



**Española Public Schools**

**Striving for Excellence**

## **RE-ENTRY PLAN 2021-22**

*Safe Return to In-Person Learning Instruction*



**Hernandez Elementary**

**Daniel Allinder**  
Principal

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

**District Re-Entry Planning & Response Team**

**Point of Contact**

Vera Trujillo, Interim Superintendent  
[vera.trujillo@k12espanola.org](mailto:vera.trujillo@k12espanola.org)  
(505) 367-3303

**Curriculum & Instruction**

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

**Assessment & Accountability**

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

**Athletics**

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

**Bilingual Education**

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

**Facilities**

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

**Federal Programs**

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

**Finance & Business Services**

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

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

**Food Services & Warehouse**

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

**Indian Education**

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

**Human Resources**

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

**Health, Wellness & Reporting**

Jannelle Lujan, Coordinator  
[jannelle.lujan@k12espanola.org](mailto:jannelle.lujan@k12espanola.org)  
(505) 367-3333

**Safety & Security**

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

**Special Education & Student Services**

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

**STARS/Synergy SIS**

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

**Technology**

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

**Technology Helpdesk**

[helpdesk@k12espanola.org](mailto:helpdesk@k12espanola.org)  
(505) 753-5262, 877-677-5262

**Transportation**

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

**Española NEA Designee**

Lucille Martinez-Holguin  
[lamholquin@gmail.com](mailto:lamholquin@gmail.com)

Denise Lopez  
[djl\\_jms@yahoo.com](mailto:djl_jms@yahoo.com)

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

**School Re-Entry Planning & Response Team**

|  | Primary Designee | Secondary Designee |
|--|------------------|--------------------|
|--|------------------|--------------------|

|   |   |  |
|---|---|--|
| <p><b>Planning Responsibilities:</b><br/>           A. Coordinate, supervise &amp; execute School Re-Entry Plan.</p> <p><b>Emergency Responsibilities:</b><br/>           B. Collect and maintain all info about who is in the building.<br/>           C. Notification of District Staff and coordination of district resources as needed.<br/>           D. Coordination &amp; oversight<br/>           Communication with the school response team.</p>  | <p><b>Daniel Allinder</b><br/>           daniel.allinder@k12espanola.org<br/>           (505) 753-4008<br/>           (505) 901-2442 (cell)</p> | <p><b>Maxine Ortiz-Abeyta</b><br/>           maxine.abeyta@k12espanola.org<br/>           (505) 753-4008</p>                             |
| <p><b><u>B. Emergency Responses Building Contact Information</u></b><br/>           Staff rosters, including cell phone numbers*<br/>           On-site contractor rosters, including cell phone numbers*<br/>           Classroom and cohort rosters*<br/>           Class schedules*<br/>           After school program rosters*<br/>           Bus route rosters*<br/>           Student Profile (STU201), includes all contact and emergency information for each student*<br/> <i>Real-time sign-in sheets/visitor rosters</i><br/> <i>Real-time student attendance data</i><br/> <b>*All information should be printed/filed in the school's emergency response binder.</b><br/> <i>Real-time sign-in sheets/visitor rosters</i><br/> <i>Real-time student attendance data</i></p> |   |  |
| <p><b>Communications</b><br/> <i>Assists in communication needs related to pre-planning and emergency response. Coordinates website postings, social media posts, School Messenger auto-dialer notifications.</i></p>   | <p><b>Iris Eguino</b><br/>           iris.eguino@k12espanola.org<br/>           (505) 753-4008</p>  | <p><b>Daniel Allinder</b><br/>           daniel.allinder@k12espanola.org<br/>           (505) 753-4008<br/>           (505) 901-2442</p> |
| <p><b>Health &amp; Wellness</b><br/> <i>Assists in maintaining all health &amp; wellness documentation for students &amp; staff, maintains secure temperature &amp; screening logs, reports all positivity cases and assists with contact tracing.</i></p>  | <p><b>Clarissa Mondragon</b><br/>           clarissa.mondragon@k12espanola.org<br/>           (505) 753-4008</p>                                | <p><b>TBD (Counselor)</b></p>  |
| <p><b>Student Supervision (Emergency)</b><br/> <i>Assists as the point person to ensure all students are appropriately supervised by their primary instructor during emergency response. Serves as "back up" for POC.</i></p>   | <p><b>Celina Roybal</b><br/>           celina.roybal@k12espanola.org<br/>           (505) 753-4008</p>  | <p><b>Nora Martinez</b><br/>           nora.martinez@k12espanola.org<br/>           (505) 753-4008</p>                                   |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|  |  |  |
|--|--|--|
| <p><b>School Facilities</b><br/> <i>Assists in securing all classrooms during emergency response, provides facility management support to first responders as necessary.</i></p> | <p><b>Joshua Belmontes</b><br/> joshua.belmontes@k12espanola.org<br/> (505) 367-3417</p> | <p><b>Iris Egunio</b><br/> iris.eguino@k12espanola.org<br/> (505) 753-4008</p> |
|--|--|--|

