



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



Tony E. Quintana Elementary

Sherri L. Rodriguez

Principal

Submitted on:

August 2, 2021

Tony E. Quintana 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.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

Tony E. Quintana Elementary
Safe Return to In Person Instruction

School Re-Entry Planning & Response Team		
	Primary Designee	Secondary Designee
<p>Point of Contact Planning Responsibilities: A. Coordinate, supervise & execute School Re-Entry Plan.</p> <p>Emergency Responsibilities: B. Collect and maintain all info about who is in the building. C. Notification of District Staff and coordination of district resources as needed. D. Coordination & oversight Communication with school response team.</p>	<p>Sherry L. Rodriguez Sherry.rodriquez@k12espanola.org (505) 753-3213, (505) 901-2689</p>	<p>Lori Duran Lori.duran@k12espanola.org (505) 753-3213, (505)901-9257</p>
	<p>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 <i>*All information should be printed/filed in the school's emergency response binder.</i> Real-time sign-in sheets/visitor rosters Real-time student attendance data</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>Sherry L. Rodriguez Sherry.rodriquez@k12espanola.org (505) 753-3213, (505) 901-2689</p>	<p>Lori Duran Lori.duran@k12espanola.org (505) 753-3213, (505)901-9257</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>Paula LeDoux paula.ledoux@k12espanola.org (505)753-3213</p>	<p>Sherry L. Rodriguez Sherry.rodriquez@k12espanola.org (505) 753-3213, (505) 901-2689</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>Sherry L. Rodriguez Sherry.rodriquez@k12espanola.org (505) 753-3213, (505) 901-2689</p>	<p>LaDonna Phillips Ladonna.phillips@k12espanola.org (505)753-3213</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>Amos Quintana Amos.quintana@k12espanola.org (505) 753-3213</p>	<p>Florence Lucero Florence.lucero@k12espanola.org (505) 753-3213</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 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 3-6 ft socially distanced and continue to wear their masks properly while in close proximity.● At each evacuation location, there are clear marks that are 3-6ft 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 and distributed to teachers.● Students will be dismissed to the bus according to the arrival of the bus and the list that is provided.● 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">● Support staff/Assigned Duty Staff and Principal will assist in supervising students as they get off the bus.

Tony E. Quintana Elementary
Safe Return to In Person Instruction

	<ul style="list-style-type: none">● Support staff/Assigned Duty Staff and Principal will also assist in supervising students who are dismissed early because of abbreviated schedules.
Plan for When A Student Cannot Be Picked Up Immediately	<ul style="list-style-type: none">● Students who are not picked up immediately or do not have a plan to be picked up will remain with the teacher until 3:15 pm.● If the student is not picked up, then the teacher will escort the student(s) to the front office.● The teacher and student must attempt to contact a parent/guardian or family member.● If the student is not picked up by 3:30 pm, the front office will notify emergency contacts or law enforcement.
Sending Staff Home	<ul style="list-style-type: none">● Teachers are released at 3:20 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 4:00 pm unless prior approval by administration.● Principal, Office Manager and/or 21st century coordinator are the last staff members to leave the campus.

Essential Re-Entry Planning & Preparation

Re-Entry Hours	<p>Hours of Operation (Office): 7:30 am - 4:00 pm</p> <p>Hours of Operation (Teachers): 7:50 am – 3:20 pm</p> <p>Student Instructional Hours: 8:20 am – 3:00 pm</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. ○ 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. ● Entrance signage <ul style="list-style-type: none"> ○ Signs to enter the building will be clearly marked for staff and students (main office, PODS, 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.
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 13 and HEPA Air Purifiers in classrooms, along with box fans (as needed based on guidelines).

Tony E. Quintana Elementary
Safe Return to In Person Instruction

	<ul style="list-style-type: none"> ● 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"> ○ TEQ is also equipped with HEMPA air purifiers in classrooms, along with box fans (as needed based on guidelines).
<ul style="list-style-type: none"> ○ Isolation Area & Procedures 	<ul style="list-style-type: none"> ● The isolation area is located adjacent to the nurses office with restroom available accessed through the nurses office. ● 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. ● 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 Janelle Lujan for submission to the NMPED Rapid Response Submission website.</p> <p style="text-align: center;">Rapid Response Reporting Form (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 Sherri Rodriguez, Principal and Paula LeDoux, Nurse. ● Who will conduct contact tracing? <ul style="list-style-type: none"> ○ Contact tracing will be conducted by Janelle Lujan, Paula LeDoux and School Administration ● Who will be responsible for sending out the Notification of Positive Case Letter to close contacts?

