

2022-2023

Plan for Safe Return to In-Person Instruction & Continuity of Services



SABE

Sandoval Academy of Bilingual Education

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INTRODUCTION

This plan is a fluid document and changed based on NM state health orders and requirements. This document is intended to help aid in having our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon at our district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), New Mexico Department of Health (NMDOH) and the New Mexico Public Education Department (NMPED). Regular updates will be made to this plan based on information provided by the CDC, NMDOH, NMPED, and other applicable federal, state and local agencies. This is subject to change based on these agencies.

GUIDING PRINCIPLES

In order to ensure the continued well being, safety of our students and employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR STUDENTS, FAMILIES AND STAFF
4. ACADEMIC PROGRESS FOR STUDENTS

COMMITTEES

SABE developed COVID19 teacher/staff and parent/community committees to advise and develop systems for the schools' reopening. One committee includes staff members and school administrators. The second committee is composed of parents and community members. An additional committee is our Social Emotional Committee.

Staff Committee/Instructional Leadership Members: Jackie Rodriguez, Felicitas Reyes, Alice Banks, Militza Geisel, Sarah Farrell

Prior Year's: Parent Committee Members: Tamara Wilburn, Margaret Toledo, Johanna Guerrero, Lisa Dionne, Esther Byrd, David Byrd, Ana Alcala

SECTION 1: Student: Health, Safety & Support

VISITOR RESTRICTIONS

SABE will allow limited visitation and volunteering opportunities to our campus. Protocols have been developed and put in place to maintain the safety of the students and staff. Only SABE staff, authorized personnel, and authorized volunteers are allowed on campus. Only volunteers and other visitors who have provided proof of being fully vaccinated will be allowed without masks, all others must wear masks when in our building. At no time should a visitor or volunteer be on campus who has any COVID symptoms (see chart). Visitors and volunteers must complete the Dr. Owl health screener with the front desk clerk.

TRAVEL RESTRICTIONS

SABE will allow student travel/field trips with authorization from administration and staff and students will follow COVID protocols at any site they are visiting and with transportation.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE students, employees, parents, and visitors should attempt to practice staying approximately 3-6 feet away at all times possible from others and eliminating contact with others, as defined below.

- Traffic Flow – Taped marks on the floor throughout the building to aid and maintain the social distancing requirement of 3-6 feet

Social Distancing

Social distancing is recommended in schools. Adults are recommended to maintain 6 feet of social distance to the extent possible from other adults and from students. Students are recommended to maintain 3 feet of social distance to the extent possible, except when eating, exercising, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is recommended. Schools may require that everyone on campus maintains social distance.

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STUDENT DAILY SCREENING PROTOCOLS

Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school, and students with symptoms and/or close exposure to an individual with COVID-19 should not attend school on-site. They must contact the health assistant to determine next steps in testing or the need to isolate or quarantine.

Teachers will monitor students and refer them to the Health assistant if symptoms are present. Teacher will also refer any students that report COVID-19 symptoms to the Health assistant.

Screening includes consideration about whether the student has recently begun experiencing any of the following symptoms in the chart in a way that is not normal for them.

COVID-19 Symptoms

The table below provides two symptom sets with clinical definitions for COVID-19 (in the absence of another diagnosis—see **Acute vs Chronic COVID Symptoms**). COVID-19 is suspected if an individual has one symptom from column one, OR two symptoms from column two.

COLUMN 1 ONE SYMPTOM & COVID IS SUSPECTED	COLUMN 2 TWO SYMPTOMS & COVID IS SUSPECTED
<ul style="list-style-type: none"> • Cough • Shortness of breath • Difficulty breathing • Olfactory disorder • Taste disorder • Confusion or change in mental status • Persistent pain or pressure in the chest • Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone • Inability to wake or stay awake 	<ul style="list-style-type: none"> • Fever (measured or subjective) • Chills • Rigors • Myalgia • Headache • Sore throat • Nausea or vomiting • Diarrhea • Fatigue • Congestion or runny nose

Updated NMPED Toolkit 07/20/2022

GUIDANCE IF A STUDENT IS EXPOSED

If your child has been in contact with someone who is COVID-19 positive, our first concern is for their health and safety and those around them. We will follow NMPED guidelines and recommendations as noted and defined below.

Close Contact: Someone who over a 24-hour period, has a cumulative exposure of fifteen minutes or longer within six feet of a confirmed COVID-19 case with or without a face covering.

- **Exception:** In the pre-K – 12 setting (including transportation), the close contact definition *excludes* students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) where
 - » both students were engaged in consistent and [correct](#) use of [well-fitting](#) face [masks](#); and
 - » other [K-12 school prevention strategies](#) (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K-12 school setting.

This exception does not apply to teachers, staff, or other adults in the pre-K-12 setting.

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If UNVACCINATED, please do the following:

1. Quarantine your child in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, and then follow their instructions.
 - a. Your healthcare provider
 - b. COVID-19/Coronavirus Hotline: 1-855-600-3453
 - c. SABE's Director: 505-771-0555 or 505-235-1550

Students who are FULLY VACCINATED against COVID-19 are not required to quarantine if they meet the following criteria: (school must have proof of the vaccination status for this to be considered)

1. Are fully vaccinated (i.e., more than 2 weeks prior to 2nd vaccine in a 2-dose series or the booster shots)
2. Have remained asymptomatic since the current COVID-19 exposure

It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate and test immediately if symptoms develop.

Quarantine: Keeping individuals who were in close contact with someone who has COVID-19 away from others. Close contacts with a confirmed case of COVID-19, should stay home from school, work, and other activities for 5 days following their last exposure. Exposed contacts should be tested for the novel coronavirus (SARS- CoV-2) at 5 days following the last exposure to a confirmed case. If the close contact has a positive result, isolation should be implemented as described above.

For the first 90 days after a positive PCR or school-based rapid antigen test, individuals who have had COVID-19 infections and who have completed their self-isolation periods, do not need to quarantine if they are a close contact of a COVID-19 infectious person. It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic, and should isolate and test immediately if symptoms develop.

