



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



Española Valley High School

Jeffrey B. Sagor

Principal

Española Valley High School
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.lujan@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



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School Re-Entry Planning & Response Team

	Primary Designee	Secondary Designee
<p>Point of Contact Planning Responsibilities: A. Coordinate, supervise & execute School Re-Entry Plan.</p> <p>Emergency Responsibilities: B. Collect and maintain all info about who is in the building. C. Notification of District Staff and coordination of district resources as needed. D. Coordination & oversight Communication with the school response team.</p>	<p>Jeffrey B. Sagor Jeffrey.Sagor@k12espanola.org (505) 367-3409, (518) 275-5145</p> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 10px; background-color: #ffe0b2; margin-top: 10px;"> <p style="text-align: center;">B. 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 <small>*All information should be printed/filed in the school's emergency response binder.</small> Real-time sign-in sheets/visitor rosters Real-time student attendance data</p> </div>	<p>Alicia Edgin Alicia.Edgin@k12espanola.org (505) 367-3406, (505) 367-1525</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>Yvonne Baros yvonne.baros@k12espanola.org (505) 753-7357</p>	<p>Alicia Edgin Alicia.Edgin@k12espanola.org (505) 367-3406, (505) 267-1525</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>Reina Vigil-Sanchez reina.vigil@k12espanola.org (505) 367-3420</p>	<p>Vickie Martinez vickie.martinez@k12espanola.org (505) 367-3405</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>Alexandra Rosas alexandra.rosas@k12espanola.org (505) 753-7357 ext. 51340</p>	<p>Yvette Bakken Yvette.Bakken@k12espanola.org (505) 753-7357</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>Steve Griego steve.griego@k12espanola.org (505) 367-3417</p>	<p>Yvette Bakken Yvette.Bakken@k12espanola.org (505) 753-7357</p>



Emergency Response Preparedness

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 made aware 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. ○ 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. ○ Support 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"> ○ A list of students and what bus they take will be kept in the front office. ○ The list will also include students who are allowed to drive and who are picked up/dropped off. ● 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"> ○ Security and support staff will assist in supervising students as they get off the bus. ○ Security and support staff will also assist in supervising students who are dismissed early because of abbreviated schedules.
Plan for When A Student	<ul style="list-style-type: none"> ● Students who are not picked up immediately will remain with the teacher until 3:45 pm.



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Cannot Be Picked Up Immediately	<ul style="list-style-type: none">● 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 family member.● If the student is not picked up by 3:45 pm, the principal/assistant principal/designated security personnel will remain with the student until they have contacted a family member and they are picked up from campus.
Sending Staff Home	<ul style="list-style-type: none">● 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.● Staff/Teachers must lock up their classroom and leave campus by 6:30 pm unless prior approval by administration.



Essential Re-Entry Planning & Preparation

School Hours	<p>Hours of Operation (Office): 7:30 am - 4:00 pm Hours of Operation (Teachers): 7:55 am - 3:25 pm Student Instructional Hours: 8:00 am - 3:20 pm Student Office Hours/Intervention: Wednesdays</p>
Signage	<ul style="list-style-type: none"> ● Plan for maintaining social distancing <ul style="list-style-type: none"> ○ Students will maintain social distancing while waiting to enter the building with clearly marked 6 foot spaces or to the greatest extent possible. ○ 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 or to the greatest extent possible. ● Entrance signage <ul style="list-style-type: none"> ○ Signs to enter the building will be clearly marked for staff and the two entrances for students (main office and gym). ○ 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 throughout the campus, in hallways, in corridors, and on sidewalks. ● Social distancing marks/lines <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. ● 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 <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, and gym entrance). This includes hand sanitizer and disinfectant wipes. ● Classroom sanitization stations <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.



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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 and MERV 13● When were filters installed? Replacement cycle?<ul style="list-style-type: none">○ All air filters were first installed on February 9, 2021. Filters will be replaced every 3 months.● Is there a need for additional ventilation/box fans?<ul style="list-style-type: none">○ EVHS is also equipped with HEPA air purifiers in each classroom, along with box fans.
Student 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 students are eligible to return to In person learning.○ Students will attend classes according to their schedule. Click the link for the full day schedule: EVHS Full Day Schedule.● How will you schedule students (Scheduling considerations for families, transportation routes, grouping)?<ul style="list-style-type: none">○ Students will continue with the daily schedule.
Isolation Area & Procedures	<ul style="list-style-type: none">● The isolation area is located in Room .506● 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.



