



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



Dixon Elementary

Alice Gonzales
Principal

DIXON ELEMENTARY
Safe Return to In Person Instruction

District Re-Entry Planning & Response Team

Point of Contact

Vera Trujillo, Interim Superintendent
vera.trujillo@k12espnola.org
(505) 367-3303

Curriculum & Instruction

Martina Tapia, Deputy Superintendent
martina.tapia@k12espanola.org
(505) 367-3312, (505) 901-7065

Assessment & Accountability

Myra Martinez, Director
myra.martinez@k12espanola.org
(505) 367-3330, (505) 901-2036

Athletics

Matthew Abeyta, Director
matthew.abeyta@k12espanola.org
(505) 367-3401, (505) 901-8836

Bilingual Education

Fanny Castillo, Director
fanny.castillo@k12espanola.org
(505) 367-3351, (505) 901-2549

Facilities

Aaron Aragon, Facilities Manager
aaron.aragon@k12espanola.org
(505) 901-8347

Federal Programs

Holly Martinez, Director
holly.martinez@k12espanola.org
(505) 367-3373, (505) 901-2791

Finance & Business Services

Richard Halford, Chief Financial Officer
richard.halford@k12espanola.org
(505) 927-6015

Audra Kahl, Comptroller
audra.kahl@k12espanola.org
(505) 367-3308, (505) 901-2715

Food Services & Warehouse

Mya Salazar, Director
mya.salazar@k12espanola.org
(505) 367-3345, (505) 901-2268

Indian Education

Jonathon Tafoya, Director
jonathon.tafoya@k12espanola.org
(505) 901-2746

Human Resources

Esther Romero, Director
esther.romero@k12espanola.org
(505) 367-3317, (505) 901-2142

Health, Wellness & Reporting

Jannelle Lujan, Coordinator
jannelle.lujn@k12espanola.org
(505) 367-3333

Safety & Security

Christian Lopez, Director
chrisitan.lopez@k12espanola.org
(505) 901-2568

Special Education & Student Services

Victoria Gonzales, Director
victoria.gonzales@k12espanola.org
(505) 367-3341; (505) 901-2611

STARS/Synergy SIS

Erica Martinez, Technician
erica.martinez@k12espanola.org
(505) 367-3328

Technology

Andrew Trujillo, Director
andrew.trujillo@k12espanola.org
(505) 367-2223, (505) 927-1543

Technology Helpdesk

helpdesk@k12espanola.org
(505) 753-5262, 877-677-5262

Transportation

Alejandro Tito Ortiz, Director
alejandro.ortiz@k12espanola.org
(505) 367-3344, (505) 901-2811

Española NEA Designee

Lucille Martinez-Holguin
lamholguin@gmail.com

Denise Lopez
djl_jms@yahoo.com

DIXON 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 the school response team.</p>	<p>Alice Gonzales, Principal alice.gonzales@k12espanola.org (505) 579-4325, (505) 901-2524</p>	<p>Christine Kane, Principal Designee christine.kane@k12espanola.org (505) 579-4325</p>
<div style="border: 2px solid #FF5722; border-radius: 25px; padding: 10px; background-color: #FFCCBC;"> <p>B. Emergency Reponses 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*</p> <p><i>Real-time sign-in sheets/visitor rosters</i> <i>Real-time student attendance data</i></p> <p>*All information should be printed/filed in the school's emergency response binder. <i>Real-time sign-in sheets/visitor rosters</i></p> </div>		
<p>Communications <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>Alice Gonzales alice.gonzales@k12espanola.org (505) 579-4325, (505) 901-2524</p>	<p>Adrianna Suazo adrianna.suazo@k12espanola.org (505) 579-4325</p>
<p>Health & Wellness <i>Assists in maintaining all health & wellness documentation for students & staff, maintains secure temperature & screening logs, reports all positivity cases and assists with contact tracing.</i></p>	<p>Maria Cata maria.cata@k12espanola.org (505) 579-4325</p>	<p>Alice Gonzales alice.gonzales@k12espanola.org (505) 579-4325, (505) 901-2524</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>Alice Gonzales alice.gonzales@k12espanola.org (505) 579-4325</p>	<p>Christine Kane christine.kane@k12espanola.org (505) 579-4325</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>Maria Montoya maria.montoya@k12espanola.org (505) 579-4325</p>	<p>Adrianna Suazo adrianna.suazo@k12espanola.org (505) 579-4325</p>