## Emergency Response Preparedness

|  |  |
|--|--|
| <p><b>Evacuation Rally Point &amp; Protocols</b></p> | <p><b>On campus rally points &amp; protocols</b></p> <ul style="list-style-type: none"> <li>● Every staff member will be given a copy of the evacuation procedures and locations for their classroom. Each location is labeled on the map and clearly marked on campus.</li> <li>● In case of an evacuation, teachers will escort their students to their designated evacuation location.</li> <li>● Teachers will ensure that students are 6 ft socially distanced and continue to wear their masks properly while in close proximity.</li> <li>● At each evacuation location, there are clear marks that are 6 ft. socially distanced.</li> <li>● Teachers will take attendance and will account for all of their students during the evacuation.</li> </ul> <p><b>Off campus evacuation site &amp; protocols.</b></p> <ul style="list-style-type: none"> <li>● Teachers will escort their students off campus to the designated site.</li> <li>● Teachers will supervise students to maintain social distance and to continue to wear their masks while in close proximity.</li> <li>● Teachers will take attendance and will account for all of their students during the evacuation.</li> </ul> |
| <p><b>Student Pick Up Procedures</b></p>             | <p><b>Plan for verification of authorized pick up &amp; sign out.</b></p> <ul style="list-style-type: none"> <li>● In case of an emergency, parents/guardians and/or other approved family members will call the front office to ask for the student and schedule the time of pick up.</li> <li>● Parents/guardians and/or approved family members will call the front office when they are outside the school.</li> <li>● outside the school.</li> <li>● The office manager will inform the teacher when the parent/guardian has arrived.</li> <li>● Support staff will escort the student outside with a sign-out sheet for the family member to sign.</li> </ul>  |
| <p><b>Student Transportation Procedures</b></p>      | <p><b>Plan for documenting who commute home on the bus &amp; bus #</b></p> <ul style="list-style-type: none"> <li>● A list of students and what bus they take will be kept in the front office and distributed to teachers.</li> <li>● The list will also include students who are picked up/dropped off.</li> <li>● Students will be dismissed to the bus or car according to the arrival of the vehicle and the list that is provided.</li> </ul> <p><b>Plan for ensuring students are received when they get off the bus (if dismissed early or at a non-regular time).</b></p> <ul style="list-style-type: none"> <li>● Bus drivers will assist in supervising students as they disembark.</li> <li>● Support staff will assist in supervising students who are dismissed early because</li> </ul>   |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

---

|  |   |
|--|---|
|  | <p>of abbreviated schedules.</p> <ul style="list-style-type: none"><li>● If students are evacuated at the non-regular time a school staff member will ride the bus with students to verify students get home safely and are received by a responsible caretaker.</li><li>● Students who cannot get home safely will be returned to the school site.</li><li>● Documentation of who the student is released/received by will be maintained by the accompanying teacher.</li></ul>  |
| <b>Plan for When A Student Cannot Be Picked Up Immediately</b> | <ul style="list-style-type: none"><li>● Students who are not picked up immediately or do not have a plan to be picked up will remain with the teacher until 3:20 pm.</li><li>● If the student is not picked up, then the teacher will escort the student(s) to the front office.</li><li>● The office manager will contact the parent/guardian to pick up the student.</li><li>● If unable to contact parent/guardian, the office manager will call emergency contacts.</li></ul> |
| <b>Sending Staff Home</b>                                      | <ul style="list-style-type: none"><li>● Teachers are released at 3:20 pm when all assigned students have left or have been escorted to the front office to await pick up.</li><li>● Staff/Teachers must lock up their classroom and leave campus by 4:00 pm unless prior approval by administration.</li><li>● The Principal is the last staff member to leave the campus.</li></ul>  |
| <b>Student Groups &amp; Scheduling</b>                         | <ul style="list-style-type: none"><li>● Students will be grouped in PODs or homeroom classes in order to minimize exposure to multiple groups per teacher and student needs while maintaining balance.</li></ul>  |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

