

Artesia Public Schools BACK TO SCHOOL

Procedures and Protocols--

*Health and Safety, Student and Staff Services,
Information Technology, and Communications*

2021-2022

REVISED 10/7/2021

**ADDITIONAL INFORMATION AT [NMPED BACK TO SCHOOL GUIDANCE](#)*



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Health and Safety

Safety of students, families, and staff will continue to be our top priority. There are many safety protocols in place including but not limited to:

- *Social distancing practiced to the greatest extent possible*
- *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*
- *Required face masks for all students, staff, and guests in indoor school spaces.*
- *Symptom and temperature monitoring of unvaccinated staff*
- *Each classroom has its own air handling system with routine maintenance and changing of filters. Filters have the highest MERV rating compatible with each system. HEPA filtration air scrubbing units are in all classrooms and locker rooms.*
- *Coordination with the NM Department of Health and Artesia General Hospital for professional development training of staff, surveillance testing of staff, and Rapid Response quarantining and contact tracing*

Building Entry Protocols for Screening

- Unvaccinated 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. The online form is available at www.bulldogs.org. Click on the "Staff Daily Health Screening" button. Members with symptoms of COVID-19 or in close contact to a positive COVID case shall not report to work. The immediate supervisor should be notified immediately. A school nurse, principal, or district representative will be in contact with the staff member by the end of the day to discuss next steps.
- Visitors and volunteers
 - Elementary Schools—Anyone with business beyond the office area will be required to wear a mask.
 - Secondary Schools—Masks required for visitors and volunteers not providing proof of vaccination.

Face Masks

All PK-12 schools are shifting to a universal mask mandate, regardless of individual vaccination statuses. Everyone in a school building, at an indoor school activity, or on school transportation is required to wear a mask, except at times dedicated to eating and drinking. Additionally, students are not required to wear masks while taking resting/sleeping breaks; students must maintain social distance and be supervised by staff while resting. Everyone is required to wear masks for indoor recess, for physical education classes, and for indoor athletic practices and competitions. Masks are recommended but not required while outdoors, except for staff (and their students) with close contact assignments.

Masks are not required outdoors.

Surveillance Testing

The purpose of surveillance testing is to identify asymptomatic COVID-positive individuals who may unknowingly pass the virus to other persons.

STAFF

The New Mexico Public Education Department (NMPED) requires school districts to test surveillance test 100% of unvaccinated staff each week. Staff will be provided with the details of the district's surveillance testing program.

STUDENTS

The NMPED has also requested that districts set a goal of surveillance testing 25% of unvaccinated students each week. However, unlike for staff, the testing is strictly optional and cannot be done without parental consent. We ask that you consider having your student tested once per month.

Currently, the options for student surveillance testing are through VAULT (<https://learn.vaulthealth.com/nm/>) or our local New Mexico Department of Health (<https://curative.com/sites/15671>), and at our district administration office at 301 Bulldog Blvd. Monday mornings from 7:00-8:00 a.m. Testing at our office is rapid Binax NOW testing. This testing is for surveillance testing only to determine if a person is unknowingly carrying the COVID virus. It is not for individuals presenting with symptoms.

*If your student is tested, we ask that you send the results to your school's nurse or to Mykol Horner, Secretary to the Superintendent, at mhorner@bulldogs.org. Nurse contact information is available on your school's website at www.bulldogs.org. Do not send your student to school if receiving a positive result. Please notify the school principal or nurse immediately.

Safety Training

- Custodial/Maintenance staff have received additional training on cleaning/disinfecting of high-touch surfaces and use of electrostatic fogging machines.
- Staff are required to complete trainings related to COVID-19 provided by Safe Schools and the NMPED.
- Nurses and administrators have met with Department of Health and AGH COVID Response leader.
- Posters detailing processes to mitigate the spread of COVID-19 are 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 2021-2022 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. Masks are not required outdoors.
- If recess is held indoors, social distancing will be practiced to the greatest extent possible.
- Equipment used will be cleaned and disinfected, as feasible.

Hallway Traffic

- Individual schools have created specific traffic patterns to limit areas of exposure and assist with maintaining of social distancing. Visual reminders have been placed on floors and/or walls.
- Specific entry and exit locations have been determined at each school that correspond to the traffic flow patterns.