Emergency Response Preparedness

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

Evacuation Rally Point & Protocols	<ul style="list-style-type: none"> ● On campus rally points & protocols. <ul style="list-style-type: none"> ○ Every staff member will be given a copy of the evacuation procedures and locations for their classroom. Each location is labeled on the map and clearly marked on campus. ○ In case of an evacuation, teachers will escort their students to their designated evacuation location. ○ Teachers will ensure that students are 6 ft. socially distanced, to the extent possible and continue to wear their masks properly while in close proximity. ○ At each evacuation location, there are clear marks that are 6 ft. socially distanced, to the extent possible. ○ Teachers will take attendance and will account for all of their students during the evacuation. ● Off campus evacuation site & protocols. <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	<ul style="list-style-type: none"> ● Plan for verification of authorized pick up & sign out <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	<ul style="list-style-type: none"> ● Plan for documenting who went home on the bus & bus # <ul style="list-style-type: none"> ○ Dixon Elementary only has one bus--#3, driven by Wayne Archuleta ● Plan for ensuring students are received when they get off the bus (if dismissed early or at a non-regular time). <ul style="list-style-type: none"> ○ Wayne Archuleta, bus driver, will supervise students as they get off the bus. ○ If students are evacuated at the non-regular time a school staff member will ride the bus with students to verify students get home safely and are received by a responsible caretaker. Students who cannot get home safely will be returned to the school site. Documentation of who the student is released/received by will be maintained by the accompanying teacher.
Plan for When A Student Cannot Be Picked Up Immediately	<ul style="list-style-type: none"> ● Who is called, who remains, are they safely transported (by an authorized district vehicle)? <ul style="list-style-type: none"> ○ Students who are not picked up immediately or do not have a plan to be picked up will remain with the teacher until 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., a front office member will make an effort to make a home visit in hopes of finding a parent/guardian/approved family member. ○ If a parent/guardian or approved family member cannot be reached appropriate law enforcement will be contacted.

DIXON ELEMENTARY
Safe Return to In Person Instruction

Sending Staff Home	<ul style="list-style-type: none">● When are staff released?<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. ● Sign out?<ul style="list-style-type: none">○ Staff/Teachers must secure their classroom and leave campus by 4:00 p.m. unless prior approval by administrator. ● Who stays last?<ul style="list-style-type: none">○ Principal is the last staff member to leave the campus.
Student Groups	<ul style="list-style-type: none">● Students will remain in their appropriate classrooms throughout the day.

Essential Re-Entry Planning & Preparation

Re-Entry Hours	<p>Hours of Operation (Office): 7:30 a.m. - 4:00 p.m.</p> <p>Hours of Operation (Teachers): 8:00 a.m. - 3:30 p.m.</p> <p>Student Instructional Hours: 8:20 a.m. - 3:00 p.m.</p> <p>Office Hours: 3:00 p.m. - 3:30 p.m.</p>
Signage	<ul style="list-style-type: none"> ● Plan for maintaining social distancing. <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 classrooms 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. ● Entrance signage <ul style="list-style-type: none"> ○ Signs to enter the building will be clearly marked for staff and students. ○ Notices and reminders for maintaining social distancing and wearing masks will be posted at all entrances. ● Traffic flow <ul style="list-style-type: none"> ○ Traffic flow markers will be posted on the ground leading up to the classrooms and to the cafeteria. ● Social distancing marks/lines <ul style="list-style-type: none"> ○ Social distance lines will be marked outside the main entrance of the school and fire drill evacuation location. ● Prevention signage <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	<ul style="list-style-type: none"> ● Hand washing stations <ul style="list-style-type: none"> ○ There will be hand-washing stations located in each bathroom (running water and soap will be available). ● Sanitization stations – common areas <ul style="list-style-type: none"> ○ There will be sanitization stations located at each entrance to the building and classrooms. ● Classroom sanitization stations <ul style="list-style-type: none"> ○ There are sanitization stations located at the entrance to each classroom throughout the building.
Ventilation & Filtration	<ul style="list-style-type: none"> ● What type of air filtration system does your school have? * <ul style="list-style-type: none"> ○ MERV 11 Filters in HVAC ● When were filters installed? Replacement cycle? * <ul style="list-style-type: none"> ○ 3 Month replacement cycle Installed February. Replace in May ● Is there a need for additional ventilation/box fans? <ul style="list-style-type: none"> ○ Dixon Elementary is also equipped with HEPA air purifiers in each classroom. ○ Box fans and air purifier