---

## Essential Re-Entry Planning & Preparation

|                              |   |
|------------------------------|---|
| <b>School Hours</b>          | <p>Hours of Operation (Office):       <b>7:30 am – 4:00 pm</b><br/> Hours of Operation (Teachers, EA) <b>7:50 am – 3:20 pm</b><br/> Student Instructional Hours:       <b>8:20 am – 3:00 pm</b></p>   |
| <b>Signage</b>               | <p><b>Plan for maintaining social distancing</b></p> <ul style="list-style-type: none"> <li>● Students will maintain social distancing as marked on sidewalks while waiting to enter the building.</li> <li>● Students will maintain social distancing while in the classrooms by staying at/or near their assigned seats.</li> <li>● Students will maintain social distancing while on breaks in designated areas with clearly marked spacing.</li> </ul> <p><b>Entrance signage</b></p> <ul style="list-style-type: none"> <li>● Signs to enter the building will be clearly marked for staff and students (main entrance).</li> <li>● Notices and reminders for maintaining social distancing and wearing masks will be posted at the front entrance.</li> <li>● All other entrances will have signage to redirect entering through the front door.</li> </ul> <p><b>Traffic flow</b></p> <ul style="list-style-type: none"> <li>● Traffic flow markers will be posted throughout the campus hallways.</li> </ul> <p><b>Social distancing marks/lines</b></p> <ul style="list-style-type: none"> <li>● Social distancing lines will be marked outside the entrances to the school, near the parking lot and on the sidewalks leading to the entrances.</li> <li>● Social distancing lines will also be marked in each evacuation area.</li> </ul> <p><b>Prevention signage</b></p> <ul style="list-style-type: none"> <li>● Social distancing, mask wearing, and hand-washing notices will be posted throughout the school, in hallways, near classrooms and restrooms.</li> </ul> |
| <b>Sanitization Stations</b> | <p><b>Hand washing stations</b></p> <ul style="list-style-type: none"> <li>● There will be hand-washing stations located in each bathroom (running water and soap will be available).</li> </ul> <p><b>Sanitization stations</b></p> <ul style="list-style-type: none"> <li>● There will be a sanitization station located at the main entrance to the building for check-in. This includes hand sanitizer and disinfectant wipes.</li> </ul> <p><b>Classroom sanitization stations</b></p> <p>There will be disinfectant wipes located in each hallway and hand sanitizer at the entrance to each classroom.</p>   |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|   |  |
|---|--|
| <b>Ventilation &amp; Filtration</b>           | <p><b>What type of air filtration system does your school have?</b></p> <ul style="list-style-type: none"> <li>• Medify Air Purifiers</li> </ul> <p><b>When were filters installed? Replacement cycle?</b></p> <ul style="list-style-type: none"> <li>• All air filters were first installed on March 9, 2021.</li> <li>• Filters will be replaced every 3 months.</li> </ul> <p><b>Is there a need for additional ventilation/box fans?</b></p> <p>Yes. Box fans will be placed in each classroom</p>   |
| <b>Isolation Area &amp; Procedures</b>        | <p><b>The isolation area is located in Room #1.</b></p> <ul style="list-style-type: none"> <li>• The isolation area is located in the vestibule by the southeast entrance (Rm #1).</li> <li>• Any students who have developed COVID-19 symptoms during the day will be taken to the isolation area by the designated support staff member wearing proper PPE to await pick up at the southeast exit.</li> <li>• Teachers who have developed COVID-19 symptoms during the day must inform the front office so that appropriate supervision can be found for their students. Then they must leave the campus immediately, limiting contact with other staff members and limiting exposure to other areas of the building beyond their assigned areas.</li> <li>• Staff members who have developed COVID-19 symptoms during the day must inform the front office and will be asked to leave the building and campus immediately to go home, limiting contact with other staff members and limiting exposure to other areas of the building beyond their assigned areas.</li> </ul>  |
