

**NOTE: This guidebook requires the user to enter school-specific information. Please complete the document accordingly.**

## **COVID-19 REENTRY: SCHOOL POLICIES/PROCEDURES GUIDEBOOK**

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at School, in addition to the policies and procedures contained in the School's Student/Family and/or Employee Handbooks, and other School policies/procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the School's Student/Family Handbook, Employee Handbook, or other School policy/procedure, the policy in this Guidebook shall control.

Violation of these policies/procedures may subject students/staff to disciplinary action. Parents/guardians, visitors and other persons who refuse to adhere to School policies and procedures shall be required to immediately leave School premises.

**School will abide by all current federal and state public health orders applicable to schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with a public health or executive order, the public health/executive order shall control. Likewise, this Guidebook endeavors to comply with PED guidance relating to operations during the public health emergency, which guidance may change from time to time. To the extent that anything herein conflicts with PED guidance, as amended, the PED's guidance shall control.**

### **RE: MASKING.**

Any person entering the School premises, who uses School transportation, or who is participating in or attending a School-related activity must wear a mask or similar protective face covering, covering the nose and mouth, at all times, except while eating or drinking during allowed times. Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets. The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) disposable masks for people who forget to bring their masks to school; (3) face masks with a clear plastic window or that are made of clear material; or (4) surgical, procedural, N95 or KN95 face masks that are approved by the federal Food & Drug Administration for use by staff performing medical duties or similar close contact assignments. The following face coverings are NOT substitutes for face masks: (a) masks with exhalation valves or vents; (b) scarves; (c) bandanas; (d) neck gaiters/neck fleeces; (e) face shields.

Students who cannot bring their own face coverings for use at School should notify [REDACTED], who will arrange for face coverings to be provided. The School will have a sufficient quantity of masks, as well as PPE (for staff in close contact assignments) on hand to start the school year prior to students returning for in-person learning, following applicable PED guidance and requirements.

Students who take off their masks outside of permitted food/drink times shall be given a disciplinary warning; those who refuse to wear a mask must be immediately picked up from school and taken home. After [REDACTED] [specify number of warnings] such warnings, the student shall be subject to further disciplinary

measures, including but not limited to required remote learning (if available), suspension or expulsion, depending on the circumstances. School's disciplinary policies and procedures shall apply.

General Exceptions. This masking requirement does not apply to children under age two or to anyone who has trouble breathing, is unconscious, incapacitated or is otherwise unable to remove the mask without assistance. When wearing a mask would obstruct breathing or exacerbate another medical condition for a student, the student should be seen by a healthcare provider to discuss whether it is safe for the student to be in school during the public health emergency.

Students who do not have and are not eligible for an IEP or 504 Plan MUST wear a face mask in order to attend school in person. The alternative is fully remote learning, if offered by the school.

Students with IEPs/504 Plans. Students who cannot wear a face mask and have an IEP or 504 Plan shall meet with the IEP/504 Team to make a determination about possible accommodations based on the totality of needs, including the student's needs and the community's public health needs. In most cases, the IEP/504 team will consider fully remote learning as the appropriate accommodation, per PED guidance. The IEP/504 team may request medical documentation and may determine whether a face shield could be substituted for a face mask. In the event the IEP/504 team allows a face shield to be substituted for a mask, the face shield must be hooded, or start at the forehead, and wrap around the face from ear to ear and extend to the chin. Additional PPE equipment for the student and the staff serving the student shall also be considered. When a student with an IEP/504 Plan cannot wear a face mask due to a behavioral issue, then the IEP/504 team will convene to develop a fully remote learning option and a plan for teaching the student to wear a face covering so that the student may return to in-person learning as soon as possible.

School Employees/Staff/Contractors. The face mask requirement is considered a lawful condition of employment during the public health emergency. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for the staff member, the staff member will provide medical documentation to support a request for alternate work as a reasonable accommodation, if feasible; these requests shall be treated pursuant to the process for staff requests for a workplace accommodation. Staff who work with students under an IEP/504 Plan wearing a face shield instead of a face mask should wear a face shield in addition to a mask; the school will provide staff in this situation with a medical mask and/or other PPE. The use of a mask is not required by a School employee when in that person's private office with no one else present.

Masking and the Americans With Disabilities Act. Please note that a reasonable accommodation under the ADA may not be required when it would pose a "direct threat" to the School community, or when it presents an "undue burden" involving a "significant difficulty or expense", as described/set forth in ADA regulations. During the public health emergency, all people's health and safety must be considered.