Tony E. Quintana Elementary
Safe Return to In Person Instruction

	<ul style="list-style-type: none"> ○ Notifications of Positive Case Letter to close contacts will be send out by Janelle Lujan and School Administration.
<p>Re-entry Orientation & Training Plan</p>	<p>Staff Orientation on Re-Entry Protocols and Plan</p> <ul style="list-style-type: none"> ● A staff orientation and training is scheduled for August 4, 2021. ● Debrief with staff to determine is adjustments need to be made. <p>Parent/Student Orientation on Re-Entry Protocols and Pls</p> <ul style="list-style-type: none"> ● Grade level meetings will be held during the week of August 9– August 13, 2021 to orient students to learning processes and expectations. ● Open House meetings will be scheduled in the evening during the week of August 9-August 13, 2021 to orient families learning processes and expectations. ● The school’s approved Parent and Student Re-Entry Guide will be posted to the school’s web site. It will also be available in the stream feeds of all classrooms.
<p>Visitor Check In & Procedures</p>	<p>General Visitation</p> <ul style="list-style-type: none"> ● Visitors will not be allowed on campus from 8:00 am to 4:00 pm except, In the front office for parents acquiring assistance. Parents who are checking in or out students will be asked to remain in their vehicles and call the front office for assistance. ● Any visitors that are allowed, will have to call ahead of time to make an appointment and check-in with the front office. ● Visitors must also go through the security and health screening. <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.
<p>Classroom Preparation</p>	<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 ● 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. ○ Desks will be labeled with A and B as well as student names. ○ Plexiglass will be installed between teachers’ and students’ desks. ● Sanitization stations

Tony E. Quintana Elementary
Safe Return to In Person Instruction

- 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 one way, 6 feet distance, labeled for AB students).**
 - Desks will be spaced 6 ft apart and facing one direction.
 - Desks will be labeled with A or B. Students will be assigned and spaced based on social distancing guidelines.
 - Plexiglass will be installed between teachers' and students' desk
- **Charging stations**
 - Each classroom will be equipped with appropriate equipment to charge laptops/Chromebook (extension cords, power strips, etc.).
 - Students are expected to 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. <ul style="list-style-type: none"> ● Enter the building through the main office entrance prior to or at 7:50 am. ● From 7:20 am to 7:50 am teachers will screen through the main entrance. ● After 7:50 am, teachers will screen through the front office. ● 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 am. <u>All students must be checked in by 8:50 am.</u> <ul style="list-style-type: none"> ● Students that ride the bus will enter the front entrance starting at 8:00 am. (Students must wear their masks properly upon entry into the building). ● Parents/Students will have signed an Assurance agreement on file before entry into the building. ● Proper masks will be required, no exceptions (cannot include bandanas, gaiters, scarfs, etc.). ● Masks should also be appropriate for an education setting. Cannot include profane language or any other inappropriate content. ● Students will receive breakfast upon arrival to campus and consumed in the classroom. Lunch will be picked up based on lunch schedule and will be consumed in designated safe socially distanced areas or 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. <ul style="list-style-type: none"> ● Enter the building through the front entrance prior to or at 7:50 am. ● Assist in directing students to their assigned classrooms following the designated traffic flow. ● Nurse, support staff and assigned duty staff will be 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.

Tony E. Quintana Elementary
Safe Return to In Person Instruction



<p>Classroom Entrance Procedures</p>	<ul style="list-style-type: none"> ● Teachers will have hand sanitizer available as students enter the classroom. ● Teachers are responsible for making sure students are in their assigned seats. ● Teachers will also supervise students while in the classroom to ensure social distancing, mask requirements, and all other COVID-19 safety protocols are followed. ● Teachers will establish procedures for students to ask permission for bathroom breaks or other students' needs. ● Teachers will provide bathroom passes to ensure students have permission to be outside the classroom. Only one student in the restrooms at a time per POD. 	<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.).
<p>Transitions</p>	<ul style="list-style-type: none"> ● No transitions during the day in the proposed plan. Specials classes will be provided as a push in model only. ● There will not be any congregating allowed during the day. ● Teachers will be expected to remain in designated areas, their classroom and with their students. 	<ul style="list-style-type: none"> ● No transitions during the day in the proposed plan. Specials classes will be provided as a push in model only. ● Students will remain in their assigned classroom. ● Students will remain in the classroom to eat breakfast. Lunch will be consumed in designated safe socially distanced areas only. ● There will not be any congregating allowed during the day. ● Students must follow all COVID-19 Safety protocols and practices at all times. 	<ul style="list-style-type: none"> ● No transitions during the day in the proposed plan. Specials classes will be provided as a push in model only. ● Staff/teachers will monitor hallways/pods. ● Support staff will assist with supervision during mask breaks and other scheduled breaks.
<p>Breakfast</p>	<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 receive breakfast upon arrival to the school and will be consumed in the classroom. 	<ul style="list-style-type: none"> ● Cafeteria staff will have breakfasts prepared and ready to deliver to classes at 7:50 am. ● Breakfast will be available from 8:00 am to 8:30 am ● Support staff will assist in the distribution of meals.