| <b>Notification of Positive Case Protocol</b> | <ul style="list-style-type: none"> <li>• Communication regarding positive cases should be handled in a timely and thoughtful manner. Every effort should be made to maintain confidentiality of the infected individual. Within four hours of the school being notified of a positive case, the <i>close contacts</i> should be notified by the school of the requirement to quarantine for 10 days from the last exposure. Students and staff identified as close contacts are highly encouraged to be tested.</li> <li>• The Principal or identified school representative will be responsible for completing the district Rapid Response Reporting Form, which will be submitted directly to district representative Anna Vargas Gutierrez for submission to the NMPED Rapid Response Submission website.</li> </ul> <p style="text-align: center;"><b><u><a href="#">Rapid Response Reporting Form</a></u></b><br/> <b><u>(Click for Google Form Link)</u></b></p> <p><b>Who will staff and students report positive cases to?</b></p> <ul style="list-style-type: none"> <li>• Positive cases will be reported to Daniel Allinder, Principal</li> </ul> <p><b>Who will conduct contact tracing?</b></p> <ul style="list-style-type: none"> <li>• Contact tracing will be conducted by Jannelle Lujan and School Administration</li> </ul> <p><b>Who will be responsible for sending out the Notification of Positive Case Letter to close contacts?</b></p> <ul style="list-style-type: none"> <li>• Notifications of Positive Case Letter to close contacts will be sent out by Jannelle Lujan and School Administration.</li> </ul> |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|  |   |
|--|---|
| <p><b>Re-entry Orientation &amp; Training Plan</b></p> | <p><b>How and when will you train staff on re-entry protocols &amp; plan?</b></p> <ul style="list-style-type: none"> <li>● Staff will be trained on re-entry protocols and plan on Wednesday, March 24 from 8:00 AM - 3:30 PM by school principal and district leaders.</li> <li>● Staff will debrief to determine if adjustments are needed.</li> </ul> <p><b>How and when will you train students and parents on re-entry protocols &amp; plan?</b></p> <ul style="list-style-type: none"> <li>● Families will be trained on re-entry protocols and plan on Wednesday, March 31st information sessions offered at 11:00 AM and 4:00 PM.</li> <li>● Students will be trained on re-entry protocols and plan on Tuesday, April 6 @ 8:30 AM by principal and teachers.</li> <li>● Parent and Student Re-Entry Guide will be available on the school website.</li> </ul>  |
| <p><b>Visitor Check In &amp; Procedures</b></p>        | <p><b>General Visitation</b></p> <ul style="list-style-type: none"> <li>● Visitors will not be allowed on campus except to drop off or pick up students unless they have an appointment.</li> <li>● Parents seeking assistance must have an appointment to come onto campus.</li> <li>● All visitors must also go through the security and health screening at the front door.</li> </ul> <p><b>District Staff</b></p> <ul style="list-style-type: none"> <li>● All other staff, including maintenance, front office staff, district office staff, any other non-site-specific staff, etc., must also check-in and be screened at the front door.</li> <li>● Maintenance must have work orders to justify their presence in a particular area of the school.</li> <li>● Outside businesses/organizations, including UPS, FedEx, etc., will also be required to check-in and be screened at the front door if entering the building.</li> </ul>  |
| <p><b>Classroom Preparation</b></p>                    | <p><b>Setting up for remote learning / broadcast</b></p> <ul style="list-style-type: none"> <li>● Each classroom will be equipped with a Promethean Board.</li> <li>● Each classroom will have adequate access to the school's wifi. Each classroom will be equipped with headphones for all students.</li> <li>● Teachers will have access to adequate equipment for online instruction.</li> </ul> <p><b>Setting up labs or ancillary space for group re-entry (50% capacity)</b></p> <ul style="list-style-type: none"> <li>● Desks will be spaced 6ft apart and facing one direction.</li> <li>● Desks will be labeled with students' names.</li> <li>● Plexiglass will be installed between teachers' and students' desks.</li> </ul> <p><b>Sanitization stations</b></p> <ul style="list-style-type: none"> <li>● Sanitization stations will be set up at the front entrance, in each hallway, and at the entrance to each classroom.</li> </ul> <p><b>Instructional resources &amp; re-entry signage posted</b></p> <ul style="list-style-type: none"> <li>● Re-entry signage is posted throughout the school, in hallways, near classrooms, and restrooms.</li> </ul> <p><b>Setting up desks for in person learning (facing 1 way, 6ft distance between students).</b></p> <ul style="list-style-type: none"> <li>● Desks will be spaced 6ft apart and facing one direction.</li> <li>● Desks will be labeled with students' names when cohorts are known.</li> <li>● Plexiglass will be installed between teachers' and students' desks.</li> </ul> <p><b>Charging stations</b></p> <ul style="list-style-type: none"> <li>● Each classroom will be equipped with appropriate equipment to charge</li> </ul> |



