



**Española Public Schools**

**Striving for Excellence**

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

*Safe Return to In-Person Instruction*



## **Los Ninos Kindergarten Center**

**Kelly Miller**

**Principal**

## District Re-Entry Planning & Response Team

### Point of Contact

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### Española NEA Designee

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**Los Ninos Kindergarten Center**  
**Safe Return to In-Person Instruction**

<b>School Re-Entry Planning &amp; Response Team</b>		
	<b>Primary Designee</b>	<b>Secondary Designee</b>
<p><b>Point of Contact</b>  <b>Planning Responsibilities:</b>            A. Coordinate, supervise &amp; execute School Re-Entry Plan.</p> <p><b>Emergency Responsibilities:</b>            B. Collect and maintain all info about who is in the building.            C. Notification of District Staff and coordination of district resources as needed.            D. Coordination &amp; oversight Communication with school response team.</p>	<p><b>Kelly Miller</b>  <a href="mailto:kelly.miller@k12espanola.org">kelly.miller@k12espanola.org</a>            (505) 927-1546</p> <div style="border: 2px solid #FF5722; border-radius: 25px; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>B. Emergency Responses</b>  <b>Building Contact Information</b>            Staff rosters, including cell phone numbers*            On-site contractor rosters, including cell phone numbers*            Classroom and cohort rosters*            Class schedules*            After school program rosters*            Bus route rosters*            Student Profile (STU201), includes all contact and emergency information for</p> </div>	<p><b>Julianna Garcia</b>  <a href="mailto:julianna.garcia@k12espanola.org">julianna.garcia@k12espanola.org</a>            (505) 753-6819</p>
<p><b>Communications</b>  <i>Assists in communication need related to pre-planning and emergency response. Coordinates website postings, social media posts, School Messenger auto-dialer notifications.</i></p>	<p><b>Julianna Garcia</b>  <a href="mailto:julianna.garcia@k12espanola.org">julianna.garcia@k12espanola.org</a>            (505) 753-6819</p>	<p><b>Kelly Miller</b>  <a href="mailto:kelly.miller@k12espanola.org">kelly.miller@k12espanola.org</a>            (505) 927-1546</p>
<p><b>Health &amp; Wellness</b>  <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>  <a href="mailto:Clarissa.mondragon@k12espanola.org">Clarissa.mondragon@k12espanola.org</a>            (505) 929-3806</p>	<p><b>Kabryna Gonzales</b>  <a href="mailto:Kabryna.gonzales@k12espanola.org">Kabryna.gonzales@k12espanola.org</a>            (505) 412-8665</p>
<p><b>Student Supervision</b>  <i>(Emergency)</i>  <i>Assists as the point person to ensure all students are appropriately supervised by their primary instructor during emergency response. Serves as "back up" for POC.</i></p>	<p><b>Kabryna Gonzales</b>  <a href="mailto:Kabryna.gonzales@k12espanola.org">Kabryna.gonzales@k12espanola.org</a>            (505) 412-8665</p>	<p><b>Susie Trujillo</b>  <a href="mailto:susie.trujillo@k12espanola.org">susie.trujillo@k12espanola.org</a></p>
<p><b>School Facilities</b>  <i>Assists in securing all classrooms during emergency response, provides facility management support to first responders as necessary.</i></p>	<p><b>Susie Trujillo</b>  <a href="mailto:susie.trujillo@k12espanola.org">susie.trujillo@k12espanola.org</a></p>	<p><b>Rebecca Vigil</b>  <a href="mailto:rebecca.vigil@espanola.org">rebecca.vigil@espanola.org</a></p>



