



**DEXTER CONSOLIDATED SCHOOLS**

**RE-ENTRY PLAN – COVID-19**

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## INTRODUCTION

The health and safety of our Dexter students and staff is always a top priority of Dexter Consolidated Schools. Another top priority of Dexter Schools is providing all students with a quality education. We strongly believe that the best environment to educating our students is the traditional face-to-face classroom. We will make every effort to be able to return to the traditional face-to-face learning environment, but we also realize that schools will still be faced with meeting the challenges of COVID-19 in the future. Therefore, Dexter Schools has developed a tiered approach with clear steps to be followed when students and staff return to school buildings and in the event of a resurgence of COVID-19 resulting in partial or full school closures. Conditions may dictate that our school moves between tiers periodically throughout the school year.

As we move toward re-entry of our schools, Dexter Schools will be utilizing the guidance from the Centers for Disease Control (CDC) which is included in this document. In addition, Dexter Schools will also utilize guidance information from the New Mexico Department of Health, Governor's Office, and the Public Education Department. In this document is a framework of what school will look like for Dexter students and staff based on information and guidance from the above agencies.

Included in this document is a template outlining the re-opening plans for the general operations of the district as well as continuous learning practices in each school building. The district re-entry plan will focus on three areas of operation: (1) green--traditional learning model when there is low/no spread, (2) yellow--hybrid learning model when there is minimal/moderate spread, and (3) red--remote learning model when there is substantial spread and school closures. The first section of this document will provide plans for general operations for all staff members. The second section of this document will provide specific building information for continuous learning. As circumstances change throughout the year, the district may move to different levels and specific requirements may be adjusted as needed.

## CONTINUOUS LEARNING MODELS




**Traditional Learning Model (low/no spread)** – This is the preferred return to school model in that face-to-face teaching and learning has proven to be the most effective method of educating students in grades PreK-12. This model would mean a return to face-to-face instruction while following established and/or required safety protocols.

**Hybrid Learning Model (minimal/moderate spread)** – If the situation warrants, Dexter may have to move to a hybrid learning model when there is an increase in the COVID spread. In this model, students will be placed on an A/B schedule in which Group A attends school on-site on Monday and Tuesday and participate in remote learning Wednesday through Friday. Group B students will attend school on-site on Thursday and Friday and participate in remote learning Monday through Wednesday. Staff will work on-site Monday through Friday providing either face-to-face instruction or remote instruction. Wednesdays will be devoted to teachers providing individual assistance/tutoring via Zoom to students, collaborating on lesson plan development, and being available for parent meetings. All safety protocols will continue to be followed.

**Remote Learning Model (substantial spread and closures)** – In the event, there is a substantial spread resulting in school closures, all students will participate in remote remote learning. The district will make every effort possible to assist all students in gaining access to the technology needed for remote learning. In the event, online capabilities (equipment and/or internet service) is available, students will be provided with packet learning. During this time, all teachers will provide instruction from home unless their presence is needed on-site.

**CENTER FOR DISEASE CONTROL—SCHOOL RE-ENTRY GUIDELINES**

The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 Pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

<p><b>Should you consider opening?</b></p> <ul style="list-style-type: none"> <li>✓ Will reopening be consistent with applicable state and local orders?</li> <li>✓ Is the school ready to protect children and employees at <u>higher risk</u> for severe illness?</li> <li>✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?</li> </ul> <p>If <b>NO</b> to any of the above, DO <u>NOT</u> open school.</p> <p style="text-align: center;">If all <b>YES</b>, move to next column </p>	<p><b>Are recommended health and safety actions in place?</b></p> <ul style="list-style-type: none"> <li>✓ Promote <u>healthy hygiene practices</u> such as <u>hand washing</u> and <u>employees wearing a cloth face covering</u>, as feasible</li> <li>✓ Intensify <u>cleaning, disinfection</u>, and ventilation</li> <li>✓ Encourage <u>social distancing</u> through increased spacing, small groups and limited mixing between groups, if feasible</li> <li>✓ Train all employees on health and safety protocols</li> </ul> <p>If <b>NO</b> to any of the above, DO <u>NOT</u> open school.</p> <p style="text-align: center;">If all <b>YES</b>, move to next column </p>	<p><b>Is ongoing monitoring in place?</b></p> <ul style="list-style-type: none"> <li>✓ Develop and implement procedures to check for <u>signs and symptoms</u> of students and employees daily upon arrival, as feasible</li> <li>✓ Encourage anyone who is sick to <u>stay home</u></li> <li>✓ Plan for if students or employees get sick</li> <li>✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures</li> <li>✓ Monitor student and employee absences and have flexible leave policies and practices</li> <li>✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area</li> </ul> <p>If <b>NO</b> to any of the above, DO <u>NOT</u> open school.</p> <p style="text-align: center;">If all <b>YES</b>, move to next column </p>	<p style="text-align: center;"><b>RE-OPEN SCHOOLS FOLLOWING SAFETY PROTOCOLS</b></p>
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**CENTERS FOR DISEASE CONTROL  
PEOPLE WHO ARE AT A HIGHER RISK FOR SEVERE ILLNESS**

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on what is known now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Medical information is considered confidential, and the district will follow all Health Insurance Portability and Accountability Act (HIPAA) laws. The district asks that any staff member or student who falls under the categories above and who are concerned about returning to work to self-identify to the district so that possible accommodations can be developed.

- Do you believe you are in a high risk category?
- Are you willing to provide the district with medical documentation regarding the high risk factor?

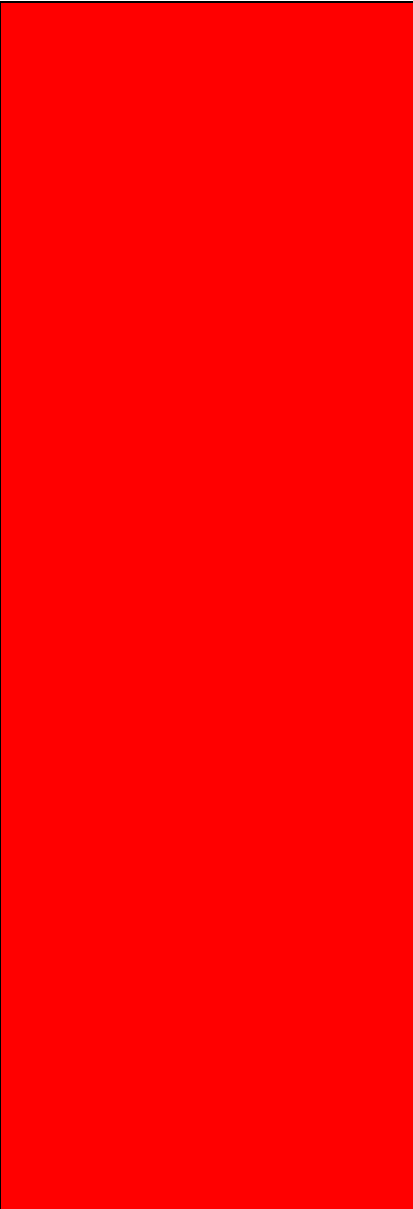
Building Principals will work with impacted staff and students to create class schedules that meet their health needs. As PED provides additional guidance regarding high risk considerations, this plan will be updated.

<b>SCHOOL OPERATIONS</b>			
	<b>Traditional Learning Model Low/No Spread</b> Return to school with regular face-to-face instruction with some enhanced guidelines and protocols.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Return to school on a rotation A/B schedule allowing for 50% of students on campus each day and allowing for additional social distancing. Students will attend school on site 2 days a week and complete remote learning 3 days a week.	<b>Remote Learning Model Substantial Spread</b> School wide remote learning using Google Classroom, Zoom and recorded or live-streamed instruction from all teachers.
<b>HIGH SCHOOL</b>	<u><b>Instruction</b></u> <ul style="list-style-type: none"> <li>• Teachers will work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, etc.</li> <li>• Encourage use of hand sanitizer/soap with students.</li> <li>• Allow for restroom/hand washing time during the class time.</li> </ul>	<u><b>Instruction</b></u> <ul style="list-style-type: none"> <li>• Teacher will work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill</li> <li>• Follow appropriate social distancing guidelines as much as possible by arranging desks to allow 6ft distance where possible</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, etc.</li> <li>• Encourage use of hand sanitizer/soap with students.</li> </ul>	<b>No building procedures for students for meals, building entrance, etc.</b>  <u><b>Instruction</b></u> <ul style="list-style-type: none"> <li>• Teacher will work from home to provide daily remote learning</li> <li>• Follow appropriate safety protocols</li> <li>• Notify immediate supervisor immediately if you become ill</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Communicate with students via google chat, email, or phone call at least 3 times per week.</li> </ul>

<p><b>High School cont.</b></p>	<ul style="list-style-type: none"> <li>Record at least one class lecture from each subject taught each day and post to the teacher's google classroom page.</li> <li>Communicate with students who are working from home via google chat, email, or phone call at least 3 times per week.</li> <li>Sanitize desks/laptops after each class.</li> <li>Library will be available on a scheduled basis only and will be sanitized before 1<sup>st</sup> period, after lunch, and after each class or student.</li> <li>Teachers will stand in the halls during passing periods to ensure there is no congregating of students and that they are quickly moving from one class to another, only stopping to use their locker if necessary.</li> </ul> <p><b><u>PE/Elective/CTE courses</u></b> All measures will be taken to ensure any materials or equipment handled by students are sanitized after each use. These courses must be offered to comply with and satisfy NMPED graduation requirements.</p>	<ul style="list-style-type: none"> <li>Allow for restroom/hand washing time during the class time.</li> <li>Record at least one class lecture from each subject taught each day and post to the teacher's google classroom page.</li> <li>Communicate with students who are working from home via google chat, email, or phone call at least 4 times per week.</li> <li>Teachers will sanitize desks/laptops after each class.</li> <li>Library will be available on a scheduled basis only and will be sanitized before 1<sup>st</sup> period, after lunch, and after each class or student.</li> <li>Teachers will stand in the halls during passing periods to ensure there is no congregating of students and that they are quickly moving from one class to another.</li> <li>There will be no use of lockers as students could not maintain social distancing</li> </ul> <p><b><u>PE/Elective/CTE courses</u></b> All measures will be taking to ensure any materials or</p>	<ul style="list-style-type: none"> <li>Communicate with the parents everyother week to provide updates and progress.</li> <li>Will have a designated 3 hour time frame a day for office hours to allow for students/parents to call in for assistance.</li> <li>Some CTE courses may require limited face to face time in order to complete course requirements. In this event, and safety protocols will be followed.</li> </ul> <p><b><u>Special Education:</u></b> IEPS will be held as normal, but parents and service providers will be able to attend via zoom or teleconferenced in.</p> <p>Teachers will be able to differentiate through google classroom, however case managers will work closely with their students to ensure acomodtions are being provided. Case managers will contact the students on their case load at least 2 times a week to offer assistance.</p>
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<p><b>High School cont.</b></p>	<p>Therefore, administration will heavily monitor these courses to ensure compliance with health/safety guidelines.</p> <p><b><u>Building Entrance and Exiting Procedures:</u></b> All freshman will enter through the main entrance by the front office. All 10<sup>th</sup> graders will enter through the doors on the North side of the building. All 11<sup>th</sup> and 12<sup>th</sup> graders will enter through the Library entranceway. This will take place at the beginning of the day and again after lunch when it is time to report for 5<sup>th</sup> period. At the end of the school day, students will exit</p> <p><b><u>Breakfast and Lunch:</u></b> Will be served in the cafeteria. The commons will be open for an additional eating area. If needed, benches/tables will be moved from the cafeteria to the commons. This will allow for more eating space and also more spacing between tables to accommodate for social distancing while eating. The outside are will also be accessible.</p>	<p>equipment handled by students are sanitized after each use. These courses must be offered to comply with and satisfy NMPED graduation requirements. Therefore, administration will heavily monitor these courses to ensure compliance with health/safety guidelines.</p> <p><b><u>Teacher Prep/Planning Day</u></b> On Wednesdays, teachers will have time to post recorded lessons, post assignments, reply to student/parent messages, have PLC meetings, prepare resources for instruction, and record any lessons for the week that are needed. The will also have a dedicated office hour time to be available for parents or students to call in for assistance or hold meetings if requested.</p> <p><b><u>Building Entrance and Exiting Procedures:</u></b> All freshman will enter through the main entrance by the front office. All 10<sup>th</sup> graders will enter through the doors on the North side of the building. All 11<sup>th</sup> and 12<sup>th</sup> graders will enter through the Library entranceway. This will take place at the beginning of</p>	<p>Case managers will contact parents every other week to provide an update and progress for their student.</p>
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<p><b>High School cont.</b></p>	<p><b><u>Restroom Procedures</u></b> Restrooms will be sanitized after each passing period, after breakfast, before and after lunch, and at the end of the day.</p> <p><b><u>Hallway Procedures:</u></b> Students will be moving in the hall from one class to another. Stopping in the hall to talk or standing in groups will not be allowed. Administration and secretary will be in the halls during passing periods to help monitor and ensure student movement and no grouping of students.</p> <p><b><u>Protocol for Ill Students</u></b> Should a student become ill at school or have a fever at school, the following is to be followed: Student will be sent to the wellness room in the main office where the nurse will be called. The nurse will take students temperature and access the student. Parent will be called to come and pick up the student. Student will remain in the wellness room until parent arrives to pick up the student.</p>	<p>the day and again after lunch when it is time to report for 5<sup>th</sup> period. At the end of the school day, students will exit.</p> <p>Students and staff are required to wear face coverings at all times except for eating, drinking, and exercising.</p> <p>Staff will be required to complete a health screening each day and have their temperature taken each day upon entry into the building.</p> <p>There will be signage upon entry into the building to encourage social distancing and information on how to slow the spread of Covid-19.</p> <p><b><u>Breakfast and Lunch:</u></b> Will be served in the cafeteria. The commons will be open for an additional eating area. If needed, benches/tables will be moved from the cafeteria to the commons. This will allow for more eating space and also more spacing between tables to accommodate for social distancing while eating. The</p>	
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<p><b>High School cont.</b></p>	<ul style="list-style-type: none"> <li>Once student leaves, the wellness room will be sanitized.</li> <li>Nurse assessment and student symptomology could result in a return to school note being required prior to a students return to the building.</li> <li>Should multiple student not feel well and the wellness room is already in use, the ill student will be placed in the conference room in the mail office until and the same protocol will be followed. This will include sanitization.</li> </ul> <p><b><u>Special Education:</u></b> IEP's will still be held as normal.</p> <p>Case managers will meet with students on their case load each week and complete the student conference documentation sheet.</p>	<p>outside are will also be accessible.</p> <p><b><u>Restroom Procedures</u></b> Restrooms will be sanitized after each passing period, after breakfast, before and after lunch, and at the end of the day.</p> <p><b><u>Hallway Procedures:</u></b> Students will be moving in the hall from one class to another. Stopping the hall to talk or standing in groups will not be allowed. Administration and secretary will be in the halls during passing periods to help monitor and ensure student movement and no grouping of students. Students will not be using lockers, so movement from class to class should be quick.</p> <p>There will be signage in the hallways to encourage social distancing and provide information on how to slow the spread of Covid-19.</p> <p><b><u>Protocol for Ill Students:</u></b> Should a student or staff member become ill at school or have a fever at school, the following is to be followed:</p>	
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<p><b>High School cont.</b></p>		<ul style="list-style-type: none"><li>• Student/staff member will be sent to the wellness room in the main office where the nurse will be called.</li><li>• The nurse will take student/staff members temperature and assess the student.</li><li>• Parent will be called to come and pick up the student.</li><li>• Staff member will be sent home with a doctor note required to return to work, and will follow NMDOH guidelines and regulations.</li></ul> <p><b><u>Special Education:</u></b> IEP meetings will also be held on Wednesday to allow for multiple teacher attendance in the meetings.</p> <p>Case managers will meet with students on their case load each week and complete the student conference documentation sheet.</p> <p><b>****SPED and EL students****</b> EL students will have the opportunity to come to school all 4 days. All sped students will be scheduled to attend all 4 days to</p>	
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<p><b>High School cont.</b></p>		<p>allow for service minutes to be met. However, parents may “opt out” and will be required to sign a waiver stating that they wish to waive this accommodation for their child.</p> <p><b>***In the event of a Covid-19 positive test, the school will contact NM DOH to initialize contract tracing, while maintain HIPPA/FERPA and ADA regulations.</b></p> <p><b><u>High Risk Populations:</u></b></p> <ul style="list-style-type: none"><li>• Prior to school beginning, we will survey staff members who may be of high risk to gauge their intentions and availability to return to work. All ADA, FERPA, and HIPPA regulations will be maintained in this process.</li></ul> <p><b>*****AT HOME LEARNING WILL BE PROVIDED FOR HIGH RISK STUDENTS AT PARENT REQUEST</b></p>	
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	<p><b>Traditional Learning Model Low/No Spread</b></p> <p>Return to school with regular face-to-face instruction with some enhanced guidelines and protocols.</p>	<p><b>Hybrid Learning Model Minimal/Moderate Spread</b></p> <p>Return to school on a rotation A/B schedule allowing for 50% of students on campus each day and allowing for additional social distancing. Students will attend school on site 2 days a week and complete remote learning 3 days a week.</p>	<p><b>Remote Learning Model Substantial Spread</b></p> <p>School wide remote learning using Google Classroom, Zoom and recorded or live-streamed instruction from all teachers.</p>
<p><b>MIDDLE SCHOOL</b></p>	<p><b><u>Instruction</u></b></p> <ul style="list-style-type: none"> <li>• Teachers will work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, etc.</li> <li>• Encourage use of hand sanitizer/soap with students.</li> <li>• Allow for restroom/hand washing time during the class time.</li> <li>• Communicate with students who are working from home via google chat, email, or</li> </ul>	<p><b><u>Instruction</u></b></p> <ul style="list-style-type: none"> <li>• Students are assigned to either group A or B which are then assigned to either on-site learning Monday and Tuesday with remote learning on Wednesday, Thursday, and Friday or on-site learning Thursday and Friday with remote learning on Monday, Tuesday, and Wednesday</li> <li>• No students on Wednesdays for deep cleaning</li> <li>• On Wednesdays, teachers will host on-line instructional support sessions via “Zoom” or other predetermined platforms</li> <li>• On Wednesdays, teachers will also complete lesson preparation, grade assignments, manage on-line learning platform, participate in SAT or IEP meetings, have</li> </ul>	<p><b><u>Synchronous online learning through teacher-designed instruction</u></b></p> <ul style="list-style-type: none"> <li>• Teachers utilize online learning platforms (Seesaw, Google classroom, Otus) to facilitate learning activities and deliver recorded direct instruction</li> <li>• Teachers utilize group-meeting software (Zoom, google meets, hangouts etc.) to reinforce direct instruction and/or assist students in completion of on-line learning activities.</li> <li>• Virtual meetings will take place twice a week on pre-determined days but odd/even class periods</li> <li>• Teachers utilize digital resources provided by content-specific, adopted</li> </ul>

<p><b>Middle School cont.</b></p>	<p>phone call at least 3 times per week.</p> <ul style="list-style-type: none"> <li>• Sanitize desks/laptops after each class.</li> <li>• Library will be available on a scheduled basis only and will be sanitized before 1<sup>st</sup> period, after lunch, and after each class or student.</li> <li>• Teachers will stand in the halls during passing periods to ensure there is no congregating of students and that they are quickly moving from one class to another, only stopping to use their locker if necessary.</li> <li>• Frequent handwashing</li> <li>• Frequent flat/touched surface cleanings</li> <li>• Stay home when sick</li> <li>• Hand sanitizing stations located throughout the school building</li> <li>• Daily bus sanitization</li> <li>• Implemented social distancing when possible</li> <li>• Required PPE for students &amp; staff</li> </ul> <p><b><u>PE/Elective/CTE courses</u></b> All measures will be taken to ensure any materials or</p>	<p>office hours to address student and parent concerns, and support struggling learners, and make contact with remote learners</p> <ul style="list-style-type: none"> <li>• Ensures classes are at 50% capacity</li> <li>• On “off” days, students will complete aligned assignments at home via technology</li> <li>• Google Classroom and other on-line program will be utilized for remote learning</li> <li>• Teachers will video record direct instruction for the purpose of uploading to the on-line platform for students to access</li> <li>• On-line learning activities will be directly reflective of the on-site instruction</li> <li>• Students will be required to submit a minimum of two assignments per week for teacher analysis, feedback, and grading</li> <li>• The number of assessed assignments will be determined by the classroom teacher and a direct reflection of assessed student understanding, content rigor, and student feedback</li> </ul>	<p>curriculum (integration with digital learning platform)</p> <p><b>Asynchronous online, learning through teacher modified online courses</b></p> <ul style="list-style-type: none"> <li>• Teachers modify curriculum and instruction contained in a created course (i.e. Edgenuity) that allows students to work through content at their own pace.</li> <li>• Teachers review, grade, provide feedback, and re-teaching opportunities based on observed student/s need.</li> <li>• Teachers utilize group-meeting software (Zoom, google meets, hangouts etc.) to reinforce direct instruction and/or assist students in completion of on-line learning activities.</li> <li>• Virtual meetings will take place twice a week on pre-determined days but odd/even class periods</li> </ul> <p><b>Considerations for IEP students:</b> Potential to not meet IEP service requirements Difficulty to modify on-line instruction</p>
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<p><b>Middle School cont.</b></p>	<p>equipment handled by students are sanitized after each use.</p> <p><b><u>Considerations for IEP students:</u></b></p> <ul style="list-style-type: none"> <li>• Students with compromised health</li> <li>• Students unable to understand “no touch” requests</li> <li>• Frequent cleaning of manipulatives</li> <li>• Students requiring hand over hand assistances</li> <li>• Students requiring one on one IA assistance</li> <li>• Transportation required per IEP</li> </ul> <p><b><u>Considerations to ensure equity:</u></b></p> <ul style="list-style-type: none"> <li>• Standard school protocols</li> <li>• Continued support for bilingual/ELL students</li> <li>• Continued support for students with IEP’s</li> </ul>	<ul style="list-style-type: none"> <li>• School grading policy will be followed</li> <li>• Teachers will work with parents to assist students having difficulty accessing the on-line learning content</li> <li>• Social distancing in classrooms, hallways, meals will be followed</li> <li>• Frequent handwashing</li> <li>• Frequent flat/touched surface cleanings</li> <li>• Stay home when sick</li> <li>• Hand sanitizing stations located throughout the building</li> <li>• No contact recreation/PE</li> <li>• Implemented social distancing when possible</li> <li>• Required PPE for students &amp; staff</li> <li>• Communal water fountains will be shut off – students and staff are allowed to bring individual water bottles</li> </ul> <p><b><u>Considerations for IEP students:</u></b></p> <ul style="list-style-type: none"> <li>• Students with compromised health</li> <li>• Students unable to understand “no touch” requests</li> <li>• Frequent cleaning of manipulatives</li> </ul>	<p>Difficulty conducting IEP’s; may utilize digital meeting rooms</p> <p><b><u>Considerations to ensure equity:</u></b></p> <p>-- Students with limited access to technology and wifi may create the need for alternative forms of distance learning</p>
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<p><b>Middle School cont.</b></p>		<ul style="list-style-type: none"><li>• Students requiring hand over hand assistances</li><li>• Students requiring one on one IA assistance</li><li>• Providing required service time weekly</li><li>• Students with sensory issues unable to wear face masks</li></ul> <p><b><u>Staff Arrival</u></b></p> <ul style="list-style-type: none"><li>• Stay at home when sick</li><li>• All staff will enter through front doors</li><li>• Utilize hand sanitizer prior to entering building</li><li>• Individual health screenings will be completed via health screening form and temperature checks</li><li>• Staff will follow required PPE including wearing face coverings as required</li></ul> <p><b><u>Student Arrival</u></b></p> <ul style="list-style-type: none"><li>• Stay at home when sick</li><li>• Utilize hand sanitizer prior to entering building</li><li>• Students will follow required PPE including wearing face coverings as required</li><li>• Following social distancing requirements, students will be escorted into the building</li></ul>	
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<p><b>Middle School cont.</b></p>		<p>and report directly to homerun classes</p> <p><b><u>Student Dismissal</u></b></p> <ul style="list-style-type: none"><li>• Dismissal will be staggered to minimize number of students in hallway</li><li>• All materials to go home should be in students' backpacks prior to entering last class period</li><li>• Bus students will be dismissed via intercom based on when their individual bus arrives</li><li>• Students walking home or being picked up will also be released via intercom in small groups</li></ul> <p><b><u>Breakfast and Lunch</u></b></p> <ul style="list-style-type: none"><li>• Meals will be served in the cafeteria</li><li>• If necessary, a rotating schedule will be followed to avoid overcrowding</li><li>• Follow social distancing requirements in cafeteria area</li><li>• Seating areas will be designated in order to allow distance between students</li></ul>	
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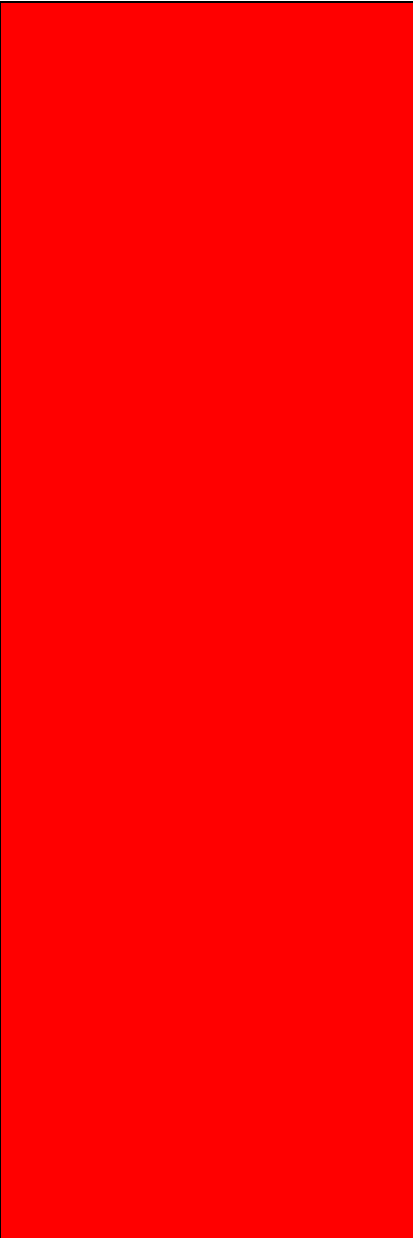
<p><b>Middle School cont.</b></p>		<ul style="list-style-type: none"><li>• Students will enter through north door and exit through south door</li></ul> <p><b><u>Hallway/Transitions/Restrooms</u></b></p> <ul style="list-style-type: none"><li>• Transitions will be staggered by grade level</li><li>• Hallways will be disinfected after each transition period</li><li>• Planned restroom breaks will be given to avoid overcrowding in restrooms</li><li>• Restrooms will be disinfected after each planned restroom break</li><li>• Lockers will not be utilized</li><li>• Communal supplies for classroom use will not be allowed</li><li>• Assigned textbooks will be kept in the classroom in order to minimize the weight in students' backpacks</li></ul> <p><b><u>Communication</u></b></p> <p>The following will be utilized to communicate with both students, parents, and community:</p> <ul style="list-style-type: none"><li>• School messenger for direct calls and limited text messages</li><li>• Face-to-face conversations with students when on-site</li><li>• District Facebook page</li></ul>	
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<p><b>Middle School cont.</b></p>		<ul style="list-style-type: none"><li>• Middle School Facebook group</li><li>• Middle School website</li><li>• As needed only, printed materials</li><li>• Direct phone calls placed by teacher/ administration/ support staff</li></ul> <p><b><u>Quarantining Potentially Sick Individuals</u></b></p> <ul style="list-style-type: none"><li>• Students who are potentially sick will be quarantined in the nurse’s office in the secondary room</li><li>• Nurse will evaluate and determine next steps</li><li>• Parents will be notified and asked to pick up the student from school as soon as possible</li></ul> <p><b><u>Considerations to ensure equity:</u></b> Standard school protocols Continued support for bilingual/ELL students Continued support for students with IEP’s</p>	
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	<p><b>Traditional Learning Model Low/No Spread</b> Return to school with regular face-to-face instruction with some enhanced guidelines and protocols.</p>	<p><b>Hybrid Learning Model Minimal/Moderate Spread</b> Return to school on a rotation A/B schedule allowing for 50% of students on campus each day and allowing for additional social distancing. Students will attend school on site 2 days a week and complete remote learning 3 days a week.</p>	<p><b>Remote Learning Model Substantial Spread</b> School wide remote learning using Google Classroom, Zoom and recorded or live-streamed instruction from all teachers.</p>
<p><b>ELEMENTARY SCHOOL</b></p>	<p><b>Health</b></p> <ul style="list-style-type: none"> <li>• Stay home when sick</li> <li>• Temperature check all staff upon arrival by school nurse, secretary, or Principal,</li> <li>• Students that get sick during the day leave classroom--immediately assessed by school nurse--temperature check---if sick, call home to pick-up from school—sick students wait in the small conference room in administration area—small conference room sanitized by staff member after student leaves—students in classroom of sick student leave to designated empty classroom for sanitizing</li> </ul>	<p><b>Health</b></p> <ul style="list-style-type: none"> <li>• Stay home when sick</li> <li>• Temperature check all staff and students upon arrival by school nurse, secretary, or Principal</li> <li>• Students that get sick during the day leave classroom--immediately assessed by school nurse--temperature check---if sick, call home to pick-up from school—sick students wait in the small conference room in administration area—small conference room sanitized by staff member after student leaves—students in classroom of sick student leave to designated empty classroom for sanitizing</li> </ul>	<p>K-3 Teachers meet online daily with groups of 8 students for 30-45 minutes to deliver instruction. Use Google Classroom to upload assignments, supplemental resources, and hangouts for Q&amp;A.</p> <p>Depending on circumstances, Grades</p> <p>4-5 Teachers meet online daily with groups of 10 students for 60 minutes to deliver direct instruction. Use Google Classroom to upload assignments, supplemental resources, and hangouts for Q&amp;A.</p> <p>Art/Music/PE are co-teachers with general education teachers to upload assignments.</p>

<p><b>Elementary School cont.</b></p>	<p><b><u>Instruction</u></b></p> <ul style="list-style-type: none"> <li>• Instruction within classrooms</li> <li>• Desks facing forward in rows spread at least 6 ft. apart</li> <li>• No community supplies—students use personal supplies and do not share</li> <li>• No sharing of manipulatives—manipulatives kept in Ziploc bag for student personal use daily</li> <li>• Curriculum books checked out to students and kept in desk</li> <li>• Laptop checked out to students by number—students use only the laptop checked out to each student</li> <li>• Backpacks kept on hook in hallway</li> <li>• PE in general education classrooms</li> <li>• Art/Music in general education classrooms</li> <li>• Recess by grade level</li> </ul> <p><b><u>Food Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Breakfast delivered by cafeteria staff to classrooms in food storage tubs left in hallway outside classroom doors</li> </ul>	<p><b><u>Instruction</u></b></p> <ul style="list-style-type: none"> <li>• Grades PreK-5 Group A students attend on-site Monday-Tuesday with Wednesday-Friday as remote learning. Grades PreK-5 Group B students attend on-site Thursday-Friday with Monday-Wednesday as remote learning.</li> <li>• If feasible and depending on class sizes, Grades PreK-3 and Special Needs students may be allowed to attend school every day with a maximum of 5:1 student to teacher ratio</li> <li>• Professional learning and planning for staff on Wednesday</li> <li>• Deep cleaning/disinfecting on Wednesday</li> <li>• Cleaning/disinfecting Wednesday</li> <li>• ISIP monthly formative assessment</li> <li>• Desks facing forward in rows spread at least 6 ft. apart</li> <li>• No community supplies—students use personal supplies and do not share</li> <li>• No sharing of manipulatives—manipulatives kept in Ziploc</li> </ul>	<p>Small group learning for special education and K-3 students eligible for in-person instruction if feasible. 5:1 ratio</p> <p>Learning packets for students without technology and/or online services</p> <p>Record online instruction so that students can rewatch. Upload to Google classroom</p> <p>Small group instruction in order to meet students' individual needs</p> <p>Station ISIP monthly formative assessment</p> <p>Special Education Teachers meet online daily with students with IEPs according to IEP times. Special Education Teachers provide assignments for students with IEPs on Google Classroom as an individual teacher rather than co-teacher to general education teacher.</p>
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<p><b>Elementary School cont.</b></p>	<ul style="list-style-type: none"> <li>Storage tubs placed in hallway outside classroom doors when finished—cafeteria staff pick-up empty food storage tubs and sanitize</li> <li>Lunch served in cafeteria by grade level—students sit 6ft apart—every two seat</li> <li>Designate seating with signage</li> <li>Signage placed on floor for students to stand 6ft apart while waiting in lunch line</li> <li>60 students in cafeteria at a time</li> </ul> <p><b><u>Sanitizing/Cleaning</u></b></p> <ul style="list-style-type: none"> <li>Hand washing hourly by all staff and students</li> <li>Hand sanitizer stations staff and students use exiting and entering rooms</li> <li>Sanitize hard surface areas within classroom with Clorox wipes morning, noon, afternoon</li> <li>Sanitize student laptops with Clorox wipe at end of each school</li> <li>Custodian sanitize with Clorox wipes morning, noon, afternoon hard surface areas in hallways, restrooms, and entry to school</li> </ul>	<p>bag for student personal use daily</p> <ul style="list-style-type: none"> <li>Curriculum books checked out to students and kept in desk</li> <li>Laptop checked out to students by number—students use only the laptop checkout to each student</li> <li>Backpacks kept on hook in hallway</li> <li>PE in general education classrooms</li> <li>Art/Music in general education classrooms</li> <li>Specials teachers rotate to classrooms</li> <li>Brain Gym activities in lieu of recess</li> </ul> <p><b><u>Food Delivery</u></b></p> <ul style="list-style-type: none"> <li>Breakfast delivered by cafeteria staff to classrooms in food storage tubs left in hallway outside classroom doors</li> <li>Storage tubs placed in hallway outside classroom doors when finished—cafeteria staff pick-up empty food storage tubs and sanitize</li> <li>Lunch served in cafeteria by grade level—students sit 6ft apart—every two seat</li> </ul>	
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<p><b>Elementary School cont.</b></p>	<ul style="list-style-type: none"> <li>• Custodian spray sanitizing spray in entry way and backpacks after arrival each morning</li> <li>• Glass guard at reception</li> <li>• Custodians sanitize/clean daily all classrooms thoroughly after dismissal</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Staff and students wear face coverings at all times *subject to change</li> <li>• Staff completes daily health screening including temperature check</li> <li>• Wednesday designated as thorough cleaning and disinfecting entire building</li> <li>• Restrict non-essential visitors</li> <li>• Visitors in waiting area (signage posted for designated standing, and outside the building)</li> <li>• Signage posted in hallways on steps for COVID-19 preventative measures and how to stop the spread</li> <li>• Teach and reinforce to staff and students good hygiene</li> <li>• Designate pathways in hallways</li> <li>• Teachers/support staff rotate to classrooms for instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Designate seating with signage</li> <li>• Signage placed on floor for students to stand 6ft apart while waiting in lunch line</li> <li>• 60 students in cafeteria at a time</li> </ul> <p><b><u>Sanitizing/Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing hourly by all staff and students</li> <li>• Hand sanitizer stations staff and students use exiting and entering rooms</li> <li>• Sanitize hard surface areas within classroom with Clorox wipes morning, noon, afternoon</li> <li>• Sanitize student laptops with Clorox wipe at end of each school</li> <li>• Custodian sanitize with Clorox wipes morning, noon, afternoon hard surface areas in hallways, restrooms, and entry to school</li> <li>• Custodian spray sanitizing spray in entry way and backpacks after arrival each morning</li> <li>• Glass guard at reception</li> <li>• Custodians sanitize/clean daily all classrooms thoroughly after dismissal</li> </ul>	
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<p><b>Elementary School cont.</b></p>	<ul style="list-style-type: none"> <li>• Staggered dismissal by odd/even grade levels</li> <li>• Remove unused furniture from classrooms to permit 6ft. distancing</li> <li>• Permit students to bring water bottles from home</li> <li>• Restrict drinking fountain usage</li> <li>• No large events or group gatherings</li> <li>• Close school building if COVID-19 individual tests positive</li> </ul>	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Staff and students wear face coverings at all times</li> <li>• Staff completes daily health screening including temperature check</li> <li>• Restrict non-essential visitors</li> <li>• Visitors in waiting area (signage posted for designated standing, and outside the building)</li> <li>• Signage posted in hallways on steps for COVID-19 preventative measures and how to stop the spread</li> <li>• Teach and reinforce to staff and students good hygiene</li> <li>• Designate pathways in hallways</li> <li>• Teachers/support staff rotate to classrooms for instruction</li> <li>• Staggered dismissal by odd/even grade levels</li> <li>• Remove unused furniture from classrooms to permit 6ft. distancing</li> <li>• Permit students to bring water bottles from home</li> <li>• Restrict drinking fountain usage</li> <li>• No large events or group gatherings</li> </ul>	
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<b>Elementary School cont.</b>		<ul style="list-style-type: none"><li>• Close school building if COVID-19 individual tests positive</li></ul> <p>Special Education Teachers adjust schedule to meet directly with students with IEPs Monday and Thursday. Special Education Teachers provide inclusion for special education students with IEPs Tuesday and Friday. Special Education Teachers provide modified intervention assignments according to IEP for remote learning.</p>	
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<b>GENERAL OPERATIONS</b>			
	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>ADMINISTRATIVE STAFF INCLUDING SUPERINTENDENT, PRINCIPALS, DIRECTRS</b>  *Considered "Essential Staff"	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor prior to entering building</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Create alternating class schedules and teaching assignments to ensure learning continues</li> <li>• Create system to complete daily temperature checks of staff and students</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site on abbreviated work schedule</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Create remote learning schedules and teaching assignments to ensure learning continues</li> <li>• Conduct regular meetings with staff to monitor progress of remote learning</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> </ul>

<p><b>Administrative Staff cont.</b></p>	<ul style="list-style-type: none"> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19.</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> <li>• Monitor ventilation systems to ensure proper circulation of air</li> <li>• Oversee daily cleaning of facilities</li> <li>• Ensure hand sanitizer stations are working and stocked throughout building</li> <li>• Ensure classrooms and offices are equipped with disinfectant and sprayers</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor prior to entering building</li> <li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19.</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Monitor ventilation systems to ensure proper circulation of air</li> <li>• Allow staff and students to bring bottled water in lieu of using water fountains</li> <li>• Oversee daily cleaning of facilities</li> <li>• Ensure hand sanitizer stations are working and stocked throughout building</li> <li>• Ensure classrooms and offices are equipped with disinfectant and sprayers</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post signage on entrances to notify visitors that building is closed.</li> <li>• Require all staff/visitors entering the building to complete written health screening questionnaire.</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> <li>• Monitor ventilation systems to ensure proper circulation of air</li> <li>• Oversee daily cleaning of facilities</li> </ul>
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	<p><b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.</p>	<p><b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning</p>	<p><b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)</p>
<p><b>ANCILLARY STAFF</b></p>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by SPED Director or NMPVREC</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post signage in classrooms to communicate how to stop the spread of COVID-19.</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by SPED Director or NMPVREC</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Spray disinfect office/room between each service session</li> <li>• Limit sharing of equipment and supplies</li> <li>• Adjust services based on alternating class schedules to ensure services continue</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Work from home providing online learning to all students per scheduled developed by SPED Director and NMPVREC</li> <li>• Make every effort to make remote learning services as close to face-to-face services as possible</li> <li>• Create remote remote service schedule to ensure services continue</li> <li>• Keep lines of communication open for both students and parents</li> <li>• Establish “office hours” for parents to be able to contact you</li> <li>• Contact parents a minimum of one time per week to give service progress update</li> <li>• Be flexible with parents and understand each individual’s own situation.</li> <li>• Participate in regular online staff meetings as scheduled by SPED Director or PVREC</li> </ul>

<b>Ancillary staff cont.</b>	<ul style="list-style-type: none"><li>• Monitor ventilation systems in classroom/office to ensure proper circulation of air</li><li>• Ensure hand sanitizing stations are working and stocked</li></ul>	<ul style="list-style-type: none"><li>• Encourage use of hand sanitizer/soap</li><li>• Post signage in classroom/office to communicate how to stop the spread of COVID-19.</li><li>• Wear face masks/coverings and other appropriate PPE as required</li><li>• Allow students to wear face masks/coverings</li><li>• Monitor ventilation systems to ensure proper circulation of air</li><li>• Ensure hand sanitizing stations are working and stocked</li></ul>	<ul style="list-style-type: none"><li>• Be available to report on-site when needed</li><li>• Notify immediate supervisor immediately if you become ill</li></ul>
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	<p><b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.</p>	<p><b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning</p>	<p><b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)</p>
<p><b>ATHLETIC COACHES/ACTIVITY SPONSORS</b></p>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per assigned coaching duties assigned by Athletic Director</li> <li>• Follow all practice/game guidelines issued by NMAA</li> <li>• Follow appropriate safety protocols issued by NMAA</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per assigned coaching duties assigned by Athletic Director</li> <li>• Follow all practice/game guidelines issued by NMAA</li> <li>• Follow appropriate safety protocols issued by NMAA</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor</li> </ul>	<ul style="list-style-type: none"> <li>• If school is closed, there will not be any in-person athletics or activity practices or games/events.</li> <li>• Online events may be allowed per NMAA guidance.</li> </ul>

<p><b>Athletic Coaches/Activity Sponsors cont.</b></p>	<p>prior to entering athletic facility</p> <ul style="list-style-type: none"> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> <li>• Ensure hand sanitizing stations are working and stocked</li> <li>• Encourage athletes to not share water bottles</li> </ul>	<p>prior to entering athletic facility</p> <ul style="list-style-type: none"> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Ensure hand sanitizing stations are working and stocked</li> <li>• Ensure all equipment is disinfected after each use</li> <li>• Spray disinfect locker rooms, restrooms, and practice/playing areas between each session</li> <li>• Take athlete temperature before each practice/game as required NMAA. Notify school nurse and Athletic Director of any athlete with a fever over 100.4 degrees.</li> <li>• Do not allow athletes to share water bottles.</li> </ul>	
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>BUSES/TRANSPORTATION</b>  *May be deemed Essential Staff depending on circumstances	<ul style="list-style-type: none"> <li>• Work regular hours</li> <li>• Run regular bus routes picking up and delivering students</li> <li>• Follow regular bus cleaning procedures after each bus run</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> </ul>	<ul style="list-style-type: none"> <li>• Work regular hours</li> <li>• Run regular bus routes picking up and delivering students</li> <li>• Follow appropriate safety protocols</li> <li>• Disinfect bus after each bus run</li> <li>• Follow appropriate social distancing guidelines as much as possible.</li> <li>• When possible assign seats so that maximum distance between students is maintained.</li> <li>• If needed, utilize buses to transport meals to students not attending school on-site</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as</li> </ul>	<ul style="list-style-type: none"> <li>• Work regular or abbreviated hours as needed</li> <li>• Utilize buses to deliver meals to students by running regular to and from bus route</li> <li>• Disinfect bus after each bus run</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible.</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> </ul>

<b>Buses/Transportation cont.</b>	<ul style="list-style-type: none"><li>• Wear face masks/coverings and other appropriate PPE as desired</li></ul>	handwashing, covering coughs, and face coverings <ul style="list-style-type: none"><li>• Encourage use of hand sanitizer/soap</li><li>• Wear face masks/coverings and other appropriate PPE as required</li></ul>	<ul style="list-style-type: none"><li>• Wear face masks/coverings and other appropriate PPE as required</li></ul>
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>CAFETERIA STAFF</b>  *Considered Essential Staff only if meal delivery is required	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow all required health standards</li> <li>• If needed, provide and deliver meals in the classroom rather than in dining area</li> <li>• Follow regular daily cleaning schedule for assigned facilities</li> <li>• Frequent spray disinfecting of high traffic areas such as dining area, tables, kitchen area, and entryways</li> <li>• Ensure disinfectant sprayers are working and stocked</li> <li>• Ensure hand sanitizer stations are working and stocked</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow all required health standards</li> <li>• If needed, provide and deliver meals in the classroom rather than in dining area</li> <li>• If needed, provide meals to be delivered home to students in addition to regular dine-in student meals</li> <li>• Follow in-depth cleaning protocol for assigned facilities</li> <li>• Scheduled spray disinfecting of high traffic areas such as dining area, tables, kitchen area, and entryways</li> <li>• Ensure disinfectant sprayers are working and stocked</li> <li>• Ensure hand sanitizer stations are working and stocked</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site on abbreviated/alternative work schedule</li> <li>• Follow appropriate safety protocols</li> <li>• Follow all required health standards</li> <li>• Provide “grab and go” meals to be picked up on-site or delivered to homes</li> <li>• In-depth cleaning and re-cleaning of all facilities focusing on high traffic areas such as dining area, tables, kitchen area, and entryways</li> <li>• Scheduled spray disinfecting of high traffic areas such as dining area, tables, kitchen area, and entryways</li> <li>• Ensure disinfectant sprayers are working and stocked</li> <li>• Ensure hand sanitizer stations are working and stocked</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Stay home if sick</li> </ul>

<p><b>Cafeteria staff cont.</b></p>	<ul style="list-style-type: none"> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear gloves and hair nets as required</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> </ul>	<ul style="list-style-type: none"> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> </ul>	<ul style="list-style-type: none"> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> </ul>
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>CENTRAL OFFICE BUSINESS STAFF INCLUDING ADMINISTRATIVE ASSISTANT, PAYROLL, AND ACCOUNTS PAYABLE</b>  *Considered "Essential Staff"	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor prior to entering building</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor prior to entering building</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site on abbreviated work schedule</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Require all staff/visitors entering the building to complete written health screening questionnaire.</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Limit office visitors</li> </ul>

<b>Central office business staff cont.</b>	<ul style="list-style-type: none"><li>• Ensure hand sanitizer is available in each office</li></ul>	<ul style="list-style-type: none"><li>• Ensure hand sanitizer is available in each office</li><li>• Limit office visitors</li></ul>	<ul style="list-style-type: none"><li>• When possible conduct business online rather than in-person</li></ul>
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>COUNSELORS/SOCIAL WORKERS</b>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Assist building Principal in monitoring the use of health screening protocols</li> <li>• Disseminate COVID-19 and/or mental health updates to building Principal,</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Assist building Principal in monitoring the use of health screening protocols</li> <li>• Disseminate COVID-19 updates to building Principal,</li> </ul>	<ul style="list-style-type: none"> <li>• Work from home providing services online to students as needed</li> <li>• Make contact with parents of children who have tested positive for COVID-19</li> <li>• Provide support to parents by answering questions regarding COVID-19 impacts on mental health</li> </ul>

<b>Counselors/Social Workers cont.</b>	Superintendent, staff, and parents as needed <ul style="list-style-type: none"><li>• Maintain communication with parents of students who are struggling with the impact of COVID-19</li><li>• Wear face masks/coverings and other appropriate PPE as desired</li><li>• Advise building Principals and/or Superintendent of best practices to help students deal with the impact of COVID-19</li></ul>	Superintendent, staff, and parents as needed <ul style="list-style-type: none"><li>• Maintain communication with parents of students who are struggling with the impact of COVID-19</li><li>• Wear face masks/coverings and other appropriate PPE as required</li><li>• Advise building Principals and/or Superintendent of best practices to help students deal with the impacts of COVID-19</li></ul>	
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>CUSTODIAL STAFF</b>  *Considered Essential Staff	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow regular daily cleaning schedule for assigned facilities</li> <li>• Frequent spray disinfecting of high traffic areas such as entryways, restrooms, offices, hallways, and classrooms</li> <li>• Ensure safe and correct use and storage of cleaning and disinfection products.</li> <li>• Use products that meet EPA disinfection criteria.</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow in-depth cleaning protocol for assigned facilities focusing on high traffic areas such as entryways, restrooms, offices, hallways, and classrooms</li> <li>• Scheduled spray disinfecting of high traffic areas such as entryways, restrooms, offices, hallways, and classrooms</li> <li>• Ensure safe and correct use and storage of cleaning and disinfection products.</li> <li>• Use products that meet EPA disinfection criteria.</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site on abbreviated/alternative work schedule</li> <li>• Follow appropriate safety protocols</li> <li>• In-depth cleaning and re-cleaning of all facilities focusing on high traffic areas such as entryways, restrooms, offices, hallways, and classrooms</li> <li>• Ensure safe and correct use and storage of cleaning and disinfection products.</li> <li>• Use products that meet EPA disinfection criteria.</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as</li> </ul>

<p><b>Custodial staff cont.</b></p>	<ul style="list-style-type: none"> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Ensure hand sanitizer stations are working and stocked</li> <li>• Ensure disinfectant sprayers are working and stocked.</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> </ul>	<ul style="list-style-type: none"> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Ensure hand sanitizer stations are working and stocked</li> <li>• Ensure disinfectant sprayers are working and stocked.</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Monitor ventilation systems in building to ensure air is circulating</li> </ul>	<p>handwashing, covering coughs, and face coverings</p> <ul style="list-style-type: none"> <li>• Encourage use of hand sanitizer/soap</li> <li>• Ensure hand sanitizer stations are working and stocked.</li> <li>• Ensure disinfectant sprayers are working and stocked.</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Assist other custodial staff as in-depth cleaning and sanitizing of facilities</li> </ul>
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	<p><b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.</p>	<p><b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning</p>	<p><b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)</p>
<p><b>INSTRUCTIONAL ASSISTANTS</b>  *May be deemed Essential Staff depending on circumstances</p>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> <li>• Help teacher to monitor ventilation systems in</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Help spray disinfect classroom between each class session</li> <li>• Limit sharing of classroom equipment and supplies</li> <li>• Follow alternating class schedules and assignment to ensure learning continues</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Work regular or abbreviated hours as needed</li> <li>• Ride buses to deliver meals to students</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> </ul>

<b>Instructional assistants cont.</b>	classroom to ensure proper circulation of air <ul style="list-style-type: none"><li>• Ensure hand sanitizing stations are working and stocked</li></ul>	<ul style="list-style-type: none"><li>• Encourage use of hand sanitizer/soap</li><li>• Wear face masks/coverings and other appropriate PPE as required</li><li>• Allow students to wear face masks/coverings</li><li>• Allow students to bring bottled water from home in lieu of using water fountains</li><li>• Monitor ventilation systems to ensure proper circulation of air</li><li>• Ensure hand sanitizing stations are working and stocked</li><li>• If needed, ride on bus to help deliver meals to students not attending school on-site</li></ul>	
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>MAINTENANCE STAFF</b>  *Considered Essential staff	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Turn off water fountains in buildings</li> <li>• Assist custodial staff as needed in additional in-depth</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site on abbreviated/alternative work schedule</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Assist custodial staff as in-depth cleaning and sanitizing of facilities</li> </ul>

<b>Maintenance staff cont.</b>		cleaning and sanitizing of facilities	
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	<p><b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.</p>	<p><b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning</p>	<p><b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)</p>
<p><b>NURSE</b></p>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Assist building Principal in monitoring the use of health screening protocols</li> <li>• Contact parents of children who do not pass health</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Assist building Principal in monitoring the use of health screening protocols</li> <li>• Contact parents of children who do not pass health</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site as needed</li> <li>• Make contact with parents of children who have tested positive for COVID-19</li> <li>• Provide support to parents by answering questions regarding COVID-19 symptoms and mitigating the spread</li> <li>• Maintain contact with Department of Health regarding health order updates</li> </ul>

<b>Nurse cont.</b>	screening protocols or become sick while at school <ul style="list-style-type: none"><li>• Maintain records of sick children</li><li>• Disseminate COVID-19 updates to building Principal, Superintendent, staff, and parents as needed</li><li>• Wear face masks/coverings and other appropriate PPE as desired</li><li>• Advise building Principals and/or Superintendent of best practices to mitigate the spread of the virus</li></ul>	screening protocols or become sick while at school <ul style="list-style-type: none"><li>• Maintain records of sick children</li><li>• Disseminate COVID-19 updates to building Principal, Superintendent, staff, and parents as needed</li><li>• Wear face masks/coverings and other appropriate PPE as required</li><li>• Advise building Principals and/or Superintendent of best practices to mitigate the spread of the virus</li></ul>	
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>SECRETARIAL STAFF INCLUDING BUILDING AND DEPARTMENT SECRETARIES</b>  *May be deemed Essential Staff depending on circumstances	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor prior to entering building</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor prior to entering building</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site on abbreviated work schedule</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Require all staff/visitors entering the building to complete written health screening questionnaire.</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> </ul>

<b>Secretarial staff cont.</b>	<ul style="list-style-type: none"><li>• Ensure hand sanitizer is available in each office</li></ul>	<ul style="list-style-type: none"><li>• Limit staff/visitors entering office area – conduct business through safety windows</li><li>• Ensure hand sanitizer is available in each office</li></ul>	<ul style="list-style-type: none"><li>• Do not allow staff/visitors into office area – all business conducted through safety windows</li><li>• Ensure hand sanitizer is available in each office</li></ul>
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	<p><b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.</p>	<p><b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning</p>	<p><b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)</p>
<p><b>TEACHING STAFF</b></p>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post health screening signage on entry doors for staff/visitors to self-monitor prior to entering building</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours per schedule assigned by Principal</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Spray disinfect classroom between each class session</li> <li>• Limit sharing of classroom equipment and supplies</li> <li>• Follow alternating class schedules and teaching assignment to ensure learning continues</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Work from home providing remote learning to all students</li> <li>• Make every effort to make remote learning as close to face-to-face learning as possible</li> <li>• Create remote class schedule to ensure daily learning continues</li> <li>• Provide learning packets for students who do not have access to technology remote learning</li> <li>• Follow grading policy</li> <li>• Keep lines of communication open for both students and parents</li> <li>• Establish “office hours” for students or parents to be able to contact you for assistance</li> <li>• Contact parents a minimum of one time per week to give learning progress update</li> </ul>

<p><b>Teaching staff cont.</b></p>	<ul style="list-style-type: none"> <li>• Post signage in classrooms to communicate how to stop the spread of COVID-19.</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> <li>• Monitor ventilation systems in classroom to ensure proper circulation of air</li> <li>• Ensure hand sanitizing stations are working and stocked</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage use of hand sanitizer/soap</li> <li>• Post signage in classrooms to communicate how to stop the spread of COVID-19.</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Allow students to wear face masks/coverings</li> <li>• Allow students to bring bottled water from home in lieu of using water fountains</li> <li>• Monitor ventilation systems to ensure proper circulation of air</li> <li>• Ensure hand sanitizing stations are working and stocked</li> <li>• Take student temperature as required by building Principal. Notify school nurse of any student with a fever of 100.4 degrees.</li> </ul>	<ul style="list-style-type: none"> <li>• Be flexible with parents and understand each individual's own situation.</li> <li>• Participate in regular online staff meetings as scheduled by Principal</li> <li>• Be available to report on-site when needed</li> <li>• Notify immediate supervisor immediately if you become ill</li> </ul>
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	<b>Traditional Learning Model Low/No Spread</b> Focus on preventative practices and additional proactive processes/protocols, enhanced social distancing, etc.	<b>Hybrid Learning Model Minimal/Moderate Spread</b> Implementation of more intensive mitigation strategies, alternating schedules, and targeted distance/remote learning	<b>Remote Learning Model Substantial Spread</b> Implement district-wide distance/remote learning as needed depending on length of closure (short-term or extended)
<b>TECHNOLOGY DEPARTMENT STAFF INCLUDING IT TECHNICIANS</b>  *Considered "Essential Staff"	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as desired</li> <li>• Ensure hand sanitizer is available in each office</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site regular hours</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines as much as possible</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Ensure hand sanitizer is available in each office</li> <li>• Use disinfecting wipes when making contact with equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Work on-site on abbreviated work schedule</li> <li>• Follow appropriate safety protocols</li> <li>• Follow appropriate social distancing guidelines</li> <li>• Stay home if sick</li> <li>• Notify immediate supervisor immediately if you become ill while at work</li> <li>• Meet all requirements of health screening questionnaire</li> <li>• Reinforce good hygiene measures such as handwashing, covering coughs, and face coverings</li> <li>• Encourage use of hand sanitizer/soap</li> <li>• Wear face masks/coverings and other appropriate PPE as required</li> <li>• Ensure hand sanitizer is available in each office</li> <li>• Use disinfecting wipes when making contact with equipment</li> </ul>

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#### **ADDITIONAL RESOURCES**

Centers for Disease Control – [www.cdc.gov](http://www.cdc.gov)

New Mexico Department of Health – [www.nmhealth.org](http://www.nmhealth.org)

NM Public Education Department Reentry Guidance - <https://webnew.ped.state.nm.us/reentry-district-and-school-guidance/>

NMAA Return to Play Guidelines - <https://www.nmact.org/2020/06/nmaa-guidance-for-return-to-play-phase-1-updated-to-include-use-of-weight-rooms/>

**STAY SAFE AND HEALTHY!**