DIXON ELEMENTARY
Safe Return to In Person Instruction

Cohort Groups & Scheduling	<ul style="list-style-type: none"> ● Who will return in-person (risk level/need, opt-ins)? <ul style="list-style-type: none"> ○ All staff who hold a valid teaching license ● How will you schedule students? Returning students will be assigned to their respective classrooms.
Isolation Area & Procedures	<ul style="list-style-type: none"> ● Where is the isolation area located? <ul style="list-style-type: none"> ○ The isolation area is located in the Principal's Office in the Front Office. ● Site specific Protocols & Procedures? <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.
Notification of Positive Case Protocol.	<p>Communication regarding positive cases should be handled in a timely and thoughtful manner. Every effort should be made to maintain confidentiality of the infected individual. Within four hours of the school being notified of a positive case, the <i>close contacts</i> should be notified by the school of the requirement to quarantine for 14 days from the last exposure. Students and staff identified as close contacts are highly encouraged to be tested.</p> <p>The identified school representative will be responsible for completing the district Rapid Response Reporting Form, which will submit directly to district representative Janelle Lujan for submission to the NMPED Rapid Response Submission website.</p> <p style="text-align: center;"><u>Rapid Response Reporting Form</u> (Click for Google Form Link)</p> <ul style="list-style-type: none"> ● Who will staff and students report positive cases to? <ul style="list-style-type: none"> ○ Positive cases will be reported to Alice Gonzales, Principal ● Who will conduct contact tracing? <ul style="list-style-type: none"> ○ Contact tracing will be conducted by Janelle Lujan and School Administration ● Who will be responsible for sending out the Notification of Positive Case Letter to close contacts? <ul style="list-style-type: none"> ○ Notifications of Positive Case Letter to close contacts will be sent out by Janelle Lujan and School Administration.
Re-entry Orientation & Training Plan	<ul style="list-style-type: none"> ● How and when will you train staff on protocols & plans? <ul style="list-style-type: none"> ○ Staff will be trained on protocols and plan on Wednesday, August 4, 2021 at 12:30 p.m. ● How and when will you train students and parents on protocols & plan? <ul style="list-style-type: none"> ○ Students/Parents will be trained on protocols and plan on August 9, 2021. ○ Parent/Student Re-Entry Guide will be posted on District website.
Visitor Check In & Procedures	<ul style="list-style-type: none"> ● General Visitation <ul style="list-style-type: none"> ○ Visitors will not be allowed on campus from 7:30 a.m. to 3:30 p.m.

DIXON ELEMENTARY
Safe Return to In Person Instruction

	<ul style="list-style-type: none">○ Any visitors that are allowed will have to call ahead of time to make an appointment and check-in with the front office.○ Parents requiring assistance must have an appointment to come onto campus.○ Visitors must also go through the security and health screening.● District Staff<ul style="list-style-type: none">○ All other staff, including maintenance, front office staff, district office staff, any other non-site-specific staff, etc., must also check-in and be screened through the front office.○ Maintenance must have work orders to justify their presence in a particular area of the school.○ Outside businesses/organizations, including UPS, FedEx, etc., will also be required to check-in and be screened through the front office.
Classroom Preparation	<ul style="list-style-type: none">● Setting up for remote learning / broadcast.<ul style="list-style-type: none">○ Each classroom will be equipped with a promethean board.○ Each classroom will have adequate access to the schools Wi-Fi.○ 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)<ul style="list-style-type: none">○ Desks will be spaced 6 ft. apart, to the extent possible and will face in the same direction.○ Desks will be labeled with student's names● Sanitization stations<ul style="list-style-type: none">○ Each classroom is equipped with a sanitization station.● Instructional resources & re-entry signage posted.<ul style="list-style-type: none">○ 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 with students names).<ul style="list-style-type: none">○ Desks will be spaced 6 ft. apart, to the extent possible and facing one direction.○ Desks will be labeled with student's names.● Charging stations<ul style="list-style-type: none">○ Each classroom will be equipped with appropriate equipment to charge ipads/laptops/chromebooks (extension cords, powerstrips, etc.)