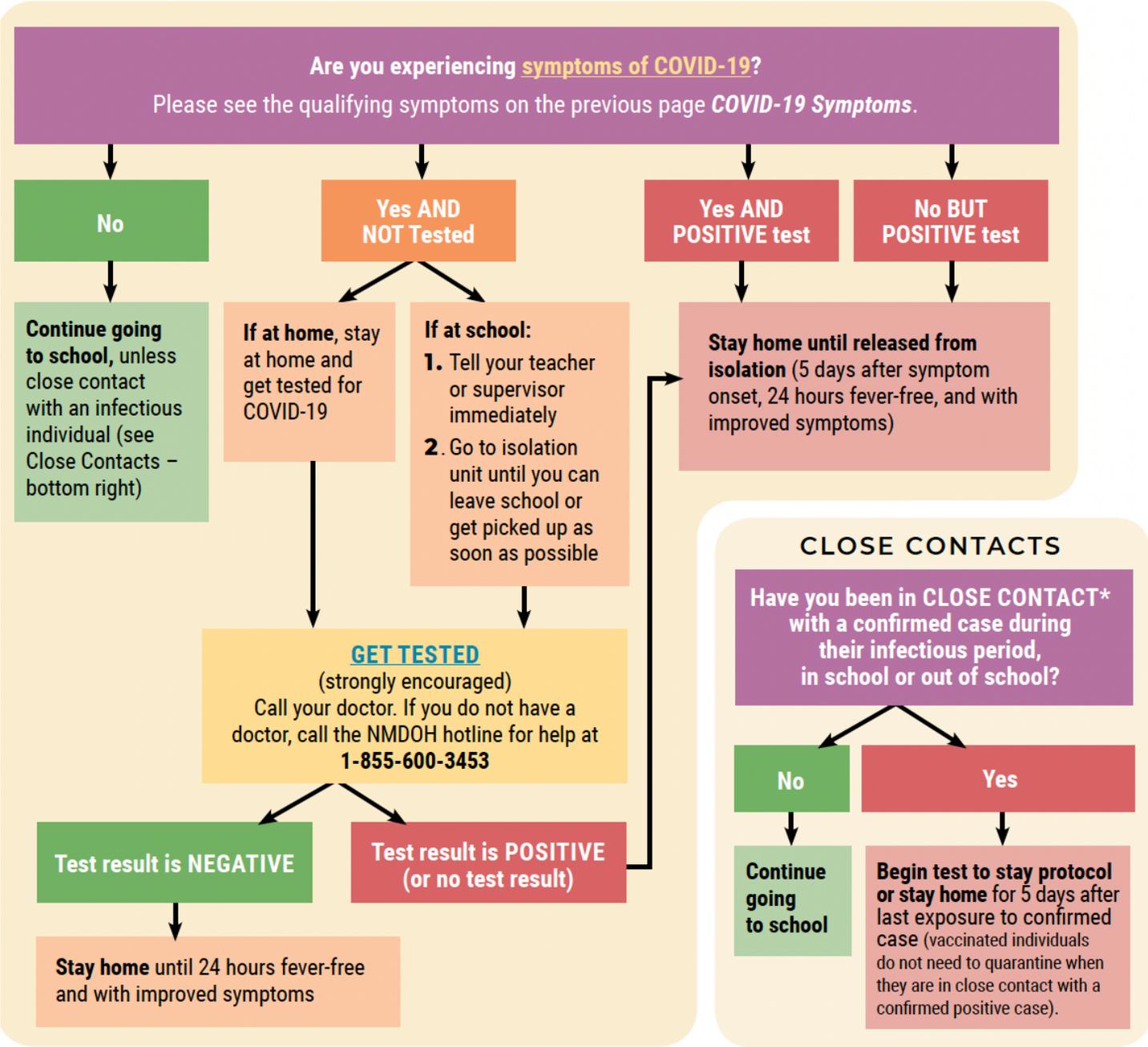
Individuals who have had close contact with a COVID-19 infectious individual are not required to quarantine if they [are up to date with COVID-19 vaccinations as recommended by the CDC – including boosters](#).

It is recommended that the individual get tested for COVID-19 five days after exposure. The individual should isolate and test immediately if symptoms develop.

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School Staff & Student Decision Tree

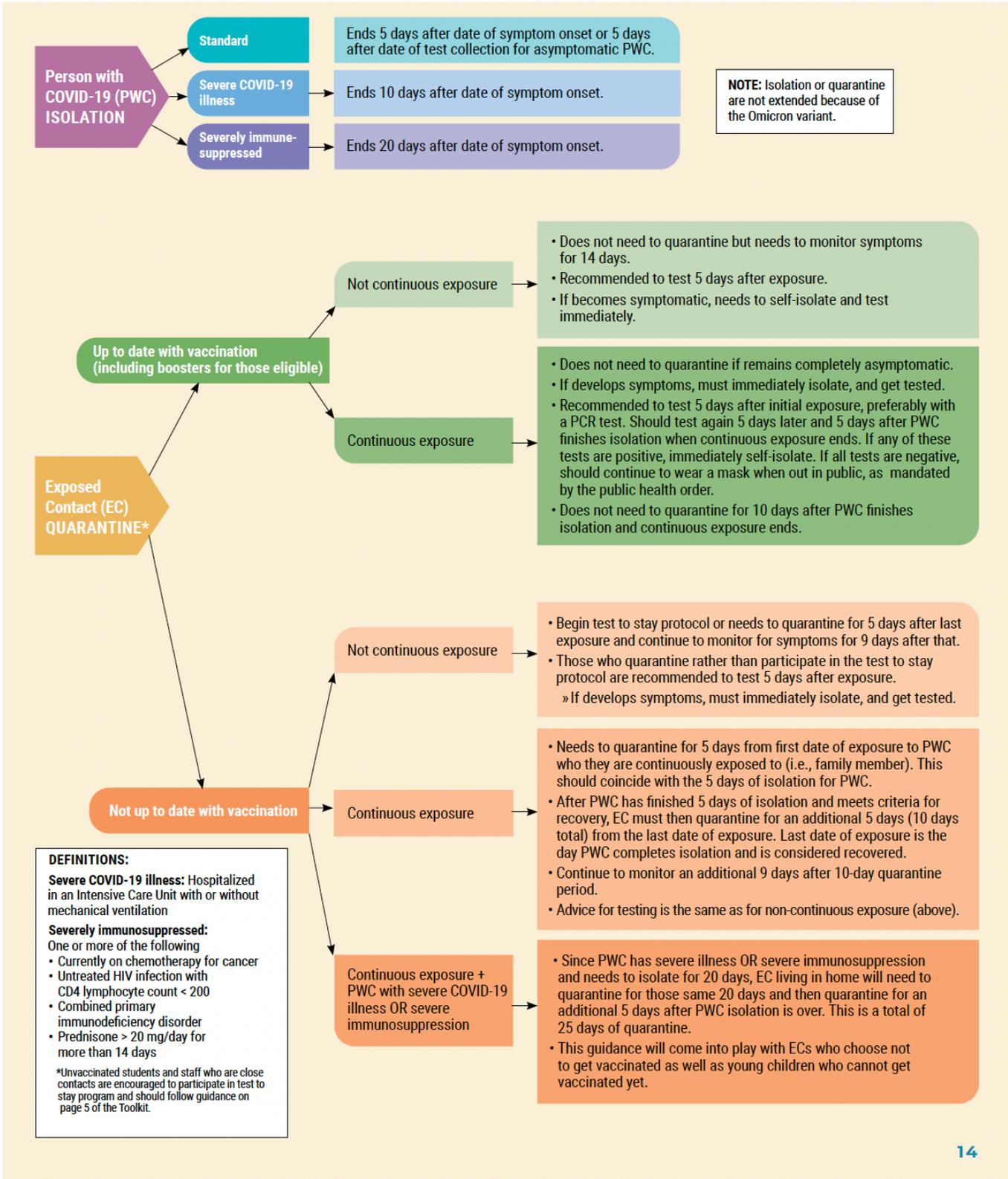
The following decision tree was created for families, students, and staff to better understand the steps that should be taken if an individual develops symptoms. Close contacts who are up to date with vaccination (including boosters for those eligible) are not required to quarantine and are encouraged (not required) to test 5 days after exposure or at onset of symptoms. Unvaccinated close contacts must begin test to stay protocol (page 4 of the Toolkit), or quarantine for 5 days, and are strongly encouraged to be tested five days after exposure or at onset of symptoms.



