

*Artesia Public Schools
Fall Reentry Plan
Procedures and Protocols--
Health and Safety, Student and Staff Services,
Information Technology, and Communications*

2020-2021

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Possible Learning Modes 2020-2021

Based on the NMPED school reopening guidance, each school district shall follow guidelines for reentry into school based on the public health conditions. The public health conditions will determine whether schools operate in “Full Reentry”, “Hybrid”, or “Remote” learning.

- **FULL REENTRY (GREEN)**—All students eligible to return to the building five days per week. Social distancing is practiced to the greatest extent possible. Preventative measures, including masks and temperature screenings, are recommended. Group activities are minimized.
- **HYBRID (YELLOW)**—The number of students in the building at any time is capped by the number that can be accommodated while adhering to at least six feet of social distancing or 50% classroom capacity level. Hybrid learning means a combination of some in-person days and some online days. Traditional learning can occur if six-foot social distancing is strictly adhered to.
- **REMOTE (RED)**—Students engage in remote learning. Limited small groups (for example, special education, some K-3 students) eligible for in-person instruction if feasible.

It is possible that schools could operate in all three modes at various points during the 20202021 school year.

AS OF JULY 24, 2020, DISTRICTS IN NEW MEXICO WILL BEGIN SCHOOL IN THE **REMOTE MODE**. PLEASE SEE THE “**ARTESIA PUBLIC SCHOOLS FALL INSTRUCTIONAL REENTRY PLAN**” FOR DETAILS OF THE REMOTE MODE. TENTATIVE DATES TO MOVE TO THE **HYBRID MODE** ARE SEPTEMBER 8TH FOR ELEMENTARY SCHOOLS, SEPTEMBER 21ST FOR 6TH-8TH GRADES, AND OCTOBER 5TH FOR 9TH-12TH GRADES. MUCH OF THIS DOCUMENT PERTAINS SPECIFICALLY TO OPERATIONS IN THE HYBRID MODE.

Health and Safety

More than anything else, parents and staff are asking about how the district plans to keep students and staff safe. Safety of students, families, and staff is our top priority. There are many safety protocols in place including but not limited to:

- *Limiting the number of students in buildings at one time to enable social distancing*
- *Teaching and reinforcing good hygiene measures such as handwashing and covering coughs and sneezes*
- *Providing hand soap and hand sanitizer with at least 60% alcohol in all classrooms and outside restrooms*
- *Posting signage regarding COVID-19*
- *Additional training of custodial and maintenance staff on cleaning/disinfecting of high-touch surfaces*
- *Multiple electrostatic “fogging” machines at each campus*
- *Closing school buildings on Wednesdays for deep cleaning*
- *Required face masks/~~face shields~~/face coverings for staff and students*
- *Symptom and temperature monitoring of staff*
- *Temperature monitoring of students*
- *With only a few exceptions, each classroom has its own air handling system with routine maintenance and changing of filters*
- *Coordination with the NM Department of Health and Artesia General Hospital COVID Response Leader for professional development training of staff, Rapid Response testing, and contact tracing.*

Building Entry Protocols for Screening

- Staff members will complete an online form prior to reporting to work each day asking for the staff member's temperature and responses to basic COVID-19 symptoms questions. Staff members with a temperature above 100.3 or symptoms of COVID-19 shall not report to work. The immediate supervisor should be notified immediately. A school nurse working in conjunction with the department of health will be in contact with the staff member by the end of the day to discuss next steps.
- Students' temperatures will be checked each morning as they enter the building. Students will report to their designated screening areas immediately upon arrival at school. Screenings will begin at 7:45 a.m. We ask that students not arrive before 7:45 a.m. Those that do should maintain social distancing until allowed into the building. The district has approximately 100 touchless thermometers that will be distributed to schools to expedite the taking of temperatures. Students with a temperature above 100.3 will be assisted to a designated care room. A parent or guardian will be immediately notified and directed to pick up the student as soon as possible. School nurses working in conjunction with the department of health will contact families by the end of the day providing guidance on next steps. Nurses and building principals are designing specific plans for each school.
- Visitors and volunteers will generally not be allowed beyond the office area during the hybrid stage. Anyone with business beyond the office area will be screened for symptoms and temperature checked.

Safety Training

- Custodial/Maintenance staff will receive additional training on cleaning/disinfecting of high-touch surfaces and use of electrostatic fogging machines.
- Staff will be required to complete trainings related to COVID-19 provided by Safe Schools and the NMPED.
- Nurses and administrators will meet with Department of Health and AGH COVID Response leader.
- Posters detailing processes to mitigate the spread of COVID-19 will be placed in numerous locations throughout all APS facilities.