## Emergency Response Preparedness

<b>Evacuation Rally Point &amp; Protocols</b>	<ul style="list-style-type: none"> <li>● On campus rally point &amp; protocols. <ul style="list-style-type: none"> <li>● Every staff member will be provided a copy of the evacuation procedures for their classroom. Each location is labeled on the campus map.</li> <li>● In case of an evacuation, teachers will escort their students to designated evacuation locations.</li> <li>● Teachers will ensure that students are at least 3ft socially distanced to the extent possible and continue to wear their masks while in close proximity.</li> <li>● At each evacuation location, there are clear marks that are 3 ft. socially distanced.</li> <li>● Teachers will take attendance and will account for all of their students during the evacuation.</li> </ul> </li> <li>● Off campus evacuation site &amp; protocols. <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 to the extent possible 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> </li> </ul>
<b>Student Pick Up Procedures</b>	<ul style="list-style-type: none"> <li>● Plan for verification of authorized pick up &amp; sign out. <ul style="list-style-type: none"> <li>● In case of an emergency, parents/guardians and/or other approved family members will receive notification from the school via school messenger with specific instructions regarding student pick-up. Please make sure contact information remains up to date to ensure contact can be made.</li> <li>● Parents should wait in their vehicle in the parent parking lot.</li> <li>● Support staff or administration will escort the student to the parent vehicle with a sign-out sheet for the family member to sign.</li> <li>● Support staff will verify identification before releasing the student.</li> </ul> </li> </ul>
<b>Student Transportation Procedures</b>	<ul style="list-style-type: none"> <li>● Plan for documenting who went home on the bus &amp; bus # <ul style="list-style-type: none"> <li>● Student bus lists will be maintained by the front office and distributed to teachers.</li> <li>● Students will remain in the classroom until their bus arrives.</li> <li>● When their bus arrives, the front office will radio classroom and support staff and students will be escorted to the bus by support staff or administration.</li> <li>● Parents who are picking up their students will wait in designated parking lot until buses have departed.</li> <li>● When dropping students off, parents will wait in designated parking lot until support staff receives student and escorts student to classroom or until buses have departed. .</li> </ul> </li> <li>● Plan for ensuring students are received when they get off the bus (if dismissed early or at a non-regular time). <ul style="list-style-type: none"> <li>● All PK and K students must be met at the bus stop.</li> <li>● Students who are not met at the bus stop by an authorized adult will be returned to the school and front office staff will call parent/guardian and emergency contacts as needed.</li> <li>● Front office will send out school messenger announcing early or irregular dismissal.</li> </ul> </li> </ul>
<b>Plan for When A Student Cannot Be Picked Up Immediately</b>	<ul style="list-style-type: none"> <li>● Who is called, who remains, are they safely transported (by an authorized district vehicle)? <ul style="list-style-type: none"> <li>● Students who do not ride the bus and are not picked up or are returned by the bus will remain with teacher or EA until 3:15.</li> <li>● Students not picked up by 3:15 will be escorted to the multipurpose room by teacher or EA and will transfer student to administration.</li> <li>● Phone calls will be made to parent/guardian and other emergency contacts if parent/guardian can't be reached.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"><li>• If no contact with parent/guardian or emergency contact can be made and the student is not picked up by 3:45, CYFD/Law Enforcement will be notified.</li></ul>
<b>Sending Staff Home</b>	<ul style="list-style-type: none"><li>• Teachers and Educational Assistants are released at 3:20 when all assigned students have been picked up or escorted to the front office.</li><li>• All staff must lock their classrooms and leave campus by 4 PM unless prior approval has been granted by administration.</li><li>• Principal, office manager, or custodian are the last to leave campus.</li></ul>
<b>Student Groups</b>	<ul style="list-style-type: none"><li>• Students will be grouped by homeroom teacher into two groups: in-person learning and remote learning groups.</li></ul>