Symptoms in a Recovered Individual: If a person is positive for COVID-19, completes their self-isolation, recovers, and then develops new COVID-like symptoms within 90 days of their first infection, they should stay home until fever-free for at least 24 hours without fever-reducing medication and with improvement in symptoms. They may consider consulting their healthcare provider for additional guidance. If a person who was positive for COVID-19 more than 90 days ago develops new COVID-like symptoms, they should follow the same guidance as for someone who was never previously a case.

ISOLATION PROTOCOLS - STUDENTS DISPLAYING COVID-19 SYMPTOMS

Quarantine & Isolation Decision Tree



While at school, when a student displays symptoms of COVID-19, or reports feeling feverish, they will report to our health assistant, be given a temperature check and remain in the designated area until they are picked up. They should be picked up within 30 minutes and no later than 45 minutes from the time the school contacted the student's parent/guardian. If a student's parent/guardian is not available, the emergency contacts will be contacted. If the child is not picked up after one hour of initially being seen, administration may choose to contact CYFD and/or local authorities.

If a student has to be isolated based upon the screening, other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify all teachers, staff, and families of all students in a school if a *lab-confirmed COVID-19* case is identified among students, teachers or staff who participate in any activities on campus.

Individuals who were in close/direct contact with an individual who is lab-confirmed to have COVID-19 will be notified of their requirement to quarantine until the 5-day incubation period has passed and wear a mask for 5 additional days.

Staff members displaying COVID-19 symptoms will follow school protocols including reporting and may require isolation from students and other staff members.

Students and staff with known close contact to a person who is lab confirmed to have COVID-19 will not be allowed to return to work/school until the end of the 5-day self-quarantine period from the last date of exposure if that individual did not experience COVID-19 symptoms during that period. If the individual experienced symptoms, they must follow protocols for COVID testing and isolation and quarantine.

Those students that are FULLY VACCINATED are not required to isolate, however, it is recommended that they get a COVID-19 test after the 5th day of contact and should COVID-19 symptoms appear, they may have to quarantine/isolate.

If a student who has been in a school is lab-confirmed to have COVID-19, the administration will notify the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

During the isolation period, individuals are required to self-monitor daily for symptoms of COVID-19 and this log will have to be presented prior to returning to school/work:

- Check and record their temperature daily
- Contact a healthcare provider immediately if they:
 - Feel feverish or have a temperature of 100.4° F or higher
 - Develop a cough or shortness of breath
 - Develop mild symptoms like sore throat, muscle aches, tiredness, or diarrhea
 - Avoid contact with high risk individuals (unless they live in the same home and had same exposure as you)

RETURN TO SCHOOL PROTOCOL

In the event that a SABE student is either lab confirmed positive for COVID-19 or experiences the symptoms of COVID-19, they must stay at home throughout the infection period (5-days) and cannot return to campus until cleared for re-entry. They must then wear a mask for an additional 5 days.

Individuals who are confirmed to have COVID-19 will not be allowed to return to work/school until they meet criteria as established by the CDC and/or are released by their physician and have been in contact with the school director with the letter of notice to return.

Confirmed COVID-19 with Symptoms:

- At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - Symptoms have improved; and
 - At least 5 days have passed since symptoms first appeared
- Confirmed COVID-19 without Symptoms:

Unconfirmed COVID-19 with Symptoms

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive

two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://cvprovider.nmhealth.org/directory.html>

PERSONAL PROTECTIVE EQUIPMENT (PPE) - FACE COVERINGS

In order to minimize exposure to COVID-19, face covering are optional but highly recommended of all staff, teachers, and students while at school. Face coverings for students must be provided by the students' parents/guardians. If a students' parents/guardians are unable to purchase or provide for students, they may contact the school. Allowable face coverings for students are face masks that meet the CDC requirements.

In addition to using face coverings, it is important to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

HAND WASHING/SANITIZING EXPECTATIONS

School personnel will be trained on social distancing and proper hand washing. Hand sanitizer will be available at the main entry to campus, in classrooms, in the cafeteria and in common areas throughout the campus. Students will frequently be encouraged to wash their hands for at least 20 seconds and/or use hand sanitizer.