**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

---

|  |   |
|--|---|
|  | laptops/chromebooks (extension cords, powerstrips, or recharging cart with assigned stations for each device) |
|--|---|

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

**Essential Re-Entry Procedures & Expectations**

|  | <b>Teachers</b>  | <b>Students</b>  | <b>Support Staff</b>   |
|--|--|--|--|
| <b>Start of Day:<br/>School Entry<br/>Procedures</b> | <ul style="list-style-type: none"> <li>● Teachers are required to park in their designated area. Parking in the back of the school or any other restricted area is not allowed.</li> <li>● Enter the building through the front door for screening starting at 7:35 am by the principal.</li> <li>● Report to classrooms to await the arrival of students.</li> <li>● Teachers are expected to follow the traffic flow directions through the hallway and throughout the school campus.</li> </ul> | <ul style="list-style-type: none"> <li>● Students being dropped off cannot enter the building before 7:50 am.</li> <li>● Bus unloading will occur one at a time with students following social distancing expectations as they exit the bus to the main entrance or Kinder and 1st grade check in stations.</li> <li>● Kinder and 1st grade students will enter their classrooms through their classroom’s outer doors monitored and screened by their classroom teachers.</li> <li>● Grade 2 through Grade 6 students who get dropped off or ride the bus will enter the front door between 7:50 am. and 8:20 am (Students must wear their masks properly upon entry into the building).</li> <li>● Students will have signed an Assurance Agreement on file before entry into the building.</li> <li>● Proper masks will be required, no exceptions (cannot include bandanas, gaiters, scarfs, etc.).</li> <li>● Masks should be appropriate for an education setting. Cannot include profane language or any other inappropriate content.</li> <li>● Grade 2- Grade 6 students will pick up their breakfast after they check in from the Grab-And-Go station located near the entry point. Others will have breakfasts delivered to their classrooms.</li> <li>● Students will go directly to their assigned classroom.</li> <li>● Students are expected to follow the traffic</li> </ul> | <ul style="list-style-type: none"> <li>● Staff are required to park in their designated area. Parking in the back of the school or any other restricted area is not allowed.</li> <li>● Enter the building through the front door for screening starting at 7:40 am.</li> <li>● Assist in directing students to their assigned classrooms following the designated traffic flow.</li> <li>● Nurse available at front door check-in station for health support</li> <li>● All staff are expected to follow the traffic flow directions through the hallway and throughout the school campus.</li> </ul> |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|   |   |  |  |
|---|---|--|--|
|   |   | <p>flow directions through the hallway and throughout the school campus.</p>   |  |
| <p><b>Classroom Entrance Procedures</b></p>                     | <ul style="list-style-type: none"> <li>● Teachers will have hand sanitizer available as students enter the classroom.</li> <li>● Teachers are responsible for making sure students are in their assigned seats.</li> <li>● Teachers will supervise students while in the classroom to ensure social distancing, mask requirements, and all other COVID-19 safety protocols are followed.</li> <li>● Teachers will establish procedures for students to ask permission for bathroom breaks or other students' needs.</li> <li>● Teachers will provide bathroom passes to ensure security can identify students who have permission to be outside the classroom.</li> </ul> | <ul style="list-style-type: none"> <li>● Students will use hand sanitizer upon entry into their classroom and proceed directly to their assigned seat.</li> <li>● Students are required to sit in their assigned seat.</li> <li>● Students are required to follow all COVID-19 safety protocols and practices, including social distancing.</li> <li>● Students are required to wear a mask properly at all times, covering nose and mouth (the only exception is when eating and drinking).</li> </ul>  | <ul style="list-style-type: none"> <li>● Support staff will be available for the teachers' and students' needs (Supervision, communication, meals, etc.).</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Transitions</li> </ul> | <ul style="list-style-type: none"> <li>● Transitions should be limited and students should remain in cohorts as much as possible.</li> <li>● If needed, such as for Title I, PE, or SpEd, staff will fill in logs to account for students attending in alternative locations and with alternative cohorts.</li> <li>● Staff will escort students through the hallways following traffic directives and socially distancing protocols.</li> <li>● Teachers and admin will teach and reinforce hallway procedures &amp; expectations to students on April 6 and</li> </ul>  | <ul style="list-style-type: none"> <li>● Students shall remain in their classroom cohorts as much as possible.</li> <li>● If students need to be re-grouped or re-located, such as for PE, SpEd, Title I they will be escorted by staff to their other location.</li> <li>● Students will follow protocols to follow traffic patterns while socially distancing marked on floors and walls.</li> <li>● Students will wear masks at all times while traveling through the hallways.</li> <li>● While in common areas, students will wear masks, socially distance, and use sanitizer before and after touching surfaces.</li> </ul> | <ul style="list-style-type: none"> <li>● Support staff will help students remain with their own cohorts.</li> <li>● If another setting is needed for students, support staff will help escort students to the other location.</li> <li>● Support staff will help sanitize surfaces between groups.</li> <li>● Support staff will reinforce hallway procedures for following traffic patterns and socially distancing.</li> <li>● Support staff will reinforce common area procedures and expectations to wear masks, socially distance, and use</li> </ul> |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|                  |  |  |   |
|------------------|--|--|---|