## Essential Re-Entry Planning & Preparation

<b>School Hours</b>	<p>Hours of Operation (Office): 7:30 am - 4:00 pm</p> <p>Hours of Operation (Teachers): 7:50 am - 3:20 pm</p> <p>Kinder Student Breakfast: 7:55 am - 8:15 am</p> <p>Student Instructional Hours: 8:30 am – 3:00 pm</p>
<b>Signage</b>	<ul style="list-style-type: none"> <li>● Plan for maintaining social distancing. <ul style="list-style-type: none"> <li>● Students will maintain social distancing to the extent possible when entering the school and in the hallways by adhering to clearly marked floor signage which will be placed at least 3 feet apart.</li> <li>● Students will maintain social distancing to the extent possible in the classroom by staying at their assigned seat during instruction and following floor signage when transitioning from assigned seat and to any other location.</li> <li>● Students will maintain social distancing to the extent possible of at least 3 feet during recess, evacuation or during any other activity on campus.</li> </ul> </li> <li>● Entrance signage <ul style="list-style-type: none"> <li>● Entrance signs to the building will be clearly marked.</li> <li>● Temperature check, mask requirement, and social distancing reminders will be posted at the school entrance.</li> </ul> </li> <li>● Traffic flow <ul style="list-style-type: none"> <li>● Traffic flow markers will be posted in hallways and sidewalks.</li> </ul> </li> <li>● Social distancing marks/lines <ul style="list-style-type: none"> <li>● Social distancing lines will be marked outside of the entrances to the school and on the sidewalks leading to the entrances.</li> <li>● Social distancing lines will also be marked in evacuation areas.</li> </ul> </li> <li>● Prevention signage <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 in English and Spanish.</li> </ul> </li> </ul>
<b>Sanitization Stations</b>	<ul style="list-style-type: none"> <li>● Hand washing stations <ul style="list-style-type: none"> <li>● Hand washing stations are located in each bathroom and in each classroom.</li> </ul> </li> <li>● Sanitization stations <ul style="list-style-type: none"> <li>● There will be sanitization stations located at the entrance to the building for check-in and will include sanitizer and disinfectant wipes.</li> </ul> </li> <li>● Classroom sanitization stations <ul style="list-style-type: none"> <li>● Each classroom will have a sanitization station at the entrance to the classroom which will include hand sanitizer and disinfectant wipes.</li> </ul> </li> </ul>
<b>Ventilation &amp; Filtration</b>	<ul style="list-style-type: none"> <li>● What type of air filtration system does your school have? <ul style="list-style-type: none"> <li>● MERV-13</li> </ul> </li> <li>● When were filters installed? Replacement cycle? <ul style="list-style-type: none"> <li>● February 2021, Filters will be replaced every 3 months</li> </ul> </li> <li>● Is there a need for additional ventilation/box fans? <ul style="list-style-type: none"> <li>● No</li> </ul> </li> </ul>
<b>Student Groups &amp; Scheduling</b>	<ul style="list-style-type: none"> <li>● All students will be assigned to a homeroom and receive all instruction in-person.</li> </ul>
<b>Isolation Area &amp; Procedures</b>	<ul style="list-style-type: none"> <li>● The isolation room is located in room 125.</li> </ul>