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	<ul style="list-style-type: none"> ● 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;">Rapid Response Reporting Form https://docs.google.com/forms/d/e/1FAIpQLSdzVdytiZeAfdUE6VqWZgp7WbqDoLN33XqL0mkXJNvYJzw20w/viewform</p> <ul style="list-style-type: none"> ● Who will staff and students report positive cases to? Positive cases will be reported to Jeffrey B. Sagor, Principal ● Who will conduct contact tracing? Contact tracing will be conducted by Jannelle Lujan and School Administration ● Who will be responsible for sending out the Notification of Positive Case Letter to close contacts? Notifications of Positive Case Letter to close contacts will be sent out by Jannelle Lujan and School Administration
<p>Re-entry Orientation & Training Plan</p>	<ul style="list-style-type: none"> ● How and when will you train staff on re-entry protocols & plan? <ul style="list-style-type: none"> ○ Staff will be trained on re-entry protocols and In Person Learning Plan on Wednesday August 8th, 2021 and will also receive resources for teachers to use and review on that same date. ● How and when will you train students and parents on re-entry protocols & plan? <ul style="list-style-type: none"> ○ Parents will be trained on re-entry protocols and plan by Friday August 6th. ○ Students will be trained on re-entry protocols and plan on Monday August 9th through Advisory and assemblies will also be scheduled for students. ○ Parent and Student Re-Entry Guide will be available on the school website.



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Visitor Check In & Procedures	<p>General Visitation</p> <ul style="list-style-type: none">● Visitors will not be allowed on campus from 7:30 am to 9:00 am and from 2:00 pm to 3:30 pm.● Any visitors that are allowed will have to call ahead of time to make an appointment and check-in with the front office.● Parents acquiring assistance must have an appointment to come onto campus.● Visitors must also go through the security and health screening. <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.
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 school's wifi.○ Each classroom will be equipped with headphones for all students.○ Teachers will have access to adequate equipment for online instruction.○ Teachers will have access to an XP-Pen tablet to use while teaching concurrently to both In Person Learning and Remote Learning groups.● Setting up labs or ancillary space for group re-entry (50% capacity)<ul style="list-style-type: none">○ Desks will be spaced 6ft apart and facing one direction to the greatest extent possible.○ Desks will be labeled with students' names.○ Plexiglass/cardboard dividers will be installed between teachers' and students' desks.● Sanitization stations<ul style="list-style-type: none">○ Sanitization stations will be set up at each check-in and at the entrance to each classroom.● 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<ul style="list-style-type: none">○ Desks will be spaced 6ft apart and facing one direction to the greatest extent possible.○ Desks will be labeled with students' names.○ Plexiglass/cardboard dividers will be installed between teachers' and students' desks.



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- **Charging stations**

- Each classroom will be equipped with appropriate equipment to charge laptops/chromebooks (extension cords, powerstrips, etc.).
- Students should arrive at school with a fully charged device.



Essential Re-Entry Procedures & Expectations

	Teachers	Students	Support Staff
Start of Day: School Entry Procedures	<ul style="list-style-type: none"> Teachers are required to park in their designated area. Parking in the back of the school or any other restricted area is not allowed. Enter the building through the front office entrance.. Teachers will report to their 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 am. <u>All students must be on campus by 8:00 am.</u> Students are required to park in their designated area, no exceptions. Students who drive to school will enter the building through the doors by the gym. Students that ride the bus will enter the front office starting at 7:25 am. (Students must wear their masks properly upon entry into the building). Students will have signed an Assurance agreement on file before entry into the building. Proper masks will be required, no exceptions (cannot include bandanas, gaiters, scarfs, etc.). Masks should also be appropriate for an education setting. Cannot include profane language or any other inappropriate content. Students will pick up their breakfast after they check in from the grab and go station located near the main entry point. 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 their designated area. Parking in the back of the school or any other restricted area is not allowed. Enter the building through the 400-level classroom entrance prior to or at 7:50 am. Assist in directing students to their assigned classrooms following the designated traffic flow. Nurse 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.
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. 	<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.).

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Transitions	<ul style="list-style-type: none"> Teachers will provide office-issued bathroom passes to ensure security can identify students who have permission to be outside the classroom. 		
Breakfast	<ul style="list-style-type: none"> Teachers will ensure that students only take their masks off while they are outside, 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 pick up their breakfast after they check in from the grab and go station located near the main entry point. 	<ul style="list-style-type: none"> Cafeteria staff will have breakfasts prepared and ready at both grab and go sites located by the entry points near the front office and the gym. Breakfast will be available from 8:00 am to 8:45 am Support staff will assist in the distribution of meals at each grab and go station. Support staff is required to wear proper PPE when distributing meals. Hand sanitizer is available when students enter their assigned classroom. Masks and proper PPE must be worn at all times during distribution of meals. Support staff/custodians can begin cleaning up and dispose of waste upon completion of breakfast at 8:00 am.

