

**COVID-19 RESPONSE: SUPPLEMENTAL 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 supplemental 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 and regulations applicable to public schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with an applicable public health or executive order or adopted regulation, the public health/executive order/regulation shall control. Likewise, this Guidebook endeavors to comply with Public Education Department (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 most recent guidance shall control.

**RE: VACCINATION**

Vaccination against COVID-19 remains the most important COVID-safe practice for those eligible to receive the vaccine, and the School strongly encourages the School's community members to get the vaccine(s) as soon as eligible, for the overall health of the individual and the School community. If you need help in obtaining a vaccine, contact the New Mexico Department of Health at 1-855-600-3453, or see <https://goodtimes.vaccinenm.org/good-times/> for information.

**RE: VACCINATION VERIFICATION**

Students and school employees/staff/contractors/volunteers will be asked to provide evidence of COVID-19 vaccination status to the school's nurse. Submittal of evidence of vaccination is voluntary. Those individuals who do not provide such evidence shall be presumed to be unvaccinated for purposes of these policies/procedures. COVID-related vaccination records shall be maