Hatch Elementary School

2020/2021 Reentry Plan

*GUIDANCE FOR A SAFE RETURN*



As the new school year approaches, the state has asked NM school districts begin planning out safety measures that will allow students, teachers, and staff to return to a healthy and sanitary environment.

This toolkit should be a guidance for families and students to understand what health practices will be in place when students return to school, and what school will look like during different phases. “Required guidelines” are mandated by state regulations or guidelines.



***Why are there Health***

***Requirements Needed Now?***

COVID-19 is a virus spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from contaminated surface and then to the nose or mouth, causing infection. Personal prevention practices such as washing your hands and staying home when you are ill, are absolutely necessary. Frequent cleaning and disinfecting of areas are important practices to maintain a healthy and safe environment.

Any scenario in which many people gather together poses a risk for COVID-19 transmission. While children generally experience mild symptoms with COVID-19, and have not been found to contribute substantially to the spread of the virus, transmission from even those with mild or no apparent symptoms remain a risk.

Symptoms appear 2-14 days after exposure to the virus and may include any of the following symptoms:

* Fever or Chills
* Cough
* Shortness of Breath
* Fatigue
* Difficulty Breathing
* Muscle or Body Aches
* Loss of Taste/Smell
* Sore Throat
* Congestion
* Headache
* Runny Nose

This list is not all possible symptoms. There have also been reports of vomiting or diarrhea. Fever of 100.4 or higher may indicate you have been exposed. While symptoms in children are similar to adults, children may have milder symptoms. Children have been reported to experience cold-like symptoms such as fever, runny nose, and cough. Children with Covid-19 may not initially present with fever and cough as often as adult patients.

***Checklist for Parents***

***PLAN AND PREPARE***

* **Practice and reinforce good prevention habits with your family**
* Avoid close contact with people who are sick.
* Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
* Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
* **Keep your child at home if sick with any illness**
* If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.
* ***Be prepared if your child’s school or child care facility is temporarily dismissed***
* Talk with your employer about sick leave and work from home options in case you need to stay home with your child. Consider planning for alternate child care arrangements.

***IF YOUR SCHOOL/CHILD CARE PROGRAM IS CLOSED***

* **Keep track of school dismissal/closure updates**
* Read or watch local media sources that report school dismissals or stay in touch with your school.
* **Options for digital and distance learning will be provided**
* **Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community**
* **Seek guidance from your school administrator to determine when students and staff should return to schools**

Duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific situation in your community. Students and staff should be prepared for durations that could last several days. Administrators should work with their local health authorities to determine duration of dismissals.



***HES Reentry Plan***

The HVPS Leadership team and the HES Leadership team met over a number of days to plan for the reopening of schools in Hatch, considering three different scenarios, depending on what restrictions are necessary when the NMPED allows for a reopening date.

* Full Re-Entry: Minimal Social Distancing would be implemented assuming State Covid-19 Data stabilizes.
* Hybrid: Moderate Social Distancing would be required and additional restrictions would be necessary. Schools would be required to adhere to these requirements:
* Ensure sufficient social distancing with at least 6 feet

between people at all times in school facilities and on

school transportation vehicles

* Limit density of people in school facilities and transportation

vehicles to no greater than 50% maximum occupancy to

ensure safe social distancing.

* Face coverings (a mask or shield) and hand washing would be required of all students and staff.
* Remote: Suspension of in-person instruction and the implementation of remote learning for all students.

***Requirements and Recommendations***

Practices that are ***required*** must be implemented by all HVPS. These practices will be essential actions in order to minimize exposure to Covid-19 for students, staff, and families.

Practices that are ***recommended*** are additional strategies that schools may choose to minimize spread of Covid-19.

* Social Distancing and Minimizing Exposure
* Face Coverings (mask or shield)
* Protecting Vulnerable Populations
* Cleaning and Hygiene
* Monitoring for Symptoms
* Handling Suspected, Presumptive or confirmed cases of Covid-19
* Communication and Combating Misinformation
* Water
* Transportation
* Coping and Resilience
* Additional Considerations
* Resources

Social Distancing and Minimizing Exposure

*Social Distancing is a key tool to assist in decreasing the spread of Covid-19.*

*Keep space between yourself and others*

HES will:

* Minimize opportunities for sustained exposure by ensuring sufficient social distancing with at least 6ft between people whenever possible
* Provide frequent reminders for students and staff of all safety measures
* Place physical barriers such as plexi-glass for protection at Secretary desks and other areas
* Arrange desks or seating so that students are separated from one another or sitting all in the same direction. No Grouping.
* Designate hallways as one-way and post reminders in hallways
* Have staff monitor arrival and dismissal to discourage congregating and ensure that students go straight to their assigned classrooms, bus, or vehicle.
* Limit nonessential visitors and activities
* Students will be required to eat breakfast in their classrooms
* Incorporate virtual events- If needed
* Follow all recommendations outlined to us by the CDC



**Face Coverings**

**Minimizing Exposure**

* Face coverings are meant to protect other people in case the wearer in unknowingly infected but does not display any symptoms. HES will require all students and staff to wear a face covering (mask or shield) except while eating, drinking and exercising (including exercising during recess), with limited exceptions for students or staff that have medical reasons for not being able to wear a mask or face shield. ALL students should be reminded constantly to not touch the mask and to ALWAYS wash their hands.

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**Monitoring for Symptoms**

Regular screening for symptoms throughout the school day will be imperative in reducing exposure to the virus. Self-monitoring will be required of all staff. If a student develops symptoms throughout the day, the health assistant and administrator must be notified immediately and the students will wait in the isolation room, until a parent (or someone on the students’ contact list) can come pick them up.

**Schools are required to:**

* Enforce that staff and students stay home if:
  + They have tested positive for or are showing symptoms of Covd-19
  + They have recently been in contact with someone who was diagnosed with the virus
* Conduct Symptom screenings of ANY person entering the building. This will include staff, students, parents, and essential visitors.
  + Screenings will be conducted at the entrance of all school building. Fever is determined by a measured 100.4 or greater
* Individuals waiting to be screened must stand six feet apart from each other. Markings or tape will be used on the floor for spacing.
* The staff person monitoring temperatures MUST wear a protective face covering.
* A touchless thermometer will be used.
* Staff member will wash hands or use hand sanitizer before touching the thermometer.
* Staff members will wear gloves and change between direct contact with individuals.



**Handling Suspected, Presumptive or Confirmed Cases of COVID-19**

HES will:

* Establish a designated area for symptomatic students that will only be used for that purpose and isolate immediately.
* Ensure symptomatic student remains under visual supervision maintaining a 6ft distance
* Staff members should ALWAYS wear face coverings when monitoring sick children
* Require the symptomatic person to wear a face covering while waiting to leave the facility
* Cloth coverings should never be used on a person who is having trouble breathing or is incapacitated or otherwise unable to remove the face covering without assistance. This includes anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.
* Require school nurses and health assistants who provide direct patient care to wear appropriate Personal Protective Equipment (PPE).
* Implement cleaning and disinfecting procedure following the CDC guidelines

HES will adhere to the following process for allowing students and staff to return to school:

* If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever reducing medicines and they have felt will for 24 hours

***If parents do not respond or refuse to come for their child, the proper authorities will be notified (SRO, Hatch PD, Emergency Medical Assistance, and/or* *CYFD*).**

If a person is diagnosed with COVID-19 by a medical professional OR has not been tested, but has any symptoms of COVID-19, they should not be at school and should stay home until they can answer YES to the following:

1. Has it been at least 10 days since the individual first had symptoms?
2. Has it been at least 3 days since the individual had a fever?
3. Has it been at least 3 days since the individual’s symptoms have improved, including cough and shortness of breath?

HES will:

* Notify local health authorities of confirmed cases of COVID-19
* Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators coordinate with local health officials to notify staff and families immediately while maintaining confidentiality in accordance with FERPA and any other state and federal laws.
* Ensure that if a student /employee has been diagnosed with COVID-19 but does not have any symptoms, they must remain out of school for a minimum of 10 days since the positive results.
* Ensure that if a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive. They must complete the 14 days of quarantine with no exceptions.
* Provide remote learning options for students who are unable to be at school due to illness or exposure.



**Cleaning and Hygiene**

*Washing your hands for 20 Seconds or using hand sanitizer is highly recommended to help prevent the spread of disease.*

**HES will:**

* Reinforce hand washing continuously especially during and after key times.
* Increase monitoring to ensure adherence among students and staff. Teachers and staff should:

~Supervise use of hand sanitizer

~Ensure that children with skin irritations use soap and water

* Establish a scheduled routine for cleaning and

disinfecting of high touched surfaces and areas such as:

* Door handles
* Faucet handles
* Toilet handles
* Light switches
* Desks
* Tables
* Chairs
* Countertops
* ALL cafeteria service tables, carts,

and chairs

* Ensure safe and correct use and storage of cleaning

and disinfection products

* Limit sharing of personal items and supplies
* Keep students’ personal items separated and individually

labeled

* Custodians or staff members will frequently check and refill hand sanitizers.
* Encourage and remind students and staff to cough into their elbow.

used tissues should be thrown away immediately and hands

should be washed or sanitized immediately

* Provide hand sanitizer in the classrooms and in common areas

**Transportation**

HVPS Transportation department is **required** to:

* Clean and disinfect transportation vehicles regularly.
* Clean and disinfect frequently touched surfaces prior to morning and afternoon routes such as:
* Driver’s cockpit
* Hard seats
* Arm rests
* Door handles
* Seat belt buckles
* Light and air controls
* Doors
* Windows
* Grab handles
* Keep doors and windows open when cleaning the vehicle and between trips for adequate ventilation
* Follow all symptom and screening protocols
* Students are not allowed to enter the vehicle if they are experiencing any symptoms of COVID-19
* Students are not allowed to enter the vehicle if they have been exposed to someone with COVID-19
* Enforce that if an individual is sick during the day, they are not allowed to use school transportation
* If the bus driver becomes sick, they must follow protocol and quarantine for 14 days
* Provide hand sanitizer on all school transportation vehicles
* Another adult should accompany the bus driver if/when screening students
* Allow for 1 student per seat and 6ft of social distancing between students, when applicable
* May assign seats for students if feasible
* Consider keeping windows open while vehicle is in motion

**Additional Considerations:**

**Water and Ventilation**

* HES will not utilize water fountains, and instead provide water stations for refilling water bottles. Parents will be encouraged to send students with a full water bottle every day.
* HVPS will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff.
  + All classroom doors will remain open while students are present to promote ventilation.

**Social Emotional Learning and Communication**

HES will:

* Increase capacity to deliver social support services for regular check-ins and to set up video calls with students and families during remote learning.
* Create and maintain healthy, caring relationships among and between students and staff by creating a sense of belonging and connection. Encourage staff, students, and families to talk with people they trust regarding COVID-19.
* Conduct ongoing regular training among all staff on social emotional learning and mental wellness.

HES will communicate with parents and families by:

* Posting information on social media sites
* Using the district phone messenger
* Sending letters and reports through the mail
* Putting up signs, posters, and flyers at all main entrances and key areas throughout the school building

**Hatch Valley Elementary School**

**COVID-19 Safety Plan and Procedures**

Hatch Valley Elementary School, ordered by Governor Lujan Grisham will begin the school year in the **Remote Learning Model**. Students will learn from home and will be responsible for assignments their teachers provide via Google Classroom and other virtual platforms. For optimal learning students should meet online with their teachers daily. Chromebooks will be lent to students who do not have a computer and students may come to the school parking lot to get WIFI anytime of the day or night.

When HES is allowed to open with the **Hybrid Model**, we will ask all of our students to be in attendance on Mondays, Tuesdays, Thursdays and Fridays.  Our population is small enough at HES that we will be able to accommodate all students while social distancing.  Students who choose to learn virtually from home during this time, will be responsible for grade level standards, will need to have access to the internet and will have to sign a contract by semester.

**Beginning of the School Year:**

* A clear physical barrier will be erected for all school secretaries and visitors will not be allowed in the building,
* Nonessential visitors and volunteers will be restricted.
  + A visitor is defined as an individual, who is not a student, staff or an employee of HVPS or a member of the Ben Archer Heath Center (BAHC).
  + HVPS Employees not assigned to the building must continue to sign in or call the campus upon arrival. Please carry your own pen to sign in.
  + Campus visits should be limited to **essential** school business.
  + When visits require face-to-face interaction only one (1) individual (and possibly a translator) will be permitted to conduct the business.
* Essential visitors must call the front office before entering. Visitors will be screened and will be required to sanitize their hands and wear a face covering (mask or shield).
* When a parent /guardian is called with a request to pick up their sick child from the school, the parent/guardian will be asked to:
  + Provide identification
  + Call the front office when they pull up the school (267-8270) and wait in their car for their child to be brought out to them.
* Trainings will be held at the beginning of the school year for all staff members on the reentry guidelines and regulations, and the importance of properly disinfecting their classrooms. Schedules for restroom breaks and students washing their hands will be discussed as well.
* Custodians will be trained and informed of the importance of keeping to the disinfecting schedules for the classrooms and the school as a whole.

**Beginning of the School Day:**

* Students will be screened by staff before entering the building with a thermal thermometer. Students will be greeted and directed into the building and will be required to walk directly to their respective classrooms. NO Bathroom STOPS!
* Teachers **need** to be in their classrooms by 7:45 a.m. to receive students. **Note: We will not be able to accept students until 7:45 a.m. No exceptions.**
* All students and staff will be required to wear masks inside the building throughout the school day.
* Only district personnel will be allowed in the school site. **NO EXCEPTIONS**

**Classroom Environment:**

* Hand Sanitizer will be available in all classrooms.
* Disinfectant supplies will be provided to each teacher and these supplies will be stored properly in a secure location within the classroom for use by the teachers and custodians only.
* Schedules will be set in place for routine disinfecting of all classrooms.
* Tissue will be set in place for both students and staff.
* Regular resupply of masks, gloves, cleaning supplies, disinfectant soap, and hand sanitizer will be provided to each classroom.
* Students will be 6 feet apart in rows. Kindergarten will use individual desks.
* Classrooms will have tape on the floor to distance students 6 feet apart.
* The hallway restrooms will have tape on the floor to designate where students should stand as they wait to enter the restroom. Students will learn distancing by using marked ropes to ensure social distancing while walking through the hallway.
* Water fountains in schools will not be used due to the CDC restrictions. Students are encouraged to bring a water bottle they may refill during the day, to stay hydrated.
* Students will not share any materials such as books, supplies, computers, or other materials.
* Students will take required breaks (outside when possible) that allow students to wash their hands or use hand sanitizer, and take a breather from their mask.
* Restroom breaks
* Custodian schedules will be adjusted so that they are on site throughout the day to provide the disinfection of the classrooms.

**End of School Day**:

* Parents will be required to wait in their vehicles when arriving to **pick up** their child at the end of the school day.  Parents will utilize the drop off zone located on the West side of the building by the front door.  Students will be released through the doors one by one.
* Pick up will be staggered:
  + Kinder 2:30 – 2:40
  + 1st Grade 2:40 – 2:45
  + 2nd Grade 2:45 – 2:55
  + ***Please do not get in line for pick-up before your child’s dismissal time! You will make it difficult for other parents to pick up their child at their approved time.***
* Parents WILL NOT be permitted to enter the building, unless approved by the Campus Administrator
* Parents wanting to pick up students earlier for outside appointments must submit a request to the front office staff
  + Parents will need to call the school office to notify the staff of their arrival.
  + Parents waiting in their vehicle who need to speak to the school staff, must wear their mask.
* Bus pick-up will be also be staggered to follow distancing rules.

**Breakfast and Lunch:**

**Breakfast** will be served in the classroom

* Students will pick up their breakfast upon arrival to the school building and take it to their classroom.

.**Lunch** will be served in the cafeteria and HES will:

* Mark spaced lines to enter the cafeteria and serving lines; designate entrances and exit flow paths.
* Students will enter the cafeteria for lunch and sit 6 feet apart and in the same direction. Trash cans will be rolled by students to dump trays. Teachers will come into the cafeteria where students will be dismissed by class. The students will line up according to 6 foot distancing utilizing tape on the floor. Teachers will walk students back to their classrooms.
* Lunches will be staggered by grade level:
  + - 10:50 – 11:20
    - 11:20 – 11:50
    - 11:50-12:20
* Utilize outdoor seating as practicable and appropriate.
* When weather permits classes may go outside for fresh air (while social distancing). Teachers will come up with structured activities to ensure students stay a safe distance apart. Playground equipment will be off limits until there’s a decrease of risk.
* Conduct cleaning of cafeterias and high-touch surfaces throughout the school day.
* Prevent the sharing of foods and utensils.

**Classroom Instruction**:

* Teachers will teach the CCSS using Direct Instruction.
* Grades will be entered into PowerSchool using percentages.
* Virtual events such as parent’s/family meetings, assemblies, and performances will be via Google Meets.
* Students who choose not to come to school, but rather to participate in virtual learning during Hybrid/Full entry will learn via the Edgenuity program, or another online curriculum approved by the district.

**Hatch Elementary School Schedules**

**Remote:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **ALL STUDENTS:** | REMOTE LEARNING | | | | |
|

**Hybrid/Full Entry:**

**\*Full entry may include Wednesdays On Campus.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **ALL STUDENTS:** | On Campus | On Campus | Remote learning for all students. Planning/office hours/PD for teachers Deep cleaning buildings and busses | On Campus | On Campus |
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**Assumption of the Risk and Waiver of Liability Relating to COVID-19**

**COVID-19 is extremely contagious virus and is believed to be spread mainly from person-to-person contact. Hatch Valley Public Schools cannot guarantee that your child will not become infected with COVID-19. Attendance in school could increase the risk of contracting COVID-19.**

**Student First and Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent First and Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**READ CAREFULLY BEFORE SIGNING – PLEASE INITIAL EACH PARAGRAPH**

**\_\_\_\_\_ By signing the above agreement, I acknowledge receipt of the HES COVID Re-entry Protocol.**

**\_\_\_\_\_ By signing the above agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child may be exposed to or infected by COVID-19 through school attendance, and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death.**

**\_\_\_\_\_ By signing the above agreement, I understand that the risk of becoming exposed to or infected by COVID-19 at HES may result from the actions, omissions, or negligence of myself and others, including but not limited to HES staff, students, and families.**

**\_\_\_\_\_ By signing the above agreement, I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child, including but not limited to, illness, permanent disability, and/or death, damage, loss, claim liability, or expense, of any kind, that I may experience or incur in connection with participation with HVPS.**

**\_\_\_\_\_ By signing the above agreement, on my behalf, I hereby release, covenant not to sue or hold liable Hatch Valley Public Schools, it’s staff, other students, and families of and from the claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature Date**

**Note from the School Nurse**

I have read the above XXX from Nurse Carla Moffit. I agree that if my child is sick I will not send him/her back to school until a release from a doctor, a negative COVID test, no fever (while on or off medication!).

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_