## **Re: HEALTH SCREENING AND SELF-ISOLATION PROCEDURES**

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Screening. In addition to the School's regular security and other visitor screening procedures, the School shall screen any person (including **students** and employees) wishing to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School, and shall deny on-campus access to anyone, including any School employee, volunteer, **student**, parent, visitor, contractor, or any other person, as appropriate, based on the person's answers to the screening questions required by the School for entry to School property/events. These questions are available at [https://www.ahcancal.org/facility\\_operations/disaster\\_planning/Documents/COVID19-Screening-Checklist-SNF-Visitors.pdf](https://www.ahcancal.org/facility_operations/disaster_planning/Documents/COVID19-Screening-Checklist-SNF-Visitors.pdf). **[NOTE: PED says screening optional for students, but recommended]**

Further, School shall conduct temperature checks for all persons seeking to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School, and shall deny entry to anyone with a temperature of 100.4 degrees Fahrenheit or higher.

The School shall maintain a daily log of all persons entering the School who is not a student at the School, or a School employee. The name, telephone number, and date of entry shall be logged for each School visitor, contractor, volunteer, parent, or any person other than a currently-enrolled student at the School, or a School employee. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by \_\_\_\_\_ **[name or title of School employee]**.

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with NMDOH will be launching a statewide surveillance testing program to ensure that all educators have access to critical testing resources as school reopen for in-person learning. The School will participate in and cooperate with that program as required by PED/NMDOH, once implemented. A 5% surveillance testing requirement will be required for faculty and staff each week when students are present on campus. Access to testing will be provided by the PED/NMDOH at no cost to staff under this program.

Self-Isolation/Quarantine Procedures. Any person who is denied access to School premises or in-person events because of the results of the screening or temperature check requirements herein or as required by the State of New Mexico, OR any person experiencing any symptoms of COVID-19, shall be required to do the following before further attempting to access School premises or in-person events:

- (a) Engage in a period of self-isolation/quarantine at home;
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the School's Head Administrator, which results shall be kept in confidence by the School to the extent such does not conflict with orders and directives of the DOH and/or New Mexico Public Education Department (PED); and
- (c) Attend School from home, or work from home to the extent that work can be performed remotely with the permission of the Head Administrator. Any School employee engaged in a period of self-isolation required under this Policy/Procedure who is not able or permitted to

work from home shall use annual and sick leave or, if eligible, leave under the Emergency Paid Sick Leave Act. *See related policy*

- (d) If the result of the COVID-19 test is NEGATIVE, you may return to the school site 24 hours after you no longer have symptoms and have been fever-free without medication. If the result of the COVID-19 test is POSITIVE, you must stay home until you are released from isolation (10 days after symptom onset, 24 hours fever free, and improving symptoms). *See Confirmed COVID-19 Cases and "Close Contacts", below.*

Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us), by phone to (505) 476-8700, or by fax to (505) 476-8734. School will comply with this directive for employees with a known COVID-19 positive result.

School shall adhere to DOH and/or PED guidelines and shall work with state and local health officials with respect to contact tracing.

Paperwork/records relating to employee/student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by School Administration in confidential, segregated, locked files as medical records.

#### **Re: IF YOU FEEL SICK AT SCHOOL**

If you feel unwell before school or work, you must stay home and follow attendance notification requirements. Students/staff who become unwell while at School must do the following:

- Students must notify a staff member that they feel unwell. Staff must notify Administration.
- Persons who feel unwell on campus shall immediately be taken to an isolation room or area to separate them from others. School healthcare staff shall conduct COVID-19 screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus. *See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf> or current guidance*
- Parents/guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, the School shall call for ambulance transportation to a healthcare facility. Ill students/employees shall not be allowed to drive themselves home.
- Students/staff feeling unwell with symptoms consistent with COVID-19 will be required by School to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform the School of the date(s) of testing and the results of any testing. School shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.

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- Students/staff with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until they demonstrate to the School that they have met DOH criteria to discontinue home isolation.
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#### RE: CONFIRMED COVID-19 CASES AND “CLOSE CONTACTS”