Emergency Drills Including Fire and Active Shooter

- School emergency drill requirements from the NM Public Education Department will remain the same for the 2020-2021 school year.
- Social distancing will be maintained to the greatest extent possible. Duration of drills may be reduced to minimize any close contact.

Recess

- Recess will not be eliminated, and ample time will still be provided for recess.
- Students are to maintain social distancing requirements. If doing so, face coverings may be removed.
- Other considerations may include clustering students in small groups for play, staggering recess times, and teaching students games that can be played while maintaining social distancing.
- Proper cleaning/disinfecting of playground and recess equipment will occur.
- Sufficient adult supervision will be present during recess to monitor and enforce social distancing requirements.

Face Coverings

- The NM Public Education Department's reentry requirements include mandatory face coverings for staff and students with limited exceptions for those with a medical exemption. The exemption must be written by a healthcare provider and provided to the school.
- Face masks or cloth face coverings are acceptable. Face shields without a mask or cloth face covering are not acceptable.
- Students and staff with a medical exemption from wearing a face mask will be asked to wear a face shield. A limited supply of face shields will be available from the district.
- Face coverings are not required while eating or drinking.
- CDC guidance states that younger children may be unable to wear a cloth face covering for an extended period of time. Wearing of face coverings may be prioritized at times when it is difficult to maintain social distancing. "Mask breaks" will be provided during the day as frequently as possible when 6 ft. of social distancing can be maintained.
- It is the responsibility of the families to provide face coverings for students. A face covering will be added to the school supply list at each grade level. The district will have a limited supply of disposable masks on hand for students forgetting or losing their masks or cloth face covering. The district will also supply lanyards for elementary students that can be looped through the mask to help students keep up with them.
- Cloth washable face coverings will be provided for staff, and face shields will be available for those preferring them. Staff may also provide their own face coverings. More specific face coverings will be provided for nurses, custodians, and those working in close contact with special education students.

Hallway Traffic

- Individual schools will create specific traffic patterns to limit areas of exposure and assist with maintaining of social distancing. Visual reminders will be placed on floors and/or walls.
- Specific entry and exit locations shall be determined at each school that correspond to the traffic flow patterns.
- Passing periods at secondary schools may be staggered as needed to reduce the number of students in the hallways.

COVID-19 Positive Case

- The most recent NM Department of Health guidance does not require staff to be tested prior to reporting to work nor to participate in surveillance testing. Instead, the NMDOH will assist schools with Rapid Response testing and contact tracing if warranted by a COVID-19 positive person being present in a school building.
- If a student or staff member tests positive for COVID-19 or is determined to have been in close contact (CDC guidelines define close contact as within 6 ft. for fifteen minutes or longer) with a COVID-19 positive person, the NM Department of Health will immediately be contacted for guidance.
- The process of determining close contacts and Rapid Response testing will begin immediately.
- Parents and staff will be made aware of the positive case while protecting the privacy rights of the infected individual.

COVID-19 Positive Case (cont.)

- The NM Department of Health and NM Environmental Department will assist in determining the extent of the closure of the building. Generally, areas determined to have been affected will be closed for 48 hours (24 hours of wait time and 24 hours for disinfecting). A portion of a school or the entire school may be closed depending upon the circumstances. This may vary depending upon guidance from the NMDOH and/or NMED.
- Students and staff not able to attend in person due to the closure will shift to remote learning for that period of time.

Water Fountains

- Students will not have access to water fountains.
- School breakfasts and lunches will include a bottle of water.
- Families should plan to send students to school with two bottles of water or a large, refillable container filled with water.
- Schools will gladly accept donations of cases of water for classroom use.
- The district is in the process of installing touchless bottle fillers at each campus.

Dismissal of School

- Individual schools will establish procedures for school dismissal to minimize congregating and encourage social distancing.

Student and Staff Services

Social Emotional Learning and Mental Health

- When students and staff are physically and psychologically safe, they are able to engage in meaningful teaching and learning.
- Students and staff will be supported in adapting to a new normal and in understanding change in traditional school cultures.
- The district Clinical Supervision Team works collaboratively to oversee all aspects of social and emotional learning and mental health at all campuses.
- Clinical Supervision Team members are able to connect students and families with additional community and regional resources as needed.
- A process is in place to monitor and encourage student engagement if learning is in the remote model.
- Individual and small group sessions with a member of the Clinical Supervision team will be available in all models—full reentry, hybrid, and remote.
- Staff will participate in Safe Schools training on bullying, cyberbullying, and child abuse recognition and reporting.