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	<ul style="list-style-type: none"> <li>● Any students who develop COVID-19 symptoms during the day will be escorted to the isolation room by a staff member wearing appropriate PPE to await pick-up. A PPE “kit” will be available in each classroom.</li> <li>● Students will be picked up and signed out at the isolation room door adjacent to the staff parking lot to minimize contact with students and staff.</li> <li>● Teachers who develop COVID-19 symptoms during the day must inform the front office and coverage will be provided so the teacher can leave the campus immediately.</li> </ul>
<p><b>Notification of Positive Case Protocol.</b></p>	<p>Communication regarding positive cases should be handled in a timely and thoughtful manner. Every effort should be made to maintain confidentiality of the infected individual. Within four hours of the school being notified of a positive case, the <i>close contacts</i> should be notified by the school of the requirement to quarantine for 14 days from the last exposure. Students and staff identified as close contacts are highly encouraged to be tested.</p> <p>The identified school representative will be responsible for completing the district Rapid Response Reporting Form, which will submit directly to district representative Anna Vargas Gutierrez for submission to the NMPED Rapid Response Submission website.</p> <p style="text-align: center;"><b><u><a href="#">Rapid Response Reporting Form</a></u></b>          (Click for Google Form Link)</p> <ul style="list-style-type: none"> <li>● Who will staff and students report positive cases to?             <ul style="list-style-type: none"> <li>● Positive cases will be reported to Kelly Miller, Principal.</li> </ul> </li> <li>● Who will conduct contact tracing?             <ul style="list-style-type: none"> <li>● Contact tracing will be conducted by Jannelle Lujan and Administration.</li> </ul> </li> <li>● Who will be responsible for sending out the Notification of Positive Case Letter to close contacts?             <ul style="list-style-type: none"> <li>● Jannelle Lujan and Administration will be responsible for sending out the Notification of Positive Case Letter to close contacts.</li> </ul> </li> </ul>
<p><b>Re-entry Orientation &amp; Training Plan</b></p>	<ul style="list-style-type: none"> <li>● How and when will you train staff on re-entry protocols &amp; plan?             <ul style="list-style-type: none"> <li>● Staff will be trained on reentry protocols and plan on August 4<sup>th</sup> at 1 PM.</li> <li>● Ongoing debriefing will occur for at least two weeks post-reentry to determine what’s working and what needs adjusting across grade-levels and departments.</li> </ul> </li> <li>● How and when will you train students and parents on re-entry protocols &amp; plan?             <ul style="list-style-type: none"> <li>● Parents will be trained on re-entry protocols and plan on August 6<sup>th</sup>.</li> <li>● Ongoing debriefing will occur for at least two weeks post-reentry to determine what’s working and what needs adjusting via school-wide surveys and parent-teacher communication.</li> <li>● Due to the age of our students (3-6 years old) student training will be integrated into the curriculum.</li> <li>● Reentry guide will be available on the school website.</li> </ul> </li> </ul>
<p><b>Visitor Check In &amp; Procedures</b></p>	<ul style="list-style-type: none"> <li>● General Visitation             <ul style="list-style-type: none"> <li>● All visitors will enter the building using the main entrance at the front of the school.</li> <li>● Dr. OWL will be used to screen and document all visitors to the building.</li> <li>● All visitors must wear a mask and successfully pass a health screening including temperature check.</li> <li>● Persons from outside businesses and agencies including FEDEX, UPS etc., will also be required to check-in, pass health screening, and wear a mask while on premises.</li> </ul> </li> <li>● School and District Staff             <ul style="list-style-type: none"> <li>● All site based and district staff, including maintenance, district office staff, contractors etc. must also enter the building via the main entrance and be screened before entering the building.</li> </ul> </li> </ul>



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**Classroom  
Preparation**

- Setting up for remote learning / broadcast.
  - Each class will be equipped with a Promethean Board.
  - Each class will have adequate access to the school's WIFI.
  - Each class will be equipped with headphones for all students.
  - Teachers will have access to adequate equipment for online instruction.
- Setting up labs or ancillary space for group re-entry (50% capacity)
  - Student work tables will be spaced at least 3 feet apart to the extent possible. 2 students will be stationed at each work table.
  - Acrylic dividers will be placed around the Teacher and EA desk.
- Sanitization stations. When will students sanitize?
  - Sanitization stations will be set up at the main entrance and at the entrance to each classroom.
- Instructional resources & re-entry signage posted.
  - Social distancing, mask wearing, and hand washing signs are posted throughout the school, in hallways, near classrooms, and restrooms.
- Setting up desk for in person learning
  - Student work tables will be spaced at least 3 ft. apart to the extent possible and facing one direction.
  - Desks will be labeled with student names.
- Charging stations.
  - Three charging stations are available schoolwide.