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Lunch	<ul style="list-style-type: none"> ● Lunch begins at 11:35 am. ● Teachers will release students based on the schedule provided for lunch to the cafeteria to pick up their grab-and-go sack lunch. ● Teachers will ensure that students stay socially distanced at least 6 ft apart or to the greatest extent possible while waiting to pick up their lunch, and also monitor mask requirements. ● Teachers on lunch duty will monitor students in their designated area (the outside, patio area near the gym). ● Teachers will ensure students are only removing their mask outside, to eat and drink. ● Teachers on duty will monitor students to make sure they clean up the area where they are eating and dispose of all trash in the appropriate receptacle. ● Teachers on duty will also monitor social distancing during lunch of at least 6 ft or to the greatest extent possible. 	<ul style="list-style-type: none"> ● Lunch begins at 11:35 am. ● Students will be released by teachers to line up to pick up their grab-and-go sack lunch from the cafeteria. ● Students will stay socially distanced of at least 6 ft. apart or to the greatest extent possible while waiting to pick up their lunch. ● Students will wear their mask while waiting in line to pick up their lunch and when they enter the cafeteria. ● Hand sanitizing stations will be available before delivery and/or pick up of sack lunches. ● Students are only allowed to remove their mask once they have sat down and are preparing to eat and drink their lunch. 	<ul style="list-style-type: none"> ● Lunch begins at 11:35 am. ● Security and other staff will assist teachers on duty in monitoring students in the designated lunch areas (outside, patio area near the gym). ● Security and staff will ensure students are only removing their masks to eat and drink. ● Security and staff will ensure students are maintaining social distancing of at least 6 ft. or to the greatest extent possible while waiting to pick up their lunch in the cafeteria and when they enter the cafeteria. ● Security and staff will also ensure that students stay socially distanced when seated and eating their lunch outside in the designated area (North patio). ● Security and staff will also assist teachers in monitoring students as they clean up and dispose of all trash in the appropriate receptacle.
Common Areas Areas Include: Front Office Check In, North Patio, East Patio & Evacuation Locations	<ul style="list-style-type: none"> ● Breaks: Teachers can escort their class to designated areas for mask breaks (1 mask break in the morning, 1 mask break in the afternoon).. ● 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. ● 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 that all COVID-19 safety protocols and practices are being followed, including social distancing and mask requirements.
Recess	<ul style="list-style-type: none"> ● Teachers will be provided 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. 	<ul style="list-style-type: none"> ● Student will stay six feet apart and follow evacuation procedure as they exit building ● Students will stay in evacuation 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"> ● Security 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. ● Staff will not be allowed to congregate during this time.

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Restrooms	<ul style="list-style-type: none"> • During class, teachers will need to call the front office to request coverage for classes for restroom breaks during class. • Teachers will be able to use the designated restrooms for staff and school employees. • 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/security if a student is out of class for more than 10 minutes. 	<ul style="list-style-type: none"> • During class, students can be given a hall pass to the restroom. • Students will be required to use the restroom 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. • Security will monitor students in the hallway for their collections of classrooms, ensuring students socially distance and do not congregate in the hallways. • Only staff/teachers are allowed to use designated restrooms for staff and school employees.
Communication	<ul style="list-style-type: none"> • Teachers will communicate using the phone in their classroom. • Front office staff and security 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 with radio to notify administration of any important information immediately. • The intercom will be used as necessary.
Security & Supervision	<ul style="list-style-type: none"> • Teachers will be responsible for supervising students in their designated areas according to the assigned morning and afternoon duty schedule. • The teacher will be responsible for supervising the students in their classes and in the hallway during transition periods. • Those teachers who elect to do lunch duty will be responsible for supervising students who are in their classrooms or other designated area during lunch. • Teachers are responsible for supervising students during mask breaks. 	N/A	<ul style="list-style-type: none"> • Security will assist with check-in and health screenings in the morning for staff/teachers. • Security will assist with check-in and health screenings for visitors and all other outside personnel. • Teachers must notify security and the front office if they suspect there is a student and/or visitor on campus that has not been checked in. • Teachers must notify security if there is a student who has not returned to class in a timely manner after issuing a hall pass. • Only security and administration will be allowed complete access to all areas on campus.
COVID-19 Symptom	<ul style="list-style-type: none"> • Teachers who have COVID-19 symptoms will 	<ul style="list-style-type: none"> • Students who have COVID-19 symptoms will 	<ul style="list-style-type: none"> • Support staff who have COVID-19 symptoms