Teachers will:

- provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day
- require thorough hand washing after recess, before eating, following restroom breaks
- parents are encouraged to send their child with their own personal hand sanitizer container

Disinfecting Expectations

Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly. Staff will limit the use of shared supplies.

Teachers will provide reminder to students how to properly wear masks, maintaining the 3-6-foot social distancing requirement, coughing and sneezing into their bent elbow and washing/using hand sanitizer often.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE employees, authorized personnel, students, parents, and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others while in the building or on campus, whenever possible.

- Traffic Flow – Floors are marked throughout the school in order to maintain the social distancing recommendations of 3-6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be discouraged

Social Distancing

Social distancing is recommended in schools. Adults are recommended to maintain 6 feet of social distance to the extent possible from other adults and from students. Students are recommended to maintain 3 feet of social distance to the extent possible, except when eating, exercising, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is recommended. Schools may require that everyone on campus maintains social distance.

Updated NMPED Toolkit 07/20/2022

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked limit visits to other classrooms or workspaces outside of their grade level team. Students are not permitted to do any cleaning/disinfecting. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting any areas.

LEARNING SPACE

SABE has alcohol-based hand sanitizers throughout the school and in common areas. Teachers will train and ensure that students are being mindful of the use of the hand sanitizing products and know how to use the product. Cleaning sprays and rags/wipes are also available to teachers/staff to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SABE custodial team will clean and/or disinfect all workspaces at their designated cleaning time. Students are not permitted to do any cleaning. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting any areas.

There will be limited to no access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Building Capacity– SABE administration will be monitoring the number of employees and students in the building while the risk of infection exists.

Front Office– There should be no gathering in the front office or students coming to or being sent to the front office. All payments and student lunch are done electronically. All communications to the front office need to be through Voxer or via telephone call to the office clerk or Health assistant, or administration.

Student assemblies and large student group events and congregations will be unless 3-6 feet distancing can be adhered to.

SECTION 2: Staff: Health, Safety & Support

VISITOR RESTRICTIONS

SABE will allow limited visitation and volunteering opportunities to our campus. Protocols have been developed and put in place to maintain the safety of the students and staff. Only SABE staff, authorized personnel, and authorized volunteers are allowed on campus. Only volunteers and other visitors who have provided proof of being fully vaccinated will be allowed without masks, all others must wear masks when in our building. At no time should a visitor or volunteer be on campus who has any COVID symptoms (see chart). Visitors and volunteers must complete the Dr. Owl health screener with the front desk clerk.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE students, employees, parents, and visitors should attempt to practice staying approximately 3-6 feet away at all times possible from others and eliminating contact with others, as defined below.

- Traffic Flow – Taped marks on the floor throughout the building to aid and maintain the social distancing requirement of 3-6 feet

Social Distancing

Social distancing is recommended in schools. Adults are recommended to maintain 6 feet of social distance to the extent possible from other adults and from students. Students are recommended to maintain 3 feet of social distance to the extent possible, except when eating, exercising, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is recommended. Schools may require that everyone on campus maintains social distance.

Updated NMPED Toolkit 07/20/2022

STAFF SCREENING PROTOCOLS

Staff are expected to screen each day prior to coming to school, and staff with symptoms and/or close exposure to an individual with COVID-19 should not attend school on-site. . They must contact the schools executive director to determine next steps in testing or the need to quarantine. Reporting needs to be done as soon as possible and not delayed for any means. At home tests are not an allowable COVID-19 test at SABE when experiencing symptoms.

Screening includes consideration about whether the student has recently begun experiencing any of the following symptoms in the chart in a way that is not normal for them.

COVID-19 Symptoms

The table below provides two symptom sets with clinical definitions for COVID-19 (in the absence of another diagnosis—see **Acute vs Chronic COVID Symptoms**). COVID-19 is suspected if an individual has one symptom from column one, OR two symptoms from column two.

COLUMN 1 ONE SYMPTOM & COVID IS SUSPECTED	COLUMN 2 TWO SYMPTOMS & COVID IS SUSPECTED
<ul style="list-style-type: none"> • Cough • Shortness of breath • Difficulty breathing • Olfactory disorder • Taste disorder • Confusion or change in mental status • Persistent pain or pressure in the chest • Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone • Inability to wake or stay awake 	<ul style="list-style-type: none"> • Fever (measured or subjective) • Chills • Rigors • Myalgia • Headache • Sore throat • Nausea or vomiting • Diarrhea • Fatigue • Congestion or runny nose

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GUIDANCE IF FAMILY/STAFF MEMBER IS EXPOSED

If staff has been in contact with someone who is COVID-19 positive, our first concern is for their health and safety and those around them. We will follow NMPED guidelines and recommendations as noted and defined below.

Close Contact: Someone who over a 24-hour period, has a cumulative exposure of fifteen minutes or longer within six feet of a confirmed COVID-19 case with or without a face covering.

- **Exception:** In the pre-K – 12 setting (including transportation), the close contact definition *excludes* students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) where
 - » both students were engaged in consistent and [correct](#) use of [well-fitting](#) face [masks](#); and
 - » other [K-12 school prevention strategies](#) (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K-12 school setting.

This exception does not apply to teachers, staff, or other adults in the pre-K-12 setting.

Updated NMPED Toolkit 07/20/2022

If UNVACCINATED, please do the following:

1. Quarantine in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, and then follow their instructions.
 - d. Your healthcare provider
 - e. COVID-19/Coronavirus Hotline: 1-855-600-3453
 - f. SABE's Director: 505-771-0555 or 505-235-1550

Staff who are FULLY VACCINATED against COVID-19 are not required to quarantine if they meet the following criteria: (executive director must have proof of the vaccination status for this to be considered)

1. Are fully vaccinated (i.e., more than 2 weeks prior to 2nd vaccine in a 2-dose series or the booster shots)
2. Have remained asymptomatic since the current COVID-19 exposure

It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate and test immediately if symptoms develop.

Quarantine: Keeping individuals who were in close contact with someone who has COVID-19 away from others. Close contacts with a confirmed case of COVID-19, should stay home from school, work, and other activities for 5 days following their last exposure. Exposed contacts should be tested for the novel coronavirus (SARS- CoV-2) at 5 days following the last exposure to a confirmed case. If the close contact has a positive result, isolation should be implemented as described above.