Water Fountains

- Touchless bottle fillers have been installed at each campus, but students will also have access to water fountains.

Dismissal of School

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

COVID-19 Positive Case/Close Contact/Symptoms

DO NOT SEND YOUR CHILD TO SCHOOL OR TO A WORKOUT IF ANY OF THE FOLLOWING ARE TRUE:

- Your child is sick or you suspect may be getting sick.
- Your child or a household member tests positive for COVID-19.
- Your child is considered a “close contact” with a person testing positive for COVID-19.
- Your child has a household member who is considered a “close contact” AND is having symptoms of COVID-19.

IF ANY OF THE ABOVE ARE TRUE, PLEASE DO THE FOLLOWING:

- ***Notify the principal, coach, director, or sponsor.***
 - If your child is sick, the school nurse will work with you on next steps.
 - If your child or a household member tests positive for COVID-19, the principal, coach, director, or sponsor will notify the school nurse and me. You will be contacted with next steps.
 - If your child is a “close contact”, the principal, coach, director, or sponsor will notify the school nurse. You will be contacted with next steps.
- Follow the guidance of the New Mexico Department of Health and your healthcare provider exactly. The NMDOH can be reached at 1-855-600-3453. Our local office is 575-746-9819.

Please do not come to the school if your child or a household member tests positive for COVID-19 or if you are considered a “close contact”. Contact the school, and we will make arrangements to provide your child with anything needed while absent.

COVID-19 Positive Case/Close Contact/Symptoms

Staff Member or Student Positive COVID Case

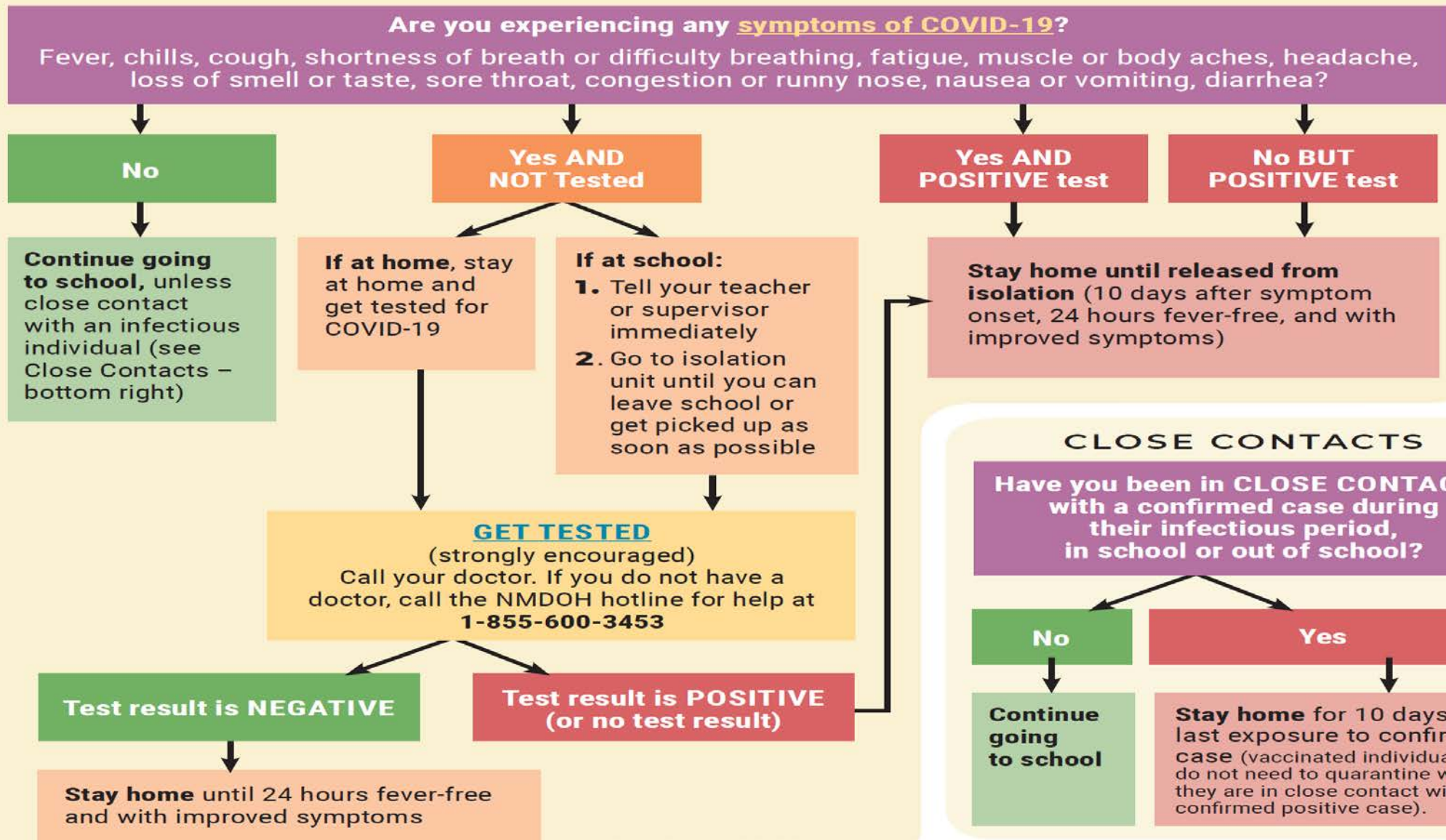
- If on-campus during the infectious period (two days prior to testing or onset of symptoms), close contacts will be identified and sent home. Student close contacts will be escorted to an isolation room until picked up by a parent or guardian. Close contacts will transition to Remote learning for ten days from the exposure.
- Staff will develop and maintain seating charts to assist in determining close contacts to a positive COVID case.
- If there was school exposure, the school community will be notified while maintaining the privacy of the individual to the greatest extent possible.
- Depending upon the circumstances, impacted areas of a building may be closed briefly for 24 hours to perform enhanced cleaning, sanitizing, and disinfecting of facilities in accordance with CDC guidelines.