Tony E. Quintana Elementary
Safe Return to In Person Instruction



			<ul style="list-style-type: none"> ● 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 9:00 am.
Lunch	<ul style="list-style-type: none"> ● Teachers will assist in distribution of lunches to students. ● 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 receive their lunches via pick up in designated area. ● Students will eat their lunches in the classroom or other designated area. ● Students will clean their area and dispose of their trash in the appropriate place. 	<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.
Common Areas Areas Include: identify your school's common areas	<p>Teachers' Lounge</p> <ul style="list-style-type: none"> ● Social Distancing will be maintained in teachers' lounge with not more than 3 staff in at a time. ● Conference room will house overflow of staff lunches. ● Spaces will be cleaned and sanitized after meals. <p>Library/Gym</p> <ul style="list-style-type: none"> ● The library and gym will be utilized only as needed dependent on weather. ● Tables and chairs shall be cleaned and sanitized after each class. <p>Playground</p> <ul style="list-style-type: none"> ● All teachers and support staff shall follow the established recess schedule. ● All students shall be supervised maintaining 3 feet social distancing to the extent possible. 	<p>Library/Gym</p> <ul style="list-style-type: none"> ● The library and gym will be utilized only as needed dependent on the weather. <p>Playground</p> <ul style="list-style-type: none"> ● All students will follow the established recess schedule. ● All students with IEPs should participate in recess with their classmates in addition to any additional break time as indicated by their IEPs. Break times shall not interfere with the school recess schedule. <p>Restrooms</p> <ul style="list-style-type: none"> ● Students shall use only the restrooms assigned to their grade level. <p>Water Refilling Station – in each classroom.</p>	<p>Teachers' Lounge</p> <ul style="list-style-type: none"> ● Social Distancing will be maintained in teachers' lounge with not more than 3 staff in at a time. ● Conference room will house overflow staff lunches. ● Spaces will be cleaned and sanitized after meals. <p>Library/Gym</p> <ul style="list-style-type: none"> ● The library and gym will be utilized only as needed dependent on the weather. ● Support staff shall assist with the cleaning/sanitization after classes. <p>Playground</p> <ul style="list-style-type: none"> ● All teachers and support staff shall follow the established recess schedule. <p>Restrooms</p> <ul style="list-style-type: none"> ● Teachers and support shall use the staff restrooms located in the office, to the extent possible. <p>Water Refilling Station –</p>

