

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

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*2020-2021*

*REVISED 1/26/2021*



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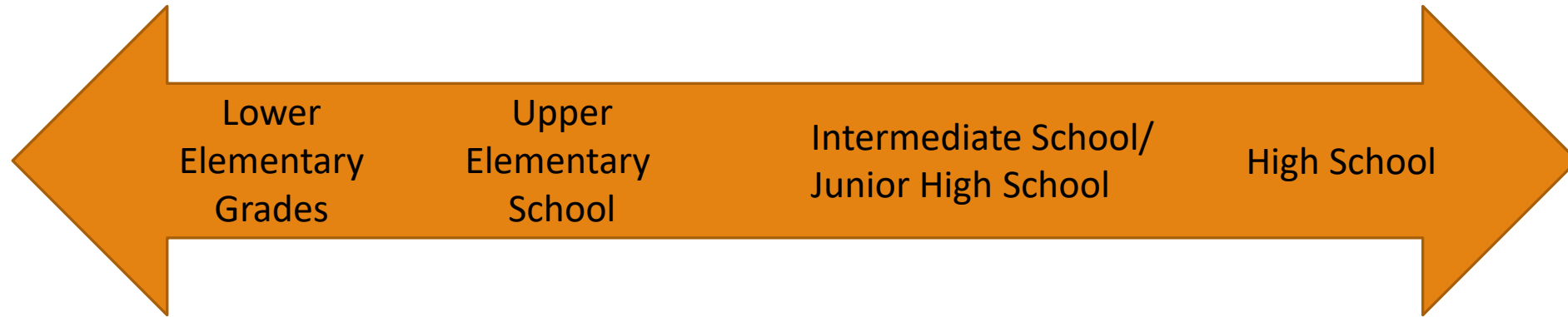
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**Organizing Principle:  
Stable Cohorts**

**Organizing Principle:  
Physical Distancing  
Face Coverings**



**Less feasible to limit close contact and wear face coverings**

**More feasible to limit close contact and wear face coverings**

**More feasible to maintain stable cohorts**

**Less feasible to maintain stable cohorts**

# 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**—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**—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**—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 2020-2021 school year.

**MUCH OF THIS DOCUMENT PERTAINS SPECIFICALLY TO OPERATIONS IN THE HYBRID MODE.**

# Health and Safety

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More than anything else, parents and staff are asking about how the district plans to mitigate as much risk as possible for students and staff. 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 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. Filters have the highest MERV rating compatible with each system. Fans provided in each classroom for additional air movement.*
- *Coordination with the NM Department of Health and Artesia General Hospital COVID Response Leader for professional development training of staff, surveillance testing of staff, and Rapid Response quarantining and contact tracing.*
- *School site-visits have been completed with the Artesia Fire Department Fire Marshal.*

# 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 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 working in conjunction with district administration and 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 distributed approximately 100 touchless thermometers 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 district administration and the department of health will contact families by the end of the day providing guidance on next steps. Nurses and building principals have designed 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 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 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. With social distancing in place, supervised mask breaks will be allowed.
- Staggered recess times may be used to enable students to play within their group cohorts.
- Games that can be played while maintaining social distancing will be taught to students.
- Sufficient adult supervision will be present during recess to monitor and enforce social distancing requirements.
- Equipment used will be cleaned and disinfected, as feasible.

# Face Masks

- The NM Public Education Department's reentry requirements include mandatory face masks 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 must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets.
- The following face coverings are NOT acceptable substitutes for face masks: masks that have exhalation valves or vents, bandanas, scarves, neck gaiters, and face shields.
- Face masks must be worn all day while on school campuses, at school-sponsored events, and on school transportation. The only time the face mask may be off is while eating and drinking. Supervised mask breaks for small groups of students outdoors, while maintaining more than 6 feet of social distancing, will be provided.
- 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 supply of masks on hand for students forgetting or losing their masks. The district will also supply lanyards for elementary students that can be looped through the mask to help students keep up with them.
- Staff are encouraged to provide their own masks but district provided masks will be available as needed. More specific face coverings will be provided for nurses, custodians, and those working in close contact with special education students. Any staff member working in close contact with students is encouraged to wear a face mask and face shield.

# 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.
- Passing periods at secondary schools may be staggered as needed to reduce the number of students in the hallways.

# Water Fountains

- Students will only have access to the touchless bottle fillers that have been installed at each campus.
- School breakfasts and lunches will include a bottle of water.
- Students are encouraged to bring bottles of water or refillable containers labeled with their names.