THE SAFETY OF OUR STUDENTS, FAMILIES, AND STAFF IS OF UTMOST IMPORTANCE. WE ARE WORKING CLOSELY WITH THE NEW MEXICO DEPARTMENT OF HEALTH AND NEW MEXICO PUBLIC EDUCATION DEPARTMENT TO FOLLOW THEIR MOST CURRENT GUIDANCE.

PLEASE SEE THE FOLLOWING FLOWCHARTS FOR SPECIFIC GUIDANCE WHEN SYMPTOMATIC, A CLOSE CONTACT, OR A POSITIVE COVID CASE.

COVID-19 Positive Case/Close Contact/Symptoms

INDIVIDUAL PERSON



CLOSE CONTACT DEFINITION

*The NMDOH defines close contact for adults as within 6 feet of a positive COVID person for 15 minutes or more (even while wearing a mask).

*Close contact for K-12 students is within 3 feet of a positive COVID person for 15 minutes or more (even if wearing a mask).

*Fully vaccinated individuals or those who have tested positive for COVID-19 in the last 90 days are not required to quarantine if remaining asymptomatic.

Proof of COVID-19 Vaccination

Staff

*The COVID-19 Vaccine is not required but encouraged.

- Fully vaccinated individuals are not required to quarantine if a close contact unless becoming symptomatic.
- Fully vaccinated individuals are not required to participate in monthly surveillance testing.

Please send a picture or scan of the vaccination card to the Secretary to the Superintendent Mykol Horner at mhorner@bulldogs.org.

Students

*The COVID-19 Vaccine is not required but families are encouraged to research the vaccine and carefully consider having eligible students vaccinated.

- Fully vaccinated individuals are not required to quarantine if a close contact unless becoming symptomatic.
- Surveillance testing is optional for students regardless of vaccination status.

A picture, copy, or scan of the vaccination card can be presented at the school or e-mailed to the school nurse.

AIS—Nurse Judy Herrera, jherrera@bulldogs.org

AJHS—Nurse Katie Smith, kasmith@bulldogs.org or Health Assistant Melissa Fuentes, mfuentes@bulldogs.org

AHS—Nurse Katie smith, kasmith@bulldogs.org

*Athletes who have uploaded the card into Rank One do not need to also send to the school nurse.