For the first 90 days after a positive PCR or school-based rapid antigen test, individuals who have had COVID-19 infections and who have completed their self-isolation periods, do not need to quarantine if they are a close contact of a COVID-19 infectious person. It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic, and should isolate and test immediately if symptoms develop.

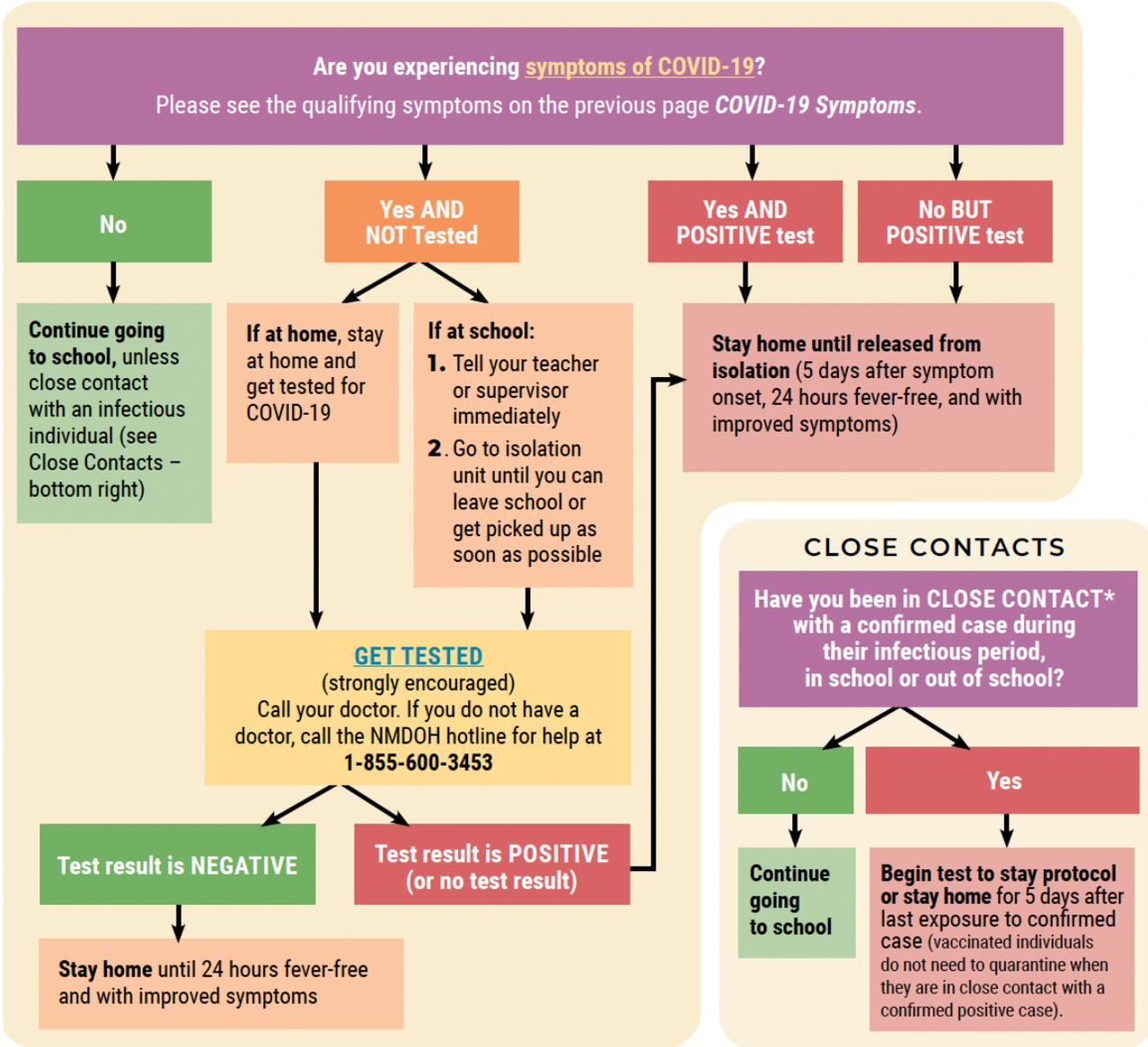
Individuals who have had close contact with a COVID-19 infectious individual are not required to quarantine if they [are up to date with COVID-19 vaccinations as recommended by the CDC – including boosters](#).

It is recommended that the individual get tested for COVID-19 five days after exposure. The individual should isolate and test immediately if symptoms develop.