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Reporting	<p>notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested.</p> <ul style="list-style-type: none"> ● 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. 	<p>notify their teacher immediately and will not report to campus.</p> <ul style="list-style-type: none"> ● Students who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home. ● Students who develop symptoms during class will inform the teacher immediately and the teacher will call the front office to make arrangements to contact parents/guardians so the student can be picked up. ● Security and/or a support staff member will immediately escort the student to the designated area to await pick up (Room 300). 	<p>will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested.</p> <ul style="list-style-type: none"> ● 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.
Student Absenteeism	<ul style="list-style-type: none"> ● Teachers will take attendance in Synergy every day. ● Teachers will be expected to have assignments and all other instructional materials required for class posted in Google Classroom for those students categorized in the Remote Learning group and also for students who are absent. ● Teachers will ensure that students have access to make-up work in through Google Classroom. ● Teachers will forward information to the attendance clerk (Yvonne Baros) for excused absences. 	<ul style="list-style-type: none"> ● Students who are absent will be required to access and complete make-up work from their Google Classroom. ● For students who cannot access the assignments from home and have an excused absence, will communicate with their teachers and the attendance clerk (Yvonne Baros). ● Students and parents/guardians are responsible for providing an excuse in writing for excused absences to the attendance clerk (Yvonne Baros). 	<ul style="list-style-type: none"> ● Support staff will forward important messages about excused student absences to the teachers. ● The attendance clerk will excuse absences with appropriate communication from the parents/guardians.

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<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 Sandra Maestas (sandra.maestas@k12espanola.org) for requests for materials. Requests for materials and meetings will be conducted virtually. PPE will be available for teachers upon request. 	<ul style="list-style-type: none"> Students will be informed of any announcements, changes or adjustments, and receive materials from their teachers, through Google Classroom, Synergy, or whatever is appropriate at the time. Students will also have a reentry meeting with administrators on March 31st at Students will be responsible for bringing their own mask to school. PPE will be available for students upon request. Students will also be responsible for bringing their school-issued laptop to school every day. Students will be responsible for bringing their own personal water bottle to school. 	<ul style="list-style-type: none"> All staff will be provided with all of the appropriate materials. All staff will be issued the protocol to follow for a symptomatic student. All staff will receive an updated evacuation map and plan. All staff will receive an updated traffic flow map. PPE will be available for staff upon request.
<p>End of Day: School Exit Procedures Bus Area</p>	<ul style="list-style-type: none"> Teachers will release students for bus loading in the order the buses arrive on campus. Teachers who are on duty after school, will escort their students to the pick up area before reporting to their designated area to assist with the supervision of students. Admin and 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"> Student loading will occur one at a time with students loading staggered. Students will maintain 6 ft. social distancing to the greatest extent possible. There will be 6 ft. markers to assist students in social distancing as they are waiting to load the bus. Students must be prepared to wear a mask on the bus. 	<ul style="list-style-type: none"> Security and administration will monitor the bus pick up area and spacing.
<p>End of Day: School Exit Procedures Parent Pick Up Area South of Gym Top Level</p>	<ul style="list-style-type: none"> Teachers will release students who are picked up by parents to the pick up area on the south side of the gym, upon the parents/guardians arrival. Teachers will supervise students as they are released from the classroom and in the hallways near their classroom. 	<ul style="list-style-type: none"> At the end of day students are released to the pick up area on the south side of the gym where clear socially distant wait spaces are marked. Students will be picked up one at a time from the pick-up area. 	<ul style="list-style-type: none"> There are also 6 ft. social distance markers in place to ensure students continue to social distance while waiting to be picked up.

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<p>End of Day: School Exit Procedures Student Parking</p> <p>South of Gym Lower Level</p>	<ul style="list-style-type: none"> Teachers will release students who drive to the student parking area at the south side of the gym. 	<ul style="list-style-type: none"> Students will follow a social distance line (6 ft apart) and enter cars one at a time. Students must provide school personnel with a valid driver's license and current registration and insurance to receive a parking permit. Vehicles of student drivers must visibly display parking permits at all times when on campus. 	<ul style="list-style-type: none"> Security will funnel students to their parking spaces in an orderly fashion. Security will monitor social distancing in the parking lot.
<p>School Rooms Being Utilized</p>	<ul style="list-style-type: none"> See attached School Map below 	<ul style="list-style-type: none"> See attached School Map below 	<ul style="list-style-type: none"> See attached School Map below

School Map

- = Isolation Room
- = Office Support Room
- = Classrooms and spaces in use for Learning
- = Computer Labs
- = Archive Storage
- = Offices for administration and support staff