Transportation

- Traditional bus routes will be followed.
- Students will be required to sit in spaced and assigned seats with a maximum of two students per seat. Every attempt will be made to limit seating to one student per seat with students needing to share seats being from the same household.
- Face masks or cloth face coverings are required for students, drivers, and staff.
- Hand sanitizer will be provided as students enter buses.
- Bus drivers and bus attendants will be screened for symptoms of COVID-19 prior to starting a route.
- Students should never report to the bus stop if sick. Parents of bus students must sign an agreement stating they will not send their child to the bus stop if running a fever or sick.
- Students' temperature will be checked prior to boarding the bus to the greatest extent possible.
- Buses will be properly cleaned and disinfected frequently.
- Field trips and non-essential travel will be eliminated or limited. New Mexico Activities Association and NM Public Education Department guidelines will be followed for all sports, co-curricular, and extra-curricular activities.

Food Services/Cafeteria

- Breakfast and lunch will be available for all students attending school in-person, on remote days of the hybrid model, and for those enrolled in APS Virtual. USDA guidelines will be followed for free and full-pay students. Procedures for getting meals on remote days and for APS Virtual students will be provided soon.
- For in-person days during the hybrid model, the Assistant Superintendent of Operations and Food Services Director are working with individual principals to design the safest and most appropriate procedures for each school. Some students will be eating in their classrooms while others will eat in the cafeteria maintaining social distancing. Artesia High School students will continue having the opportunity to leave campus at lunch if they choose to do so.
- Students will have the opportunity for recess during their lunch times and will be expected to maintain social distancing.
- Food service workers will have proper PPE and will be temperature checked and screened daily.

Before/After School Programs

- Students at all grade levels will continue to have the opportunity for before and after school programs on their in-person days during the hybrid model. Social distancing and occupancy guidelines will be the same for before and after school programs as during the regular school day.

Athletics and Activities

- We realize that often a primary reason students attend school is to participate in athletics and activities. We also believe participating in a variety of sports and activities enables students to have a well-rounded educational experience.
- We will do all we can to enable students to safely continue participating to the extent allowed by the NM Public Education Department and New Mexico Activities Association. NMPED and NMAA guidelines will be followed at all times.
- Students in the hybrid model will attend athletics and activities class periods on their in-person days. There will likely be additional opportunity to participate in practices when a sport or activity is “in-season”.
- During the remote model, students may return to campus for athletics and some activities practices or competitions according to NMAA and NMPED guidelines.
- Students enrolled in APS Virtual will be able to participate in most athletics and activities. Administrators will work with those students individually as requests are made.
- NMAA guidelines and the recently released revised sports schedule can be viewed at www.nmact.org.

Personnel

- The physical and emotional health of our staff will be of utmost importance. Please follow all safety protocols, don't report to work if sick, and communicate with supervisors or members of our Clinical Supervision team if experiencing any social emotional concerns.
- All staff will wear face coverings (masks or cloth face coverings). Just as for students, “mask breaks” may be taken when social distancing can be maintained. Exceptions will be granted for masks with an exemption provided by a healthcare provider. Those with a medical exemption will be expected to wear a face shield. Two reusable masks will be provided for all staff. Face shields will also be provided upon request. Staff members may also provide their own face coverings. Gloves are also available upon request.
- APS will be working with the New Mexico Department of Health and the Artesia General Hospital to provide various training for staff depending upon their roles in the district.
- Training videos from the Safe Schools platform and NMPED will be required as part of the 2020-2021 onboarding process.
- Professional development specific to teaching and learning in the hybrid and remote models will be prioritized.
- We will not hold our annual general staff meeting at the auditorium. Staff meetings will be held at individual school sites and the Bulldog Training Center where social distancing can be maintained appropriately. Meetings and trainings may also be held virtually through Microsoft Teams or other videoconference platforms. The first contract day for returning staff will be Tuesday, August 11th. Please watch for communication from your building principals about meetings and trainings you may participate in prior to August 11th as well as your school's schedule for August 11th and 12th.

Personnel (cont.)

- New staff orientation will be held at the Bulldog Training Center on Monday, August 10th.
- Substitute orientation will be held at the Estelle H. Yates Auditorium on Tuesday, August 4th.
- All staff members should be familiar with the Families First Coronavirus Response Act—

Families First Coronavirus Response Act

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Information Technology

Effective deployment of technology will be necessary to provide ongoing and high-quality instruction for students in the hybrid, remote, and APS Virtual models. Every student and teacher must have access to technology and possess the knowledge to use it effectively and appropriately.