Updated NMPED Toolkit 07/20/2022

School Staff & Student Decision Tree

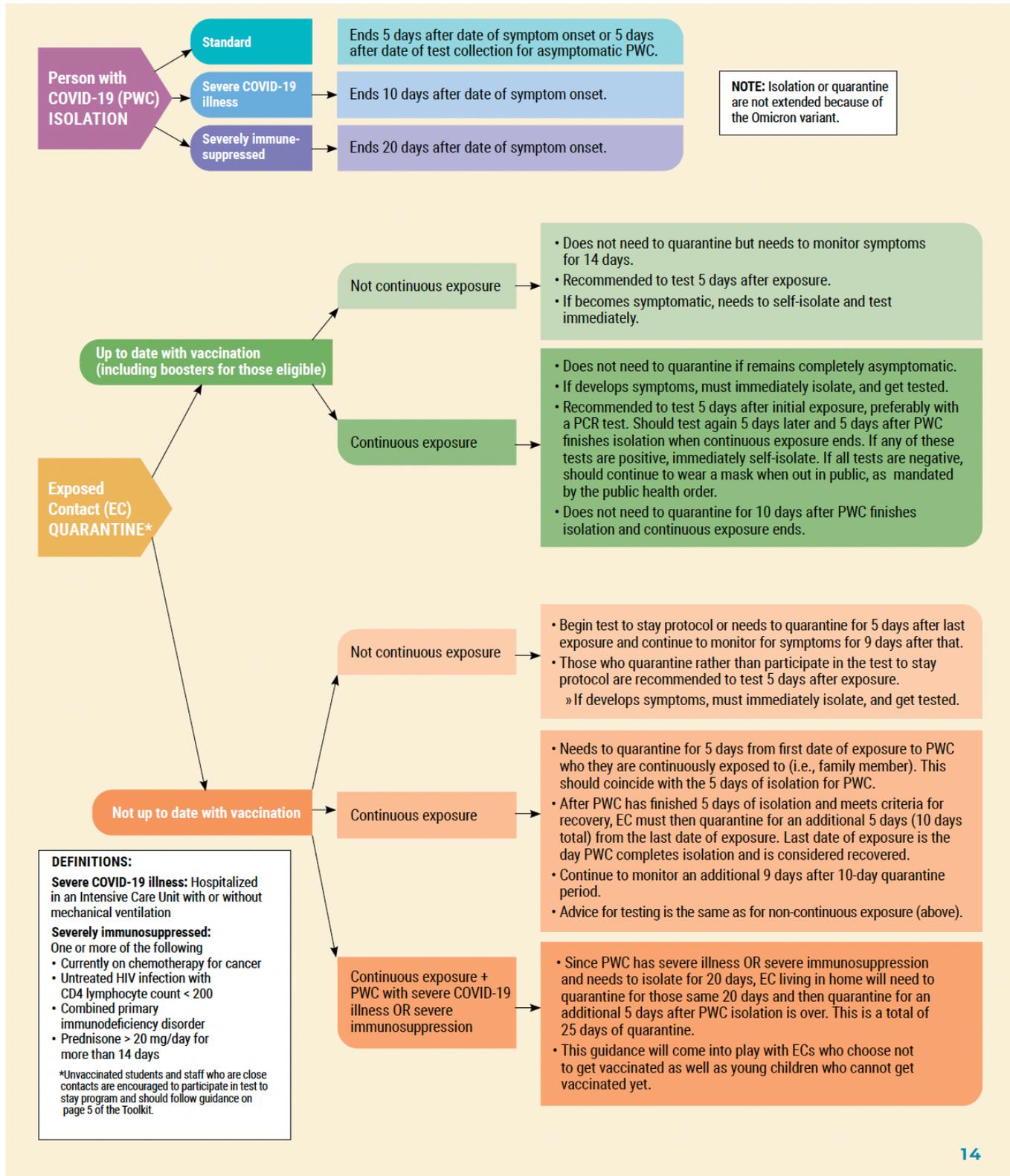
The following decision tree was created for families, students, and staff to better understand the steps that should be taken if an individual develops symptoms. Close contacts who are up to date with vaccination (including boosters for those eligible) are not required to quarantine and are encouraged (not required) to test 5 days after exposure or at onset of symptoms. Unvaccinated close contacts must begin test to stay protocol (page 4 of the Toolkit), or quarantine for 5 days, and are strongly encouraged to be tested five days after exposure or at onset of symptoms.



Symptoms in a Recovered Individual: If a person is positive for COVID-19, completes their self-isolation, recovers, and then develops new COVID-like symptoms within 90 days of their first infection, they should stay home until fever-free for at least 24 hours without fever-reducing medication and with improvement in symptoms. They may consider consulting their healthcare provider for additional guidance. If a person who was positive for COVID-19 more than 90 days ago develops new COVID-like symptoms, they should follow the same guidance as for someone who was never previously a case.

ISOLATION PROTOCOLS - STAFF DISPLAYING COVID-19 SYMPTOMS

Quarantine & Isolation Decision Tree



While at school, when a staff member displays symptoms of COVID-19, or reports feeling feverish, they will report it immediately to the school executive director and go home

Students will be removed from the classroom where the staff member just was and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify all teachers, staff, and families of all students in a school if a *lab-confirmed COVID-19* case is identified among students, teachers or staff who participate in any on activities where children are.

Individuals who were in close/direct contact with an individual who is lab-confirmed to have COVID-19 will be notified of their requirement to quarantine until the 5-day incubation period has passed.

Students and staff with known close contact to a person who is lab confirmed to have COVID-19 will not be allowed to return to work/school until the end of the 5-day self- quarantine period from the last date of exposure if that individual did not experience COVID-19 symptoms during that period. If the individual experienced symptoms, they must stay at home until the conditions outlined or return to work/school are met.

If an individual who has been in a school is lab-confirmed to have COVID-19, the administration will notify the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

During the isolation period, individuals are required to self-monitor daily for symptoms of COVID-19 and this log will have to be presented prior to returning to school/work:

- Check and record their temperature twice a day
- Contact a healthcare provider immediately if they:
 - Feel feverish or have a temperature of 100.4⁰ F or higher
 - Develop a cough or shortness of breath
 - Develop mild symptoms like sore throat, muscle aches, tiredness, or diarrhea
 - Avoid contact with high risk individuals (unless they live in the same home and had same exposure as you)

RETURN TO WORK/SCHOOL PROTOCOLS

In the event that a SABE teacher, staff, student, or other campus visitor is either lab confirmed positive for COVID-19 or experiences the symptoms of COVID-19, they must stay at home throughout the infection period and cannot return to campus until cleared for re-entry. This isolation period is 5 days and then must wear a mask for 5 additional days.

Individuals who are confirmed to have COVID-19 will not be allowed to return to work/school until they meet criteria as established by the CDC and/or are released by their physician.

Confirmed COVID-19 with Symptoms:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications;
- Symptoms have improved; and
- At least 5 days have passed since symptoms first appeared Confirmed COVID-19 without Symptoms:
- 5 days have passed since positive test

Unconfirmed COVID-19 with Symptoms

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://cvprovider.nmhealth.org/directory.html>

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE is non-required but highly recommended of all staff, teachers, and students while at school. PPE for staff will be provided by SABE. This will be one facemask. Allowable PPE for staff are face masks.

In addition to using PPE, it is important to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

HAND WASHING/SANITIZING EXPECTATIONS

School personnel will be trained on social distancing and proper hand washing. Hand sanitizer will be available at the main entry to campus, in classrooms, in the cafeteria and in common areas throughout the campus.

Teachers will:

- provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day
- require thorough hand washing after recess, before eating, following restroom breaks

Disinfecting Expectations

Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly. Staff will limit the use of shared supplies.

Teachers will provide mini-lessons daily to students on how to use masks/face coverings, maintaining the 3-6-foot social distancing, coughing and sneezing into their bent elbow and washing/using hand sanitizer often.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE employees, authorized personnel, students, parents, and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others while in the building or on campus, whenever possible.