Tony E. Quintana Elementary
Safe Return to In Person Instruction



Recess	<ul style="list-style-type: none"> Teachers shall use the staff restrooms located in the office, to the extent possible. <p>Water Refilling Station –</p> <ul style="list-style-type: none"> Located in each classroom (sink/faucet) <p>Teacher Work Room</p> <ul style="list-style-type: none"> Teachers shall use disinfecting wipes in the teacher workroom to sanitize all area they used. 		<ul style="list-style-type: none"> Located in each classroom (sink/faucet) <p>Teacher Work Room</p> <ul style="list-style-type: none"> Support staff shall use disinfecting wipes in the teacher workroom to sanitize all area they used.
Restrooms	<ul style="list-style-type: none"> The established recess schedule will be strictly adhered to. Teachers will provide supervision to students. Three-Six feet social distancing, to the extent possible shall be maintained. Classrooms shall not intermingle. 	<ul style="list-style-type: none"> All students will follow the established recess schedule. All students with IEPs should participate in recess with their classmates in addition to any additional break time as indicated by their IEPs. Break times shall not interfere with the school recess schedule. Classes shall not intermingle. 	<ul style="list-style-type: none"> The established recess schedule will be strictly adhered to. Teachers and support staff will provide supervision to students. Three-Six feet social distancing, to the extent possible shall be maintained Classrooms shall not intermingle.
Transitions	<ul style="list-style-type: none"> During class, teachers will need to call the front office to request coverage for classes for bathroom breaks. Teachers will 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"> Students will be required to use the bathroom that is closest to their assigned classroom. Only one student at a time will be dismissed to use the bathroom. Upon reentry to the classroom, students will be asked to sanitize with hand sanitizer. 	<ul style="list-style-type: none"> Support staff will be available to cover teachers' classes as needed. Support staff/Teachers will monitor students in the hallway for their respective PODS (A, B, C and D)
Transitions	<ul style="list-style-type: none"> No transitions between class periods during the day in the proposed plan. There will not be any congregating allowed during the day. Teachers will be expected to remain in designated areas, their classroom and with their students. 	<ul style="list-style-type: none"> No transitions during the day in the proposed plan Students will remain in their assigned classroom throughout the day. Students will remain in the classroom to eat breakfast and will eat lunch in designated areas only. There will not be any congregating allowed during the day. Students must follow all COVID-19 Safety protocols and practices at all times. 	<ul style="list-style-type: none"> No transitions during the day in proposed plan Support staff/Teachers will be stationed in their designated hallways supervising students in A, B, C and D pods. Support staff will assist with supervision during mask breaks and other scheduled breaks.

Tony E. Quintana Elementary
Safe Return to In Person Instruction



<p>Communication</p>	<ul style="list-style-type: none"> • Teachers will communicate using the phone in their classroom. • Front office staff will be available and numbers will be provided to contact them for teachers' needs. • The intercom will be used as necessary. • Requests for materials and meetings will be conducted virtually. 	<ul style="list-style-type: none"> • Students will rely on their pod teacher to communicate any necessary information. • Students will receive information through their Google Classroom stream and through their teacher. • Students will also receive information through their school email. 	<ul style="list-style-type: none"> • Front office staff will be available to answer phones and/or radio to notify administration of any important information immediately. • The intercom will be used as necessary
<p>Security & Supervision</p>	<ul style="list-style-type: none"> • Assisting with check-in and health screenings in the morning for staff. • 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. • Only security and administration will be allowed complete access to all areas on campus. 	<ul style="list-style-type: none"> • Assisting with check-in and health screenings in the morning for staff. • Students will be entered on a spreadsheet as they are checked-in to the school. All front office staff and admin will have access to the spreadsheet if any questions arise. • Assisting with supervision with parking and traffic in the morning and afternoon. • Assist with supervision for students in the hallway, including traffic flow, mask requirements, and following all COVID-19 protocols. • Only security and administration will be allowed complete access to all areas on campus 	<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 security and 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.
<p>COVID-19 Symptom Reporting</p>	<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 	<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 and we contact parents/guardians so the student can be picked up. 	<ul style="list-style-type: none"> • Support staff who have COVID-19 symptoms will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested. • Support staff who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home to follow the proper protocol for getting tested. • Support staff who develop symptoms during the day will notify admin and front office staff immediately and will be