# 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” with a person testing positive for 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.
  - If your child has a household member who 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

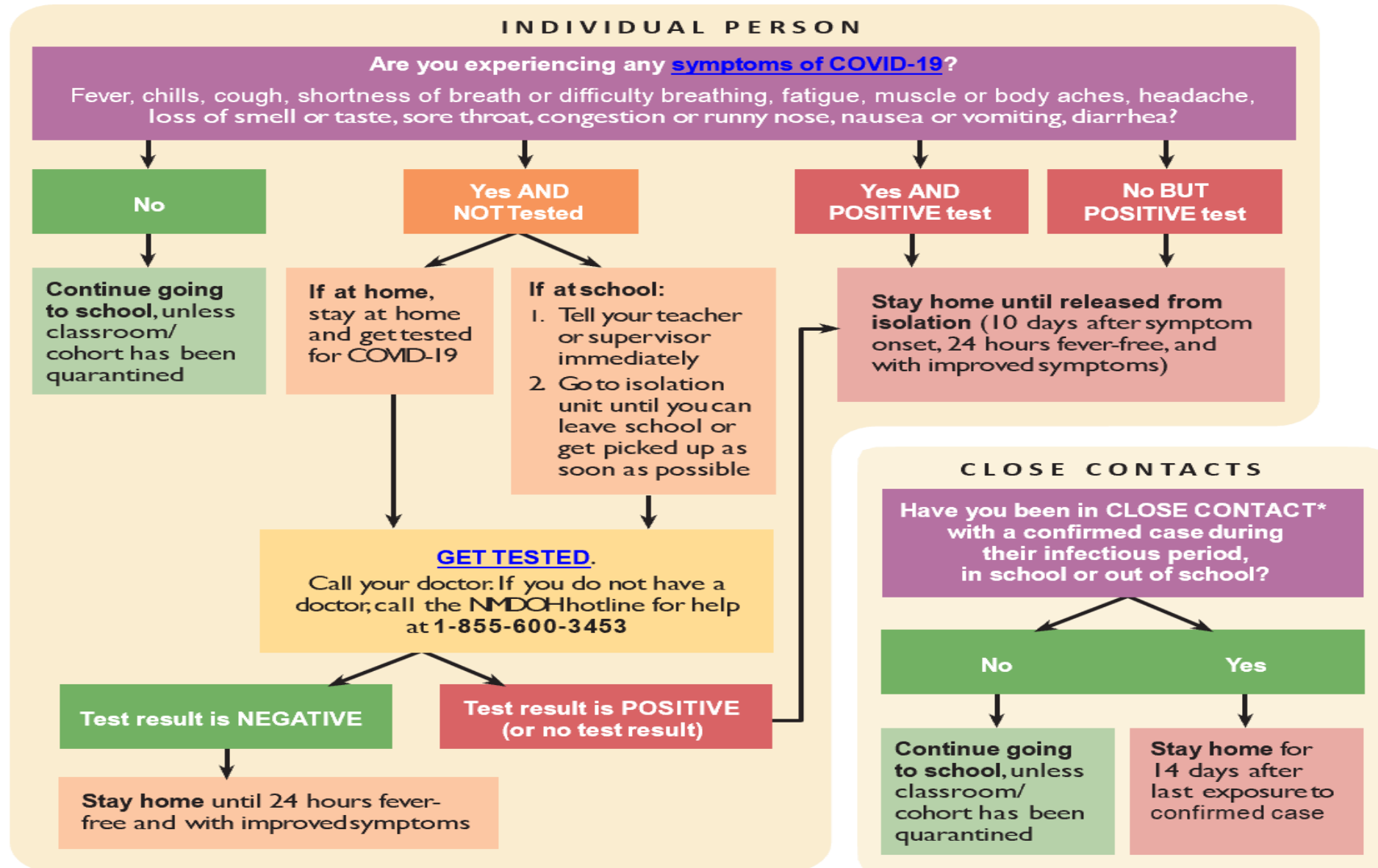
## Staff Member or Student Positive COVID Case

- 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.
- If there was school exposure, the school community will be notified while maintaining the privacy of the individual to the greatest extent possible.
- A portion of the school or the entire school may be closed depending upon the circumstances. Any closure will generally be for 48 hours or less. In some cases, affected classes will transition to Remote learning for fourteen days from the exposure.

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.