- Confirmed COVID-19 positive individuals who are members of the school population must notify the School immediately of that result, and the date of the test. Notification should be provided to: \_\_\_\_\_ at \_\_\_\_\_.
- Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activities at the time they are notified of positive testing, and shall be sent home. Students/staff who are confirmed infected individuals must participate in an online or remote-only program until they have completed their period of home isolation and are cleared to return to school, see below.
- Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us), by phone to (505) 476-8700, or by fax to (505) 476-8734. School will comply with this directive for employees with a known COVID-19 positive result.
- Within four (4) hours of learning of a confirmed positive COVID-19 case at the school site, the school will notify families and staff in writing that a positive case has been identified at the school site. The School shall not specifically identify the infected student/staff member in such notifications.
- School administration shall follow NMPED and NMDOH protocols with respect to reporting to/notifying those entities of a positive result at the school site or within the school population.
- The School may share information relating to the infected individuals with NMPED and/or NMDOH, consistent with applicable FERPA exceptions.
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- **COVID-19 confirmed positive individuals with symptoms must self-isolate for ten (10) days from the onset of symptoms and be fever free for three consecutive days before returning to the school site/school activities; asymptomatic COVID-19 confirmed positive individuals must self-isolate for 10 days from the date of the test before returning to the school site/school activities.**
- **Close contacts at School** (someone who was exposed for three minutes or longer within six feet of a confirmed COVID-19 case, with or without a face covering, or who was in the same class or cohort as a confirmed COVID-19 case) must be tested for COVID-19 and must quarantine for 14 days. The School will notify close contacts of the requirement to be tested for COVID-19 (staff) and the recommendation to be tested (students), and the

requirement to quarantine for 14 days (staff and students), within 4 hours of learning of a confirmed COVID-19 case within the school population.

- Testing for COVID-19 is only required for those individuals identified as “close contacts” of a confirmed COVID-19 case.
- Students and staff who are close contacts shall participate in an online-only program until they have completed their 14-day quarantine.
- Even if a close contact’s COVID-19 test is negative, the 14-day quarantine must be adhered to.
- Once the 14-day quarantine period for close contacts is completed without symptoms, the close contact staff member/student may return to school; a negative test is not needed in order to return.

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**Close contacts away from School:** Students and staff must notify the Head Administrator if they know that they have been exposed to others who have tested positive for COVID-19. The School will keep this information in confidence to the extent such does not conflict with orders and directives of the DOH and/or PED. If a School student or employee is determined to have had the equivalent of “close contact” (see above) with any confirmed COVID-19 positive person outside of school, including a household member, during the positive person’s infectious period, the student or employee shall get tested AND shall engage in a fourteen (14)-day quarantine period from the date of last close contact with that person before returning to the School and/or participating in School-related in-person events. Test dates and results shall be reported to School administration. The School may seek confirmation of the contact’s/household member’s positive COVID-19 testing and nature of the contact for staff members.

## **Re: TRAVEL**

**Travel. School employees shall not travel out of state for School-related business until further notice.**

All students, families, and School employees are strongly discouraged from traveling out of state on personal business. Any School employee who engages in personal out of state travel shall report the nature, extent, and details of the travel to the Head Administrator before traveling or, if advance notice of the out of state travel is not possible because of unforeseen, emergency circumstances, as soon as possible after the travel begins. For so long as executive/DOH order 2020-054 or similar order remains in place, any student or employee who engages in or returns from out of state or international travel shall engage in a fourteen (14)-day period of quarantine upon return to New Mexico before returning to the campus or attending in-person School events, whether or not they are exhibiting any health symptoms. Staff quarantining after out of state travel for personal business shall not be eligible for paid sick leave pursuant to the Families First Coronavirus Response Act.

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## **Re: SCHOOL FACILITY CLEANING/CLOSURE**

Cleaning. All School facilities and buildings operated by the School must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. See, e.g., <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. Staff shall be required to keep and provide daily checklists or similar verification that facilities have been cleaned in accordance with all applicable DOH guidelines. Staff further shall comply with any/all cleaning/maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA).

Closure. School site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with NMDOH and CDC guidelines. In consultation and partnership with the NMPED and NMENV, the school will determine when it is safe to reopen the portions of the school facilities impacted by the initial closure. Decisions to reopen will be based upon appropriate completion of required action steps related to the positive case.

## **Re: SOCIAL DISTANCING ENFORCEMENT**

Social Distancing. All large group gatherings shall be avoided on School premises or during School-related events. Outside of class, students/staff/visitors shall not congregate in groups larger than 5, or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the School's area.

Students/staff/visitors must maintain proper social distancing measures at all times (minimum 6 feet between individuals, whether or not a mask is worn).

[Add site-specific instruction re: passing periods, class cohorts, recess, restroom breaks, etc.]

Where possible/practical, meetings/conferences shall be held virtually or in small groups with maximum social distancing.

Staff shall closely monitor and enforce social distancing requirements.

## **Re: TRANSPORTATION**

Transportation. All staff and students must wear protective face coverings covering nose and mouth on School-provided transportation. Students will be assigned to certain seating. All reasonable steps shall be taken to limit bus seats to one student per seat, with a maximum of two per seat. Hand sanitizer will be provided and required. School vehicles shall be thoroughly cleaned and disinfected before and after each use.