|                  | <p>thereafter.</p> <ul style="list-style-type: none"> <li>Teachers and admin will teach and reinforce common area procedures &amp; expectations on April 6 and thereafter.</li> </ul>  |  | <p>sanitizer before and after touching surfaces.</p>  |
| <b>Breakfast</b> | <ul style="list-style-type: none"> <li>Meals will be distributed by office and custodial staff to kinder and kinder/1st grade classrooms as soon as they are delivered to the school.</li> <li>Students in grades 2-6 will pick up breakfasts from the Grab-And-Go Station in the front lobby after screening at the front door.</li> <li>If breakfasts are delivered after students arrive, office and custodial staff will deliver meals to the classrooms.</li> <li>Staff will supervise hand sanitation and the removal of masks after students are seated in their assigned spaces.</li> <li>Custodial staff will remove and dump trash cans in the dumpster after breakfast.</li> <li>Teachers will supervise students clean up and sanitation procedures.</li> <li>Teachers will wipe down tables with disinfecting product.</li> </ul> | <ul style="list-style-type: none"> <li>Students will pick up meals at their Grab-And-Go Stations (Kinder and kinder/1st at their classroom doors, grades 2-6 in the front lobby) and proceed to their assigned workstation.</li> <li>If breakfasts are not delivered before students arrive at school, students will proceed to classrooms and wait for the meals to be delivered to the classrooms.</li> <li>Students will stay in their assigned areas.</li> <li>Students will stay seated while staff circulates with trash can for students to throw waste.</li> <li>Students will straighten up their own table and use hand wipes to clean off their hands and the table.</li> </ul> | <ul style="list-style-type: none"> <li>Support staff will help with the distribution of meals.</li> <li>Support staff will help supervise students while they eat.</li> <li>Support staff will help with clean up and sanitation procedures.</li> </ul>   |
| <b>Lunch</b>     | <ul style="list-style-type: none"> <li>Teachers will escort students to the lunch room during their designated lunch time.</li> </ul>  | <ul style="list-style-type: none"> <li>Students will be escorted to the lunch room by teachers.</li> <li>Students will Grab-and-Go and take a seat in the lunchroom, appropriately social distanced.</li> <li>Students will clean their area and dispose of their trash in the designated place.</li> </ul>  | <ul style="list-style-type: none"> <li>Support staff, admin, and specialists will assist in the supervision of students at lunch.</li> <li>Support staff, admin, and specialists will supervise students while they are eating.</li> <li>Support staff, admin, and specialists will assist in monitoring students on</li> </ul> |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|  |   |  |   |
|--|---|--|---|
|  |   |  | <p>break in their designated area.</p> <ul style="list-style-type: none"> <li>Support staff/custodians will assist in the pick up and disposal of extra lunches, trash, etc. beginning upon completion of lunch.</li> </ul>   |
| <b>Common Areas</b><br><b>Areas</b><br><b>Include: 2 basketball courts, front sidewalk</b> | <ul style="list-style-type: none"> <li>Teachers can escort their class to designated areas for mask breaks, per schedule.</li> <li>Teachers will supervise students in common areas and address any infractions of COVID 19 Safety protocols.</li> <li>Teachers are expected to have their students lined up in their assigned recess areas following social distancing guidelines.</li> <li>Teachers will carry a walkie-talkie or cell phone to stay in communication with the front office.</li> </ul> | <ul style="list-style-type: none"> <li>Students must accompany their teacher or another adult to designated areas for mask breaks, per schedule.</li> <li>In all common areas, signage will be posted to remind students of social distancing expectations.</li> <li>Students will follow social distancing expectations and will have masks on in all common areas.</li> </ul>  | <ul style="list-style-type: none"> <li>All common areas will always have a staff member monitoring them.</li> <li>Staff members will ensure that all COVID-19 safety protocols and practices are being followed, including social distancing and mask requirements.</li> </ul>  |
| <b>Recess</b>  | <ul style="list-style-type: none"> <li>Teachers will be provided with a schedule in which they can escort their students outside during the 30-minute lunch for a mask break.</li> <li>Teachers will escort students to their assigned outside space.</li> <li>Teachers will not be allowed to congregate during this time.</li> <li>Teachers will carry a walkie-talkie or cell phone to stay in communication with the front office.</li> </ul>   | <ul style="list-style-type: none"> <li>Students will stay six feet apart and follow their teachers to their assigned outside recess space.</li> <li>Students will stay in their assigned outside recess spaces during the short lunch break for fresh air.</li> <li>Students must remain with their class, following social distancing guidelines, and will not be allowed to congregate with other classes during this time.</li> </ul> | <ul style="list-style-type: none"> <li>Security will monitor hallways during break to make sure students are following social distance expectations.</li> <li>Admin and other support staff are monitoring outside locations to ensure social distancing expectations are being followed.</li> <li>Staff will not be allowed to congregate during this time.</li> </ul> |
| <b>Restrooms</b>   | <ul style="list-style-type: none"> <li>During class, teachers will need to call the front office to request coverage for classes for their own</li> </ul>   | <ul style="list-style-type: none"> <li>During class, students can be given a hall pass to the bathroom.</li> <li>Students will be required to use the</li> </ul>   | <ul style="list-style-type: none"> <li>Support staff will be available to cover teachers' classes as needed.</li> <li>Support staff will monitor students in</li> </ul>   |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|  |  |  |   |
|--|--|--|---|