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 back to more normal circumstances and a return to important 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 a student is in a Remote setting due to quarantine or isolation.
- Staff participate in Safe Schools training on bullying, cyberbullying, and child abuse recognition and reporting.

Transportation

- Traditional bus routes will be followed.
- To the greatest extent possible, a maximum of two students may sit together on a bus seat.
- All unvaccinated staff and students must wear face masks.
- Hand sanitizer will be provided as students enter buses.
- Unvaccinated 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. Families are encouraged to have a parent or guardian present until the students are picked up. Procedures will be in place for isolating students with symptoms and transporting them to their homes or arranging for pick up the parent or guardian.
- Buses will be properly cleaned and disinfected frequently.
- New Mexico Activities Association and NM Public Education Department guidelines will be followed for all sports, co-curricular, and extra-curricular activities.

***Additional transportation information is available on our website. Click on the “School Reentry” button.**

Food Services/Cafeteria

- Free breakfast and lunch will be available for all students.
- The Assistant Superintendent of Operations and Food Services Director have worked with individual principals to design the safest and most appropriate procedures for each school. Cafeterias will be utilized with social distancing practiced to the greatest extent practicable. 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. Masks will not be required while outside. If recess is held indoors, social distancing will be practiced to the greatest extent possible.
- Food service workers will have proper PPE and unvaccinated staff will be temperature checked and screened daily.

***Additional Food Service information is available on our website. Click on the “School Reentry” button.**

Before/After School Programs

- Students at all grade levels will continue to have the opportunity for before and after school programs, and we encourage families to take advantage of these important opportunities for intervention, remediation, and acceleration. Details for before and after school programs will be provided by individual schools.

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 fully expect and are planning for students to participate fully in athletics and activities during the 2021-2022, and we will do all we can to enable them to safely do so. NMPED and NMAA guidelines will be followed. Currently, spectators are allowed with no restrictions. Please observe mask guidance as posted.
- 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 most recent state sports schedules can be viewed at www.nmact.org.
- District events can be viewed at [District Detailed Calendar](#).

Personnel

- Just as for our students, 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 elementary staff and unvaccinated secondary staff will wear face masks. Exceptions may be granted for masks with an exemption provided by a healthcare provider. Staff members may provide their own face coverings. The district also has a supply of masks for use as needed. Face shields, gloves, and disposable gowns are also available upon request.

Personnel (cont.)

- APS has worked with the New Mexico Department of Health and 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 are required as part of the 2021-2022 onboarding process.
- Professional development specific to student and staff social and emotional health and the addressing of student learning gaps while continuing to teach grade-level skills will be prioritized.
- All staff members should also see the COVID-19 Supplement beginning on page 48 of the 2021-2022 Employee Handbook.

Information Technology

Effective deployment of technology will be necessary to provide on-going and high-quality instruction for students. 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 in grades 6-12 to students in need of a device. Microsoft Surface tablets will be available for each K-5th grade student for use at school. Tablets will not initially be sent home with elementary students but may be allowed depending upon circumstances.
- Students may also use their own devices. The minimum operating system is Windows 8.
- The Director of Technology and his staff have worked with principals to develop procedures for checking out devices to students.
- PVT Networks will continue to offer low-cost internet service to families with students in the Artesia Public Schools. PVT may be contacted at www.pvt.com or 575-748-1241. More information about the program can be found on our website at [https://www.bulldogs.org/Operations and Technology](https://www.bulldogs.org/Operations_and_Technology).
- If PVT Networks does not provide service to your area, please notify your building principal as a “hot spot” may be available for your use.

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 have been developed by the IT staff and Assistant Superintendents.
- Priority will be placed on ensuring staff are competent and supported in providing effective instruction utilizing technology, as appropriate.
- 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 primarily through Microsoft Teams.
- 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</p> <p>PowerSchool</p> <p>Professional Development</p> <p>Substitutes</p>	<p>Elementary Instruction</p> <p>Professional Development</p> <p>ELL Students</p> <p>Substitutes</p>

Cody Hanagan chanagan@bulldogs.org	Janet Grice jgrice@bulldogs.org	Scotty Stall srstall@bulldogs.org	Cooper Henderson chenderson@bulldogs.org	Scott Simer ssimer@bulldogs.org
<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' 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</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>