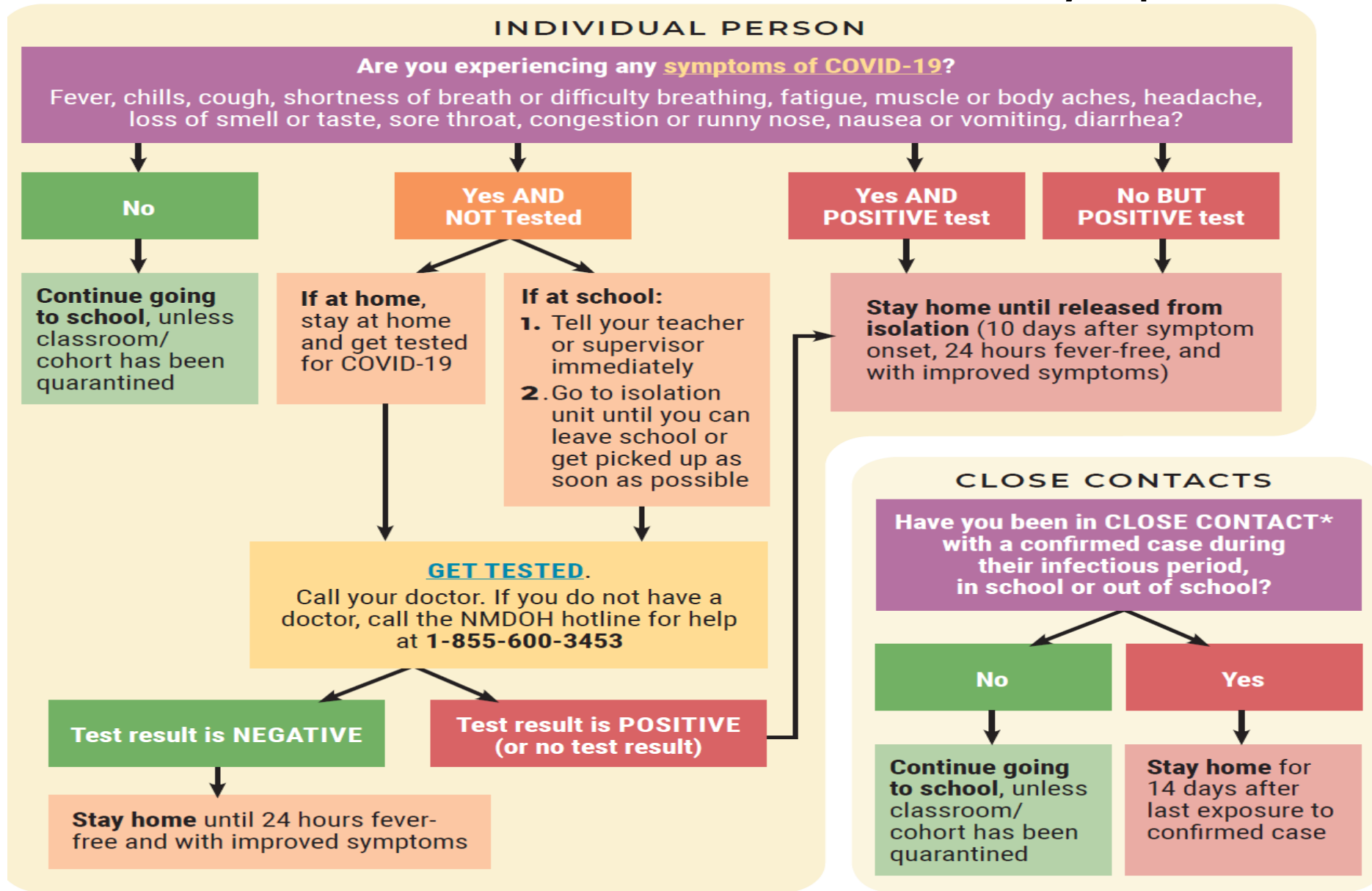
PLEASE SEE THE FOLLOWING FLOWCHARTS FOR SPECIFIC GUIDANCE WHEN SYMPTOMATIC, A CLOSE CONTACT, OR A POSITIVE COVID CASE.

# COVID-19 Positive Case/Close Contact/Symptoms



\*The NMDOH defines close contact as within 6 feet of a positive COVID person for 3 minutes or more.

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# Student and Staff Services

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## 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 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.
- 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 as needed.
- For in-person days during the hybrid model, the Assistant Superintendent of Operations and Food Services Director worked 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 with their designated cohorts 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 most recent sports schedule can be viewed at [www.nmact.org](http://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 masks. Exceptions may 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 have been 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.
- Staff members working in close contact with students should wear a face mask and face shield

## 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 were required as part of the 2020-2021 onboarding process.
- Professional development specific to teaching and learning in the hybrid and remote models have been prioritized.
- All staff members should also see the COVID-19 Supplement beginning on page 41 of the 2020-2021 Employee Handbook.

# Information Technology

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Effective deployment of technology will be necessary to provide on-going 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 have worked 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](http://www.pvt.com) or 1-800-505-4844.
- 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 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 [srstall@bulldogs.org](mailto:srstall@bulldogs.org), Mr. Danny Parker at [dparker@bulldogs.org](mailto:dparker@bulldogs.org), and Mr. Mike Worley at [mworley@bulldogs.org](mailto: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

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- Primary means of communication with families will be Remind text messages and our district website, [www.bulldogs.org](http://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

<b>John Ross Null</b> <b>jrnnull@bulldogs.org</b>	<b>Thad Phipps</b> <b>tphipps@bulldogs.org</b>	<b>Danny Parker</b> <b>dparker@bulldogs.org</b>	<b>Mike Worley</b> <b>mworley@bulldogs.org</b>
<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 &amp; 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 &amp; Adjust</p> <p>Facilitate Business Office Staff in support of special needs of district staff</p>	<p>Technology Support Devices and Connectivity</p> <p>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>