|  | <p>bathroom breaks.</p> <ul style="list-style-type: none"> <li>● Teachers will administer a bathroom pass to give permission for students to go to the restroom.</li> <li>● Only one student will be given permission at a time.</li> <li>● Teachers will make note of bathroom release time and notify the front office if a student is out of class for more than 10 minutes</li> </ul>  | <p>bathroom that is closest to their assigned classroom.</p> <ul style="list-style-type: none"> <li>● Students must have a bathroom pass to have permission to use the restroom.</li> <li>● Only one student at a time will be dismissed to use the bathroom.</li> <li>● Upon reentry to the classroom, students will sanitize with hand sanitizer.</li> </ul>   | <p>the hallway.</p>   |
| <p><b>Communication</b></p>              | <ul style="list-style-type: none"> <li>● Teachers will communicate using the phone in their classroom.</li> <li>● Front office staff will be available and numbers will be provided to contact them for teachers' needs.</li> <li>● The intercom will be used as necessary.</li> <li>● Requests for materials and meetings will be conducted virtually.</li> </ul>   | <ul style="list-style-type: none"> <li>● Students will rely on their teacher to communicate any necessary information.</li> </ul>  | <ul style="list-style-type: none"> <li>● Front office staff will be available to answer phones and radio or call the cell phone to notify administration of any important information immediately.</li> <li>● The intercom will be used as necessary.</li> </ul>  |
| <p><b>COVID-19 Symptom Reporting</b></p> | <ul style="list-style-type: none"> <li>● Teachers who have COVID-19 symptoms will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested.</li> <li>● Teachers who do not pass all of the health screenings upon check-in will not be allowed entry to the building and will be sent home to follow the proper protocol for getting tested.</li> <li>● Teachers who develop symptoms during the day will notify admin and front office staff immediately and will be required to go home.</li> </ul> | <ul style="list-style-type: none"> <li>● Students who have COVID-19 symptoms will notify their teacher immediately and will not report to campus.</li> <li>● Students who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home.</li> <li>● Students who develop symptoms during class will inform the teacher immediately and the teacher will call the front office to make arrangements to contact parents/guardians so the student can be picked up.</li> </ul> | <ul style="list-style-type: none"> <li>● Support staff who have COVID-19 symptoms will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested.</li> <li>● Support staff who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home to follow the proper protocol for getting tested.</li> <li>● Support staff who develop symptoms during the day will notify admin and front office staff immediately and will be required to go home.</li> </ul> |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|                                       |   |  |   |
|---------------------------------------|---|--|---|
|                                       | <p>They will also follow the proper protocol for getting tested.</p> <ul style="list-style-type: none"> <li>● Staff who escort the student with symptoms will be equipped with the proper PPE and must follow all COVID-19 safety protocols and practices.</li> </ul>   | <ul style="list-style-type: none"> <li>● Security and/or a support staff member will immediately escort the student to the designated area to await pick up (southeast door).</li> </ul>   | <ul style="list-style-type: none"> <li>● Support staff will follow the proper protocol for getting tested.</li> <li>● Nurse available at station for health support.</li> </ul>   |
| <b>Student Absenteeism</b>            | <ul style="list-style-type: none"> <li>● Teachers will take attendance in Synergy every day.</li> <li>● In the Concurrent model, teachers are responsible for communicating with students who are absent and marking students as ‘Engaged’ when there is communication.</li> <li>● Teachers will be expected to have assignments posted in Google Classroom for students to access from home.</li> <li>● Teachers will forward information to the office manager (Iris Eguino) for excused absences.</li> </ul> | <ul style="list-style-type: none"> <li>● Students who are absent during Concurrent Learning will be required to access and complete work from their Google Classroom.</li> <li>● For students who cannot access the assignments from home and they have an excused absence, they will communicate with their teachers and the office manager (Iris Eguino).</li> </ul>   | <ul style="list-style-type: none"> <li>● Support staff will forward important messages about excused student absences to the teachers.</li> <li>● The office manager will excuse absences with appropriate communication from the parents/guardians.</li> </ul>   |
| <b>Materials, Resources &amp; PPE</b> | <ul style="list-style-type: none"> <li>● Teachers will be provided with all of the appropriate materials.</li> <li>● Teachers will also have a re-entry meeting with administrators before Concurrent Learning begins.</li> <li>● Teachers will be issued the protocol to follow for a symptomatic student.</li> <li>● Teachers will receive an updated evacuation map and plan.</li> <li>● Teachers will receive an updated traffic flow map.</li> <li>● Teachers will email Iris Eguino</li> </ul>            | <ul style="list-style-type: none"> <li>● Students will be informed and receive materials from their teachers.</li> <li>● Students are invited to attend the admin re-entry meetings on March 31 with administrators and their parents/guardians before Concurrent Learning begins.</li> <li>● Students will receive specific classroom level re-entry information from their teachers on March 31 during parent/teacher conferences and on April 6.</li> <li>● PPE will be available for students upon request.</li> </ul> | <ul style="list-style-type: none"> <li>● All staff will be provided with all of the appropriate materials.</li> <li>● All staff will be issued the protocol to follow for a symptomatic student.</li> <li>● All staff will receive an updated evacuation map and plan.</li> <li>● All staff will receive an updated traffic flow map.</li> <li>● PPE will be available for staff upon request.</li> </ul> |

**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

|  |  |   |  |
|--|--|---|--|
|  | <p>(<a href="mailto:iris.eguino@k12espanola.org">iris.eguino@k12espanola.org</a>) to request materials and other needs from the front office.</p> <ul style="list-style-type: none"> <li>● PPE will be available for teachers upon request.</li> </ul>   |   |  |
| <b>End of Day: School Exit Procedures<br/>Bus Area: Front Door</b> | <ul style="list-style-type: none"> <li>● Teachers will keep students seated in classrooms until the bus number is announced for students to proceed to the front door for loading.</li> <li>● Teachers will keep students being picked up by parent/guardian until after the bus has departed and parent/guardian is announced for pick up.</li> </ul>   | <ul style="list-style-type: none"> <li>● Students will remain seated in classrooms until their bus is called by support staff.</li> <li>● Students will line up following COVID-19 safety protocols and walk to the front door with the designated staff member (Principal, EA, Specialist).</li> <li>● Students will load the buses one at a time following all COVID-19 safety protocols and practices.</li> <li>● Students who are picked up will be released as their parents/guardians are announced.</li> </ul> | <ul style="list-style-type: none"> <li>● The bus number will be called out for students to be dismissed and escort in single order with 1-minute wait time staggered between each bus.</li> <li>● Lead students from classrooms to bus, ensuring COVID-19 safety protocols and practices.</li> </ul> |
| <b>School Rooms Being Utilized</b>                                 | <ul style="list-style-type: none"> <li>● Rm #1 = Isolation Room</li> <li>● Main Office</li> <li>● Principal Office</li> <li>● Library = Speech Therapy</li> <li>● Rm #3 = 1st</li> <li>● Rm #4 = Kinder</li> <li>● Rm # 7 = Title I</li> <li>● Rm # 5 = 2nd/3rd</li> <li>● Rm # 8/9 = Cyber Cafe (if needed)</li> <li>● Rm # 12 = SpEd</li> <li>● Rm # 13 = Cyber Cafe/Comp Lab (if needed)</li> <li>● Rm #14/15 or Rm #10 = 5th/6th</li> <li>● Rm #17 = 3rd/4th</li> <li>● Gym = PE, Music</li> </ul> |   |  |



**HERNANDEZ ELEMENTARY**  
**Safe Return to In-Person Instruction**

# School Map

■ = Isolation Room

■ = Office Support Rooms

