"> <li>• Support staff will be available to cover teachers' classes as needed.</li> <li>• Security will monitor students in the hallway for their collections of pods.</li> </ul>
<p><b>Student Absenteeism</b></p>	<ul style="list-style-type: none"> <li>• Teachers will take attendance in Synergy every day.</li> <li>• The teachers are responsible for communicating with students who are absent.</li> <li>• Teachers will be expected to have assignments posted in Google Classroom for students to access from home.</li> <li>• Teachers will forward information to the office manager (Darlene Montoya) for excused absences.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are absent will be required to access and complete work from their Google Classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Support staff will forward important messages about excused student absences to the teachers.</li> <li>• The attendance clerk will excuse absences with appropriate communication from the parents/guardians.</li> </ul>

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<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>Teachers will communicate using the phone in their classroom.</li> <li>Front office staff will be available and numbers will be provided to contact them for teachers' needs.</li> <li>The intercom will be used as necessary.</li> <li>Requests for materials and meetings will be conducted virtually.</li> </ul>	<ul style="list-style-type: none"> <li>Students will rely on their teacher to communicate any necessary information.</li> </ul>	<ul style="list-style-type: none"> <li>Front office staff will be available to answer phones with radio to notify administration of any important information immediately.</li> <li>The intercom will be used as necessary.</li> </ul>
<p><b>COVID-19 Symptom Reporting</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>Staff who escort the student with symptoms will be equipped with the proper PPE and must follow all COVID-19 safety protocols and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Students who have COVID-19 symptoms will notify their teacher immediately and will not report to campus.</li> <li>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.</li> <li>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.</li> <li>A support staff member will immediately escort the student to the designated area to await pick up (Isolation Room).</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>Nurse available at station for health support.</li> </ul>
<p><b>Materials, Resources &amp; PPE</b></p>	<ul style="list-style-type: none"> <li>Teachers will be provided with all of the appropriate materials, including front office issued bathroom passes.</li> <li>Teachers will also have a reentry meeting with administrators.</li> <li>Teachers will be issued the protocol to follow for a symptomatic student.</li> <li>Teachers will receive an updated evacuation map and plan.</li> <li>Teachers will receive an updated traffic flow map.</li> <li>Teachers will also receive an updated plan to</li> </ul>	<ul style="list-style-type: none"> <li>Students will be informed and receive materials from their teachers.</li> <li>Students will also have a reentry meeting with administrators on April 1, 2021 at 10:00am. <a href="https://meet.google.com/zow-cshs-ojb">meet.google.com/zow-cshs-ojb</a></li> <li>PPE will be available for students upon request.</li> </ul>	<ul style="list-style-type: none"> <li>All staff will be provided with all of the appropriate materials.</li> <li>All staff will be issued the protocol to follow for a symptomatic student.</li> <li>All staff will receive an updated evacuation map and plan.</li> <li>All staff will receive an updated traffic flow map.</li> <li>PPE will be available for staff upon request.</li> </ul>

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<b>End of Day: School Exit Procedures Bus Area</b>	<p>request materials and other needs from the front office.</p> <ul style="list-style-type: none"> <li>● Requests for materials and meetings will be conducted virtually.</li> <li>● PPE will be available for teachers upon request.</li> </ul>		
<b>End of Day: School Exit Procedures Parent Pick Up Area South of Gym Top Level</b>	<ul style="list-style-type: none"> <li>● Teachers will release students for bus loading in the order the buses arrive on campus.</li> <li>● Admin and front office staff will notify teachers of the order in which students should be released (intercom, phone, and/or radio).</li> </ul>	<ul style="list-style-type: none"> <li>● Bus unloading will occur one at a time with students following social distancing expectations as they exit bus to front office check in station.</li> <li>● Student loading will occur one at a time with students loading staggered.</li> <li>● Students who are picked up will be released as their parents/guardians or family members arrive.</li> </ul>	<ul style="list-style-type: none"> <li>● Bus numbers will be called out in single order with 1-minute wait time staggered between each bus.</li> <li>● Staff will monitor drop off and check in and spacing.</li> </ul>
<b>End of Day: School Exit Procedures Parent Pick Up Area South of Gym Top Level</b>	<ul style="list-style-type: none"> <li>● Teachers will release students who are picked up by parents first, upon their arrival.</li> </ul>	<ul style="list-style-type: none"> <li>● Students exit the car at the drop off area.</li> <li>● Students who are dropped off will enter the building through the doors by the main building.</li> <li>● Students follow clear traffic flow with 6 feet apart markers in place to check-in area.</li> <li>● At the end of day students are released to pick up area where clear socially distant wait spaces are delineated.</li> <li>● Students picked up one at a time from the pick-up station.</li> </ul>	<ul style="list-style-type: none"> <li>● Clear cone delineation of drop off. Student drop off area is a single space with traffic flow markers in place.</li> <li>● Staff monitoring drop off area between 7:50 and 8:30 am.</li> <li>● Clear cone delineation of pick up area. Student pick-up area is a single space with traffic flow markers in place.</li> </ul>

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<b>End of Day: School Exit Procedures</b>		<ul style="list-style-type: none"><li>• Students follow traffic flow to check in location. With six feet social distancing marked.</li><li>• Students will follow a social distance line (6 ft apart) and enter cars one at a time.</li></ul>	<ul style="list-style-type: none"><li>• Security monitoring social distancing in the parking lot.</li></ul>
<b>Classrooms being Utilized</b>	<ul style="list-style-type: none"><li>• Room 59</li><li>• Room 58</li><li>• Room 71</li><li>• Room 57</li><li>• Room 56</li><li>• Room 62</li><li>• Room 72</li><li>• Room 62</li><li>• Room 55</li><li>• Room 65</li><li>• Room 66</li><li>• Room 70</li></ul>		



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**MAP - Classrooms being Utilized**

= Isolation Room       = Office Support Rooms

*Exhibit 4-8*  
 Chimayo Elementary  
 Floor Plan