Tony E. Quintana Elementary
Safe Return to In Person Instruction



	<p>go home. They will also follow the proper protocol for getting tested.</p> <ul style="list-style-type: none"> ● Staff who escort the student with symptoms will be equipped with the proper PPE and must follow all COVID-19 safety protocols and practices. 	<ul style="list-style-type: none"> ● Security and/or a support staff member will immediately escort the student to the designated isolation area to await pick up 	<p>required to go home. They will also follow the proper protocol for getting tested.</p> <ul style="list-style-type: none"> ● Nurse available at station for health support.
Student Absenteeism	<ul style="list-style-type: none"> ● Teachers will take attendance in Synergy every day. ● Teachers are responsible for communicating with students who are absent and marking students as ‘Engaged’ when there is communication. ● Teachers will be expected to have assignments posted in Google Classroom for students to access from home. ● Teachers will forward attendance concerns/ information to the school attendance team. 	<ul style="list-style-type: none"> ● For students who cannot access the assignments from home and they have an excused absence, they will communicate with their teachers. The teachers will pass on the information to the office manager for marking excused absence in Synergy. ● Students chronically absent will be placed on an attendance contract. ● A SAT referral shall be made if the attendance contract does not resolve the issue with interventions to support the student in place. 	<ul style="list-style-type: none"> ● The office manager will excuse absences with appropriate communication from the parents/guardians. ● The School Attendance Support Team shall assist will follow up phone calls. ● Security and counselor shall make home visits as needed to maintain contact with families and students.
Materials, Resources & PPE	<ul style="list-style-type: none"> ● CDC approved face masks shall be worn at all times, with mask breaks provided with six feet social distancing. ● Staff is encouraged to provide their own face mask, however, the school will have an ample supply to provide to staff. ● Gowns, gloves, and hand sanitizer are also available to staff. ● To request PPE, staff shall contact office manager Lori Duran at lori.duran@k12espanola.org. She can also be reached at extension 65601. All requests should be in writing. 	<ul style="list-style-type: none"> ● Students may bring in their own masks. ● Masks will be available for students at both drop off points, if they forget their mask. ● Mask shall be worn at all times with mask breaks provided where students must maintain 6 feet social distancing, with no conversation. ● Students shall bring a refillable water bottle, filled with water daily. ● The school shall establish a water refilling process/station for students. ● Students shall not share materials, supplies, or equipment. 	<ul style="list-style-type: none"> ● CDC approved face masks shall be worn at all times, with mask breaks provided with six feet social distancing. ● Staff is encouraged to provide their own face mask, however, the school will have an ample supply to provide to staff. ● Gowns, gloves, and hand sanitizer are also available to staff. ● To request PPE, staff shall contact office manager Lori Duran at lori.duran@k12espanola.org. She can also be reached at extension 65601. All requests should be in writing.
End of Day: School Exit Procedures Bus Area	<p>Bus Procedures:</p> <ul style="list-style-type: none"> ● Bus riders will be dismissed first. 	<ul style="list-style-type: none"> ● Bus unloading will occur one at a time with students following social distancing expectations as they exit bus to the designated check in station 	<ul style="list-style-type: none"> ● Bus numbers will be called out in single order with 2-minute wait time staggered between each bus.

Tony E. Quintana Elementary
Safe Return to In Person Instruction



	<ul style="list-style-type: none"> Teachers will dismiss bus students only when an announcement is made that the bus has arrived. Teachers shall remain with pick up students until buses have departed. <p>21st Century Procedures (3:10):</p> <ul style="list-style-type: none"> <i>Students will be dismissed after the bus riders, with pick up students.</i> <i>Students will walk to their assigned classroom.</i> <i>EA's will supervise the students until their teachers are off duty.</i> 	<ul style="list-style-type: none"> Student loading will occur one at a time with students loading staggered. <ul style="list-style-type: none"> Students shall proceed to the bus loading area when they are dismissed by their teachers. 3 feet social distancing, to the extent possible must be maintained, with students walking single file. Students shall follow established traffic patterns and not loiter in hallways. 	<ul style="list-style-type: none"> Office staff, special's teachers, and custodians shall supervise hallways. Duty staff will coordinate bus arrival and loading with office manager. Office manager will announce dismissals. Kindergarten educational assistants shall walk students to the bus areas.
End of Day: School Exit Procedures Parent Pick Up Area	<ul style="list-style-type: none"> Pick-Ups will be dismissed after the last bus has left. Dismissal will be staggered starting with the lower grades. Students will walk directly to the pick-up area (no stops/loitering) allowed. Parents with children in multiple grades will be required to circle the pick-up area in order to maintain the flow of traffic. All remaining students will be taken to the office to call parents at 3:20 p.m. 	<ul style="list-style-type: none"> Students shall maintain 3 feet social distancing, to the extent possible when waiting for pick up vehicle. Masks must also be worn. Students shall be supervised by their teachers until pick up or 3:20 p.m., whichever comes first. Students will report to the office to make phone calls to guardians or emergency contacts at 3:20 p.m. 	<ul style="list-style-type: none"> Clear cone delineation of drop off. Student drop off/pick up area is a single space with traffic flow markers in place. Office staff will provide supervision until students are picked up. Continue to assist students in contacting guardians or emergency contacts. Consult with the district safety and security director for possible CYFD or law enforcement referrals for students who have not been picked up by 4:00 p.m
School Rooms Being Utilized	<ul style="list-style-type: none"> See Map Below 	<ul style="list-style-type: none"> See Map Below 	<ul style="list-style-type: none"> See Map Below



School Map

= Isolation Room
 = Office Support Rooms