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## Essential Re-Entry Procedures & Expectations

	<b>Teachers</b>	<b>Students</b>	<b>Support Staff</b>
<b>Start of Day: School Entry Procedures</b>	<ul style="list-style-type: none"> <li>Teachers will park in the staff parking lot and enter the building through the main entrance between 7:30 am – 7:50 am and complete health screening utilizing Dr. OWL.</li> <li>Nurse or Health Assistant will conduct health screening.</li> <li>Teachers will assist with student arrival as needed or indicated by duty roster.</li> <li>2-way radios will be utilized to facilitate efficient transitions from drop-off to classroom.</li> <li>Floor signage indicating traffic flow and social distancing will be followed by all staff.</li> </ul>	<ul style="list-style-type: none"> <li>How and where to enter building (Plan for bus drop off &amp; parent drop off)</li> <li>Students should not be dropped off and cannot enter the building before 7:55 am.</li> <li>All students should arrive at school by 8:15 am.</li> <li>Parent drop-off will be in the designated parking lot. Students should not exit the vehicle until they are met by a staff member monitoring the drop-off location. Staff members will escort small groups of students to their classroom.</li> <li>Students arriving by bus will not exit the bus until they are met by a staff member who will escort them to their classroom.</li> <li>All students will enter the building through the main entrance.</li> <li>Proper mask wearing will be required, no exceptions.</li> <li>Students will eat breakfast in their classroom or dedicated location within the LNKC campus.</li> <li>Students are expected to follow the traffic flow directions indicated by floor signage throughout the campus.</li> </ul>	<ul style="list-style-type: none"> <li>Support staff will park in the staff parking lot and enter the building through the main entrance between 7:30 am – 7:50 am and complete health screening utilizing Dr. OWL.</li> <li>Educational assistants will report to duty location and assist with students arriving by bus and parent drop-off and monitor student breakfast locations.</li> <li>2-way radios will be utilized to facilitate efficient transitions from drop-off to classroom.</li> <li>Floor signage indicating traffic flow and social distancing will be followed by all staff.</li> </ul>
<b>Classroom Entrance Procedures</b>	<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 also supervise students while in the classroom to ensure social distancing, mask wearing, and all other COVID-19 safety protocols are followed.</li> <li>Teachers will establish protocols for students to ask for permission for bathroom breaks and other needs.</li> </ul>	<ul style="list-style-type: none"> <li>Students will use hand sanitizer upon entry into their classroom and proceed 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 and mask wearing.</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 to assist teachers and students (supervision, communication, meals, etc.)</li> </ul>

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<b>Transitions</b>	<ul style="list-style-type: none"> <li>Teachers will be expected to remain in their classroom and with their students except for teacher lunch break and planning time.</li> <li>Transitions will be limited to arrival, dismissal, and recess.</li> <li>Transitions will be supervised by the staff member escorting students from one destination to another. Due to the age of our student population, students are always accompanied by an adult during transitions.</li> <li>Arrival and dismissal transitions will be determined by arrival of buses and will be staggered to ensure social distancing.</li> <li>Recess is scheduled by class and allows for social distancing and sanitizing between classes.</li> </ul>	<ul style="list-style-type: none"> <li>Students will eat breakfast and lunch in designated rooms within the LNKC campus.</li> <li>During transitions to recess or any other location on campus, students will be supervised by a staff member and follow all COVID -19 Safety protocols and practices at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Support staff will assist with supervision during breakfast, lunch, recess, specials, mask and other breaks.</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>Teachers will assist with breakfast duties as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Students will only take masks off to eat and drink.</li> <li>Students will remain in their assigned seat during breakfast.</li> <li>Students will follow protocols for trash and food disposal.</li> </ul>	<ul style="list-style-type: none"> <li>Breakfast will be available from 7:55 am - 8:15 am.</li> <li>Educational Assistants will assist in the distribution and clean-up of meals.</li> <li>EAs will ensure that students only take their masks off while they are eating or drinking.</li> <li>EAs will establish protocols for trash and food disposal.</li> <li>Support staff are required to wear proper PPE when distributing meals.</li> <li>Hand sanitizer is available when students enter their assigned classroom.</li> <li>Custodian will sanitize all surfaces after students have left the designated eating area.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>Teachers will have their lunch break when students are having lunch.</li> </ul>	<ul style="list-style-type: none"> <li>Students will eat lunch in a designated classroom on the LNKC campus.</li> <li>Students will eat at their assigned table.</li> <li>Students will sanitize their hands before and after lunch.</li> <li>Students will only take masks off to eat and drink.</li> </ul>	<ul style="list-style-type: none"> <li>Lunch will be available from 11:30 am – 12:00 pm.</li> <li>Educational Assistants will assist in the distribution and clean-up of meals.</li> <li>Support staff are required to wear proper PPE when distributing meals.</li> </ul>