Devices

- Lenovo laptops will be provided to any student in need of a device for remote learning.
- Students may also use their own devices. The minimum operating system is Windows 8.
- The Director of Technology and his staff are working with principals to develop procedures for checking out devices to students.
- PVT Networks will continue to offer low and/or no-cost internet service to families with students in the Artesia Public Schools. PVT may be contacted at www.pvt.com or 1-800-505-4844.
- If PVT Networks does not provide service to your area, please notify your building principal.

Student Support

- Students will be assisted with log in procedures during device check-out.
- Single sign on for users will be provided through PowerSchool and Clever.
- Communication with students will primarily be provided through Microsoft Teams and Remind.

Staff Support

- The district will provide opportunities for differentiated professional development for staff based on their individual knowledge of the technology. Instructional videos are currently being developed by the IT staff and Assistant Superintendents.
- Priority will be placed on ensuring staff are competent and confident in providing effective remote learning as needed.
- Specific needs may be communicated to building principals, Mr. Scotty Stall at rstall@bulldogs.org, Mr. Danny Parker at dparker@bulldogs.org, and Mr. Mike Worley at mworley@bulldogs.org.

Policies/Procedures, Privacy, and Security

- Children's Internet Protection Act (CIPA) will be complied with.
- District's Acceptable Use Agreement, Laptop Check-Out Agreement, and/or Bring Your Own Device Agreement must be signed by students and parents/guardians.
- District's activity monitoring system will be in place at all times on district devices and while students have their own devices at school. Students must be connected to school's wireless network while at school. Parents are asked to closely monitor student use of all devices while at home.

Communication

- Primary means of communication with families will be Remind text messages and our district website, www.bulldogs.org.
- Primary means of communication with staff will be district e-mail, Remind text messages, and our district website.
- Communication between students and teachers will be through Microsoft Teams with additional opportunities through Edgenuity and MobyMax, as needed.
- The superintendent will continue weekly radio interviews with KSVP radio on Wednesday mornings at 7:45 a.m. Interviews are posted by Pecos Valley Broadcasting to their Facebook page.
- Regular communication with Artesia Daily Press will continue including coverage of monthly school board meetings.
- Parent Advisory Council, Staff Advisory Council, and Equity Council will meet regularly throughout the school year in person or through Zoom, as appropriate.
- School site Parent Teacher Organizations will meet regularly in person or through Zoom, as appropriate.

District Points of Contact

John Ross Null jrnnull@bulldogs.org	Thad Phipps tphipps@bulldogs.org	Danny Parker dparker@bulldogs.org	Mike Worley mworley@bulldogs.org
<p>Collaborate with Administrators to Determine Staffing Needs</p> <p>Coordinate Communication with Stakeholders.</p> <p>Oversee Process for any COVID-19 Testing of Staff-- Coordinate with the NMDOH and NMPED if Positive Case Occurs</p> <p>Staff Onboarding Training</p>	<p>Transportation To and From Activities</p> <p>Food Service Organization Onsite Remote</p> <p>School Safety Emergency Drills Safety Plans</p> <p>Personal Protective Equipment</p>	<p>Secondary Instruction Hybrid Remote Fully Online</p> <p>PowerSchool</p> <p>Professional Development Training for Hybrid and Remote Models</p> <p>Substitutes</p>	<p>Elementary Instruction Hybrid Remote Fully Online</p> <p>Professional Development Training for Hybrid and Remote Models</p> <p>ELL Students</p> <p>Substitutes</p>

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<p>Special Education DD-Pre & Related Services</p> <p>Clinical Supervision</p> <p>Nurses</p> <p>Supporting Admin</p> <p>Supporting Families</p> <p>Connecting with Hospital</p> <p>Screenings of staff and students</p> <p>Response</p>	<p>Monitor Budgets Advise & Adjust</p> <p>Facilitate Business Office Staff in support of special needs of district staff</p>	<p>Technology Support Devices and Connectivity Deploy Take- Home Devices</p> <p>Technology Professional Development Teachers Students</p>	<p>Athletics NMAA Return-to- Play Guidelines</p> <p>Rescheduling Seasons</p> <p>Coordination of weights and athletics</p> <p>Preparation for fan attendance at games</p> <p>Coordinate with Mr. Parker and Principals for Activities</p>	<p>Sanitizing of Buildings Procedures Products</p> <p>Training of Custodians and Maintenance</p> <p>Personal Protective Equipment</p>