**OPTIONAL:** students and staff using School-provided transportation will be screened for symptoms of illness prior to entering the school vehicle.

Parents are strongly encouraged NOT to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

**Re: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS**

Students and employees with underlying medical conditions as defined by the CDC, [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html), and/or employees over the age of 50, and/or those who live with someone who is in a high-risk category, should contact \_\_\_\_\_ prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction. School will maintain such discussions and documentation in confidence and in segregated, locked files as medical-related records and information. Student accommodations and modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures. Personnel accommodations shall be addressed in compliance with ADA and OSHA requirements. *See also Emergency Paid Sick Leave and Extended Family Medical Leave Policy.* The School aims to be as flexible as possible in making alternative arrangements.

**Re: FIELD TRIPS**

Until further notice, School field trips necessitating vehicular transportation to indoor or outdoor locations will be curtailed. Walking field trips to outdoor locations where social distancing can be maintained may occur, subject to prior scheduling and approval by School administration and parents/guardians.

**Re: MEALS/FOOD ON CAMPUS**

During remote learning days, meals will continue to be provided to eligible students through the School's designated food distribution site: \_\_\_\_\_. Please contact \_\_\_\_\_ for further information. Masks must be worn, and social distancing must be maintained, during meal distribution.

During mealtimes on campus, students and staff are required to maintain social distancing requirements and to wear masks when finished with their meal. Cleaning/disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day. [Describe how your school's meals will be delivered/provided, any site-specific details]

**Re: EXTRACURRICULAR ACTIVITIES**

School shall follow the current NMAA guidelines regarding extracurricular activities, including school sports, as updated periodically by NMAA. All members of the coaching staff will be tested for COVID-

19 shortly before the start of the season for any sport or activity that they coach, and the coaching staff members will provide the results to a school official named by the School. Each student participating in an NMAA sport or activity will be tested for COVID-19 shortly before each competitive season in which the student participates and will provide the results to a school official named by the charter school. Coaching staff will self-monitor and screen students prior to all workouts, practices, and competitions.

**Re: RECESS**

Time for recess shall not be reduced or eliminated, and withholding of recess shall not be used as a student disciplinary measure. Students must utilize masks, and maintain social distancing requirements, during recess. Playground equipment shall be regularly cleaned and disinfected.

[Add School-specific recess provisions]

**Re: ATTENDANCE FOR SUCCESS**

Students are expected to attend in-person or remote instructional programs, as provided by the School, each day. Attendance will be officially recorded and reported to PED, whether school is conducted online or in-person. The school further will track online participation. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Hybrid Model: For hybrid learning models in which students attend in-person classes on some days of the week and participate in remote learning on other days of the week, attendance shall be taken by teachers for both in-person and remote instructional classes and school programs. Accurate attendance data shall be documented and reported by the School, in accordance with the Attendance for Success Act. Teachers will track student engagement and whether or not students are logging on to online instructional activities or otherwise using other means to participate in a class/activity, and the School will maintain this data. The School will monitor those students who are not participating or engaging with online instructional activities and provide supports as appropriate.

[Here is where you describe how you will determine when and how a student is absent. If you are using a synchronous delivery system, this will likely entail the teacher visually or aurally tracking the student. If asynchronous delivery, you will need to describe how attendance will be tracked daily. If you have students without internet/computer access, you may need to devise creative means of tracking attendance/participation, such as call-ins. Note that the ASA requires that attendance be tracked and recorded/reported on the basis of EACH SCHOOL DAY (24-hour period)]

[Here is where your school describes how you will address any lack of access to internet/computer, etc. and provide alternatives, such as calling in, arranging for an alternative activity that doesn't involve synchronous learning, etc.] Please contact \_\_\_\_\_ at \_\_\_\_\_ if you/your student requires assistance with remote participation/engagement methods.

If campus is closed, and remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the NMPED, pursuant to this policy and the Attendance for Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

Failure to attend and/or participate in instructional classes and school programs shall result in processes being implemented pursuant to the School's Attendance Policy and the Attendance for Success Act (see student/parent handbook). Meetings that need to be held with parents/guardians pursuant regarding attendance may be held via videoconference or teleconference in lieu of in-person.

Medical and other excused absences: Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided as per the existing School attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

The following is optional, delete if you will not offer an online-only option through your school for families who do not wish to return to in-person school: Optional Online-Only program: For optional online instructional programs that the school may employ to better meet the needs of some families, and in which families may choose whether or not to participate, attendance will be regularly taken and reported for program participants, and students will be supported with appropriate interventions in accordance with the Attendance for Success Act.