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. Enter the building through the main front doors. Teachers will get screened upon arrival at the front doors utilizing Dr. Owl. 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. 	<ul style="list-style-type: none"> Students should not be dropped off and cannot enter the building before 8:00 a.m. All students must be checked in by 8:30 a.m. Students that ride the bus will enter the front office starting at 8:00 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 enter the cafetorium for breakfast and sit at their assigned location. Students will go to their assigned teachers' classroom. Students are expected to follow the traffic flow directions through the hallway and throughout the school campus. 	<ul style="list-style-type: none"> Staff are required to park in the designated parking area. Enter the building through the main front doors. Kitchen staff will maintain their own temperature log and enter through the rear door utilizing Dr. Owl. Assist in directing students to their assigned classrooms following the designated traffic flow. Nurse available at Front Office check-in station for health support (Mondays only) 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 supervise students while in the classroom to ensure social distancing, mask requirements, and all other COVID-19 safety protocols are followed. Teachers will establish procedures for students to ask permission for bathroom breaks or other students' needs. 	<ul style="list-style-type: none"> Students 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, drinking, recess) 	<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"> Teachers will pick up students from designated classrooms Teachers will physically switch classrooms to deliver instruction (Bilingual/Science/Specials) There will not be any congregating allowed during the day. Lunch schedule will be as follows: 	<ul style="list-style-type: none"> 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"> Support staff will assist with supervision during mask breaks and other scheduled breaks.



DIXON ELEMENTARY
Safe Return to In Person Instruction

	<p>11:30-12:00--Kinder-2nd Grade 12:00-12:30--3rd-6th Grade</p> <ul style="list-style-type: none"> Teachers will be expected to remain in designated areas, their classroom and with their students. 		
Breakfast	<ul style="list-style-type: none"> Teachers will ensure that students only take their masks off while they are eating and/or drinking. Teachers will ensure that students pick up their waste and dispose of it properly. 	<ul style="list-style-type: none"> Students will enter the cafetorium for breakfast and sit at their assigned location. 	<ul style="list-style-type: none"> Cafeteria staff will have breakfasts prepared and ready. Breakfast will be available from 8:00 a.m. to 8:30 a.m. Support staff will assist in the distribution of meals and ensuring students are in the proper location while eating. Support staff is required to wear proper PPE when distributing meals. 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 escort students to the cafetorium and ensure 6 ft. social distancing is taking place. 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 follow the teacher to the cafetorium for lunch following 6 ft. social distancing procedures. Students will sit at their assigned location. Students will clean their area and dispose of their trash in the appropriate place. 	<ul style="list-style-type: none"> Support staff will assist in monitoring students on break in their designated area. Support staff/custodians will assist in pick up and disposal of extra lunches, trash, etc. beginning upon completion of lunch.
Common Areas Areas Include: <i>identify your school's common areas</i>	<ul style="list-style-type: none"> Breaks: Teachers can escort their class to designated areas for mask breaks, per schedule. Teachers will supervise students in common areas and address any infractions of COVID-19 Safety protocols. Teachers are expected to have their students lined up in their assigned evacuation areas, following social distancing guidelines. 	<ul style="list-style-type: none"> Students must accompany their teacher or another adult to designated areas for mask breaks, per schedule. In all common areas, signage will be posted to remind students of social distancing expectations. Students will follow social distancing expectations and will have masks on in all common areas. 	<ul style="list-style-type: none"> All common areas will always have a staff member monitoring it. Staff members will ensure all COVID-19 safety protocols and practices are being followed, including social distancing and mask requirements.