- Traffic Flow – Floors are marked throughout the school in order to maintain the social distancing recommendations of 3-6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be discouraged

Social Distancing

Social distancing is recommended in schools. Adults are recommended to maintain 6 feet of social distance to the extent possible from other adults and from students. Students are recommended to maintain 3 feet of social distance to the extent possible, except when eating, exercising, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is recommended. Schools may require that everyone on campus maintains social distance.

Updated NMPED Toolkit 07/20/2022

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit other classrooms or workspaces. Employees are required to disinfect their own personal workspace (teacher desk, work area, etc) at the beginning and end of the day, and throughout the day, giving special attention to commonly touched surfaces. Supplies will be provided in each workplace/classroom. Students are not permitted to do any cleaning. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting in any areas.

SHARED WORKSPACE

SABE has alcohol-based hand sanitizers throughout the school and in common areas. Teachers will train and ensure that students are being mindful of the use of the hand sanitizing products and know how to use the product. Cleaning sprays and rags/wipes are also available to teachers/staff to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SABE custodial team will clean and/or disinfect all workspaces at their designated cleaning time. Students are not permitted to do any cleaning. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting any areas.

There will be limited to no access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Building Capacity– SABE administration will be monitoring the number of employees and students in the building while the risk of infection exists.

Front Office– There should be no gathering in the front office or students coming to or being sent to the front office. All payments and student lunch are done electronically. All communications to the front office need to be through Voxer or via telephone call to the office clerk or Health assistant, or administration.

Student assemblies and large student group events and congregations will be unless 3-6 feet distancing can be adhered to.

Teacher's Lounge–This space is open but it is highly recommended that you are aware of the COVID-19 protocols to keep yourself safe.

SECTION 3: Operations / Facilities

FACILITIES CLEANING

The safety of our employees and students are our first priority. Prior to reopening, our schools will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions as recommended from the NMDOH and CDC. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Shared Appliances	Microwave, Coffee Machine	Please disinfect after your own personal use and clean prior to using it as well.
Shared Appliances	Refrigerator	At least 3-4 times a week
Electronic Equipment	Copier machine	Please disinfect after your own personal use and clean prior to using it as well.
General Used Objects	Door handles, light switches, sinks, restrooms	At least 3-4 times a day
Common Areas	Cafeteria, offices, Common Areas	At the end of each use/day; between groups

GENERAL & DEEP CLEANING DISINFECTION MEASURES PROTOCOL

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

Custodial staff and Health assistant will be trained in proper cleaning and sanitation techniques of high touch surfaces and areas and specialized equipment.

Daily Campus Cleaning

Each classroom, campus offices, and restrooms will be disinfected daily. This process will include the use of CDC/EPA disinfectant and custodial staff will indicate the date/time of last cleaning in each location on a log. Inspections will be conducted daily to ensure thorough disinfection has occurred.

All high touch areas will be disinfected multiple times daily.

Custodial staff will be provided masks, gloves and other PPE during work hours.

Staff will have access to disinfectant to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Additional Cleaning Measure for COVID-19 Positive Cases on Campus

If a classroom or facility is closed due to COVID-19 spread, hospital grade disinfectant will be used. Any areas heavily used by the lab-confirmed case will be closed off until non-porous surfaces can be disinfected, unless more than 3 days have passed since that person was on campus.

Additional Measures for Disease Mitigation

Shields will be installed in areas of high contact (e.g., receptionists) desks or tables will be socially distanced as much as instructionally possible.

Water fountains have been replaced by water filler stations, which will be operational. Regular drinking from the fountains is not allowed.

Students will be encouraged to bring water bottles to school for their personal use.

SIGNAGE

Signage, in both English & Spanish will be placed throughout the offices and school. Teachers and staff are encouraged to teach students what each sign reads and help them understand the meaning behind each poster.

EMERGENCY DRILLS

We will adhere to the requirements of Senate Bill 147 and hold emergency drills when students are present at the school. We will remain in the same designated location for evacuation drills as they are in compliance with social distancing.

OUTSIDE FOOD/PACKAGE DELIVERY

Bringing or sharing refreshments during class/meetings with other staff and/or students is prohibited in order to limit the risk of contamination. Students will not be allowed to eat other than during the lunch block. We ask that there be no food delivered and that food be kept at your assigned space, if possible. Personal deliveries such as food and/or packages should not be delivered to SABE.

PREVENTIVE MATERIAL INVENTORY

SABE will plan accordingly to:

1. Ensure that the school district has an adequate supply of soap, hand sanitizer, paper towels, and tissues.
2. Ensure that there is a supply of gloves and other protective gear including disposable masks, overalls (custodial), and washable masks for all staff.

3. Have touchless thermometers on-site for employee and student screening.

STUDENT DROP-OFF/PICK-UP PROTOCOLS

SABE has developed new protocols for student pick up at dismissal time.

During the pick-up time, the staff will be using an application (Drive Line) that will make the process safer and more efficient. Teachers and staff will be trained on this and a message

When a child is picked up before the regular dismissal time, when the parent/guardian drives up, they must call the front office and indicate who they are, who their child(ren) is/are, and the reason for early pick up. The front office staff will walk to the child's classroom and help them collect their belongings. When the office staff and child are at the front door, the parent will come and show their identification, sign out the student pick up log and the child will be released. If the person is unknown to the front office staff, the person picking up the child will need to be confirmed on the student information system.

RESTROOM USAGE DURING THE WORK DAY

Administration will establish maximum capacity for the facility that allows for social distancing and post the maximum capacity sign on each restroom door. Teachers will schedule bathroom breaks (age appropriateness) for their classes. A schedule will be posted on the door. If a child needs to go to the bathroom outside of these breaks, he/she must be escorted to the bathroom by an adult. A runner will be identified for teacher breaks as needed. Touchless soap dispensers and paper towels have been installed in the restrooms.

LOCKERS (Middle School)

Lockers will not be used until further notice.

VISITORS ON CAMPUS

SABE will allow limited visitation and volunteering opportunities to our campus. Protocols have been developed and put in place to maintain the safety of the students and staff. Only SABE staff, authorized personnel, and authorized volunteers are allowed on campus. Only volunteers and other visitors who have provided proof of being fully vaccinated will be allowed without masks, all others must wear masks when in our building. At no time should a visitor or volunteer be on campus who has any COVID symptoms (see chart). Visitors and volunteers must complete the Dr. Owl health screener with the front desk clerk.