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		<ul style="list-style-type: none"> <li>● Students will remain in their assigned seats during lunch.</li> <li>● Students will follow protocols for trash and food disposal.</li> </ul>	<ul style="list-style-type: none"> <li>● Custodian will sanitize all surfaces after students have left the designated eating area.</li> </ul>
<b>Common Areas</b> <i>Areas Include: Multipurpose Room, Music Room, Library, Playgrounds</i>	<ul style="list-style-type: none"> <li>● Teachers can escort their class to designated areas for mask breaks.</li> <li>● Teachers will supervise students in common areas.</li> <li>● Teachers are expected to have their students lined up in their assigned evacuation areas, following social distancing guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>● Students must be escorted by their teacher or another staff member to designated areas as per schedule.</li> <li>● In all common areas, signage will be posted to remind students of social distancing expectations.</li> <li>● Students will follow all social distancing expectations and wear their masks in all common areas.</li> </ul>	<ul style="list-style-type: none"> <li>● All common areas will be supervised by at least one staff member.</li> <li>● Staff members will ensure that all COVID-19 safety protocols and practices are being followed.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>● Teachers will be provided a schedule in which they or their educational assistant, can escort their students outside for supervised recess</li> <li>● .Teachers or educational assistants should facilitate structured recess activities to ensure social distancing and other COVID-19 safety protocols are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>● Social distancing of at least 3 ft must be maintained during recess.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers will be provided a schedule in which they or their educational assistant, can escort their students outside for supervised recess</li> <li>● .Teachers or educational assistants should facilitate structured recess activities to ensure social distancing and other COVID-19 safety protocols are maintained.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>● Teachers will establish protocols for students to request a bathroom break.</li> <li>● Each classroom has at least one dedicated bathroom. Only 1 student will be permitted to use the bathroom at a time.</li> <li>● Social Distancing</li> <li>● Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>● Students will follow protocol for requesting a bathroom break.</li> <li>● Students will thoroughly wash their hands after using 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 be asked to sanitize with hand sanitizer.</li> </ul>	<ul style="list-style-type: none"> <li>● Support staff will be available to cover the teacher's classes as needed.</li> <li>● Social Distancing</li> <li>● Custodian will clean restrooms according to schedule and document as required.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● Teachers will communicate using the phone in their classroom or two-way radio.</li> <li>● Front office staff will be available and their numbers will be provided to teachers to contact them as needed.</li> <li>● The intercom will be used as needed.</li> </ul>		<ul style="list-style-type: none"> <li>● Front office staff will be available to answer phones and notify administration of any important information immediately.</li> <li>● The intercom will be used as needed.</li> </ul>