DIXON ELEMENTARY
Safe Return to In Person Instruction

Recess	<ul style="list-style-type: none"> Teachers will be provided with a schedule in which they can escort their students outside for a mask break. Teachers will not be allowed to congregate during this time. 	<ul style="list-style-type: none"> Students will stay 6 ft. apart, to the extent possible and follow evacuation procedures as they exit the building. 	<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.
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. 	<ul style="list-style-type: none"> Bathroom is connected to classrooms, students will ask permission before going. 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.
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 teacher's needs. Requests for materials and meetings will be conducted virtually. 	<ul style="list-style-type: none"> Students will rely on their teacher to communicate any necessary information. 	<ul style="list-style-type: none"> Front office staff will be available to answer phones to notify administration of any important information immediately.
Security & Supervision	<ul style="list-style-type: none"> IF available, will assist with check-in and health screenings in the morning for staff. 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. 	<ul style="list-style-type: none"> Students will be screened using Dr. Owl app. 	<ul style="list-style-type: none"> Assisting with check-in and health screenings in the morning for staff. 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.



DIXON ELEMENTARY
Safe Return to In Person Instruction

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 and will be sent home. Students who develop symptoms during class will inform the teacher immediately and the teacher will call the front office to make arrangements to contact parents/guardians so the student can be picked up. Security and/or support staff members will immediately escort the student to the designated area to await pickup. 	<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 (Mondays only)
Student Absenteeism	<ul style="list-style-type: none"> Teachers will take attendance in Synergy every day. Teachers will forward information to Office Manager, Adrianna Suazo, for excused absences. 	<ul style="list-style-type: none"> Families/Students will communicate with classroom teachers and the Office Manager, Adrianna Suazo regarding absenteeism. 	<ul style="list-style-type: none"> Support staff will forward important messages about excused student absence to the teachers. Office Manager, Adrianna Suazo, will excuse absences with appropriate communication from the parents/guardians.
Materials, Resources & PPE	<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 Adrianna Suazo (adrianna.suazo@k12espanola.org) or Alice 	<ul style="list-style-type: none"> Students will be informed and receive materials from their teachers. Students will also have a reentry meeting with administrator and teachers. PPE will be available for students upon request. 	<ul style="list-style-type: none"> All staff will be provided with all of the appropriate materials. All staff will be issued the protocol to follow for a symptomatic student. All staff will receive an updated evacuation map and plan. PPE will be available for staff upon request.





DIXON ELEMENTARY
Safe Return to In Person Instruction


	<p>Gonzales (alice.gonzales@k12espanola.org) for requests for materials.</p> <ul style="list-style-type: none"> • Requests for materials and meetings will be conducted virtually. • PPE will be available for teachers upon request. 		
End of Day: School Exit Procedures Bus Area	<ul style="list-style-type: none"> • Teachers will release students for bus loading and will send students out one at a time to maintain 6 ft. social distancing. • Teacher will supervise students loading the bus. 	<ul style="list-style-type: none"> • Bus unloading will occur one at a time with students following social distancing expectations as they exit the bus to front office check in station. • student loading will occur one at a time with students loading staggered. • Students who are picked up will be released as their parents/guardians or approved family members arrive. 	<ul style="list-style-type: none"> • Will monitor drop off and check in and spacing.
End of Day: School Exit Procedures Parent Pick Up Area	<ul style="list-style-type: none"> • Teachers will release students who are picked up by parents first, upon their arrival. 	<ul style="list-style-type: none"> • At the end of the day students are released to pick up area where clear socially distant wait spaces are delineated. • Students picked up one at a time. 	<ul style="list-style-type: none"> • Help monitor students.
School Rooms Being Utilized	<ul style="list-style-type: none"> • Map included below 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •



School Map

 = Student Rooms (A = Monday/Tuesday; B=Thursday/Friday)

 = Isolation Room

 = Office Support Rooms