LUNCH PROGRAM

While plans are not finalized with Bernalillo Public Schools as of writing this, we will maintain our partnership with BPS and continue our lunch program at SABE. Students will eat their breakfast in the classroom and protocols will be established for lunch which will be held in the cafeteria. This will be changed should the need

arise. Students will be required to have their lunch on hand when dropped off in the morning. If they do not have a lunch prepared from home, they will be provided a school lunch. Food will be delivered to their classrooms and desktops disinfected prior to eating.

CLASSROOM ARRANGEMENTS

Classroom arrangements will be made to adhere to social distancing, when possible, and best practice instruction with each classroom teacher.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

SABE will provide videos and resources for parents and teachers to access. Teachers will have weekly check-ins with students, especially those that have chosen to participate in the full online academy option. Training will be provided by our school social worker and continued consultation will be made to continue supporting the social emotional well being of students and staff. The SABE administration will also be taking feedback from the staff to continue developing parent outreach and support. Consultation will be made with the New Mexico Public Schools Insurance Authority to verify availability of counseling services for staff.

STAFF TRAINING

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the COVID-19 virus. We will structure the training plan to effectively disseminate information to all teams and audiences, including parents and students. Additionally, teaching staff will be provided trainings to support successful implementation of instructional plan. All training will be held via Zoom or virtually.

Staff and teachers:

- 1) Training to support and maintain the health and safety of staff and students
- 2) Training to support the implementation of the instructional products for the Hybrid and Online Academy
- 3) Training to support the technology learning needs of staff, teachers and students and families
- 4) Orientation training to support new staff

Families and teachers:

- 1) Reference sheets and video training will be available for parents and teachers on all new technology, products, and services that will help their child be successful during the Hybrid and/or Online Academy time. Teachers will check in weekly with all students and if there are training needs, administration will be notified.

Custodial & Health Assistant:

- 1) Risk management trainings to support requirements for disinfection to eliminate the virus (CDC, DOH, POMS)
- 2) Disinfection methods, comprehensive cleaning training (Weiss Brothers Custodian Training)
- 3) Cleaning Crew Protocols (Developed by committee)

Other Content to be Covered:

1. All training topics can be reinforced with signage in the buildings
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Drop off/Pick up of students
6. Isolation protocols
7. On-site health screening
8. Daily self-screenings
9. Food Service
10. Health Specific
11. COVID-19 Specific

COMMUNICATION METHODS

District-to-Staff: The following methods of communication are used when the district communicates to the staff and teachers: Voxer, email and weekly Zoom meetings

District-to-Parents/Families: The following methods of communication are used when the district communicates to the parents, families and community: Weekly newsletters, email, School Messenger, www.nmsabe.org, ClassDojo

Teacher-to-Parents: The following methods of communication are used when the teacher communicates to the parents on class specific topics: Weekly newsletters, weekly check-ins, email, ClassDojo

Parents-to-Teachers: The following methods of communication are used when the parents communicate to the staff, teachers, administration: Email, ClassDojo, telephone message

TRIBAL CONSULTATION

SABE will attempt to inquire and request of parents to serve as tribal representatives for our students representative of their respective communities. The plan will be shared with tribal leaders to get additional input.

SUBSTITUTE TEACHERS

There will be district identified substitutes. We will not use outside substitute teachers until further notice. If a teacher becomes ill while at school or home and cannot provide the required "instruction", a substitute might be called if deemed necessary by administration. Staff should not report to work if any illness includes COVID19 symptoms. Notification of the need for a substitute needs to be made as early as possible, no later than 5:30am.

SECTION 4: Health Office Protocols

HEALTH SERVICES (COVID-19)

When and if a child has Covid-19 symptoms, they will report this to their teacher. The teacher will contact the Health assistant via telephone. The Health assistant will report to the child's classroom and escort them to the front office.

If someone is showing any of these signs, 911 may be called for immediate care:

- Trouble breathing
- New confusion
- Bluish lips or face
- Persistent pain or pressure in the chest
- Inability to wake or stay awake

While at school, when a student has displayed symptoms of COVID-19, or reports feeling feverish, they will be given an immediate temperature check to determine if they are symptomatic for COVID-19. Students who are ill will be separated from their peers and remain in the designated area until they are picked up. They should be picked up within 30 minutes and no later than 45 minutes from the time the school contacted the student's parent/guardian. If a student's parent/guardian is not available, the emergency contacts will be contacted. If the child is not picked up after one hour of initially being seen, administration may choose to contact CYFD and/or local authorities.

If a student has to be isolated based upon the screening, other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

HEALTH SERVICES (Non-COVID-19)

When and if a child has other ailments that are non-Covid 19 symptom-like, they will report this to their teacher. The teacher will assist the child, if possible, to self treat. If that is not an option, the Health assistant will be contacted via telephone and report to the child's classroom for treatment. Having the child go to the Health's office will not be allowed unless escorted by another adult in the event of an emergency. These other ailments might include:

- Nausea
- Dizziness
- Allergic reaction
- Head Lice
- Sprained extremity
- Nose bleed
- Stomachache
- Cramps
- Lightheadedness
- Toothache
- Broken Bone
- Soiled clothing
- Scrape/scratch
- Allergies
- Cuts
- Dry skin
- Headache

In any event that the Health assistant or administration feels it appropriate, 911 may be called in emergency situations.

HEALTH CONSULTATION

SABE contracts with Charter School Nursing Services and has a Health on site one time per week. We are in constant consultation with our Health and they are on call for services.

SECTION 5: Student Learning & Academics

AT SCHOOL LEARNING

Description:

For this option, students will be joining their teachers and classmates on campus. During the face-to-face class time, teachers will provide direct instruction to students ensuring they are covering grade-appropriate standards.

Student responsibility:

Students, while in the classroom, will follow established norms of regular class, while also following social distancing norms set forth by the school. Students will attend class regularly, as well as complete home-learning assignments as given by teachers.

ATTENDANCE

SABE will adhere to our Attendance Policy and when a child is absent due to reported COVID related issues, coding within our Student Information System will be used. All absences must be called in on a daily basis to the front office or to our registrar.

PAPER/AT HOME PACKETS

Paper based products will be determined on a case by case basis in collaboration with the classroom teachers.