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<b>Security &amp; Supervision</b>	<ul style="list-style-type: none"> <li>Teachers will notify administration of any suspicious activity or safety concerns that need to be addressed.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>EAs will notify administration of any suspicious activity or safety concerns that need to be addressed.</li> </ul>
<b>COVID-19 Symptom Reporting</b>	<ul style="list-style-type: none"> <li>Teachers who have COVID-19 symptoms will notify administration and will not report to campus. They will then follow proper protocols for getting tested.</li> <li>Teachers who do not pass all of the health screenings upon check-in will not be granted entry to the building and will need to follow the proper protocol for testing.</li> <li>Teachers who develop symptoms during the day will notify administration and front office staff and will be required to leave campus and follow proper protocol for getting tested.</li> </ul>	<ul style="list-style-type: none"> <li>Students who have COVID-19 symptoms will notify their teacher and will not report to campus.</li> <li>Students who do not pass all of the health screenings upon check-in will not be granted entry to the building and will be sent home.</li> <li>Students who develop symptoms during the day will notify teacher and the teacher will notify front office staff to make arrangements to contact parents/guardians so that the student can be picked up.</li> <li>Staff member will escort student to the designated isolation room to await pick-up. Staff who escort the students with symptoms will be equipped with the proper PPE and must follow all COVID-19 safety protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Support staff who have COVID-19 symptoms will notify administration and will not report to campus. They will then follow proper protocols for getting tested.</li> <li>Support Staff who do not pass all of the health screenings upon check-in will not be granted entry to the building and will need to follow the proper protocol for testing.</li> <li>Support staff who develop symptoms during the day will notify administration and front office staff and will be required to leave campus and follow proper protocol for getting tested.</li> <li>Nurse or Health Assistant are available M-F for health support.</li> </ul>
<b>Student Absenteeism</b>	<ul style="list-style-type: none"> <li>Teachers will take attendance and record in SYNERGY every day.</li> <li>Teachers should post all assignments in Google Classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Students or their parents should communicate absence directly with their teacher and front office staff.</li> </ul>	<ul style="list-style-type: none"> <li>Office manager will excuse absence with appropriate communication and/or documentation from the parents/guardians.</li> </ul>
<b>Materials, Resources &amp; PPE</b>	<ul style="list-style-type: none"> <li>Teachers will be provided with appropriate teaching and safety materials.</li> <li>Teachers will have a reentry meeting with administration.</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> </ul>	<ul style="list-style-type: none"> <li>PPE will be available to students upon request to their teacher.</li> </ul>	<ul style="list-style-type: none"> <li>All staff will be provided with appropriate safety materials.</li> <li>All staff will have a reentry meeting with administration.</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>Tall staff will receive an updated traffic flow map.</li> </ul>

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	<ul style="list-style-type: none"> <li>Teachers will submit cart and internal requisition to Julianna Garcia for processing.</li> <li>PPE will be available for teachers and staff upon request to administration.</li> </ul>		
<p><b>End of Day: School Exit Procedures Bus Area</b></p>	<ul style="list-style-type: none"> <li>Teachers will escort bus riders to the bus at 2:55 pm .</li> </ul>	<ul style="list-style-type: none"> <li>Student loading will occur one at a time with students following social distancing expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Administration will communicate when buses have arrived, so that dismissal happens in an organized and timely manner.</li> </ul>
<p><b>End of Day: School Exit Procedures Parent Pick Up Area</b></p>	<ul style="list-style-type: none"> <li>Teachers will remain in the classroom until all students have been dismissed to the bus or picked up by parent/guardian or until 3:20 when any remaining students will be transferred to the multi-purpose room and supervised by administration until students are picked up.</li> </ul>	<ul style="list-style-type: none"> <li>Students who are picked up will be released and escorted to designated pick-up area as parents/guardians arrive.</li> </ul>	<ul style="list-style-type: none"> <li>Support staff will assist in escorting students to the student-pick up area when parent/guardian arrives.</li> <li>Parents should stay in the vehicle.</li> <li>Staff members will bring students to the vehicle.</li> <li>Students not picked up by 3:15 will be transferred to administration.</li> </ul>
<p><b>School Rooms Being Utilized</b></p>	<ul style="list-style-type: none"> <li>Room 125</li> <li>Room 129</li> <li>Room 102</li> <li>Room 139</li> <li>Room 134</li> <li>Room 154</li> <li>Room 141</li> <li>Room 149</li> <li>Room 102A</li> </ul>	<ul style="list-style-type: none"> <li>Room 125</li> <li>Room 129</li> <li>Room 102</li> <li>Room 139</li> <li>Room 134</li> <li>Room 154</li> <li>Room 141</li> <li>Room 149</li> <li>Room 102A</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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# School Map

■ = Isolation Room

■ = Office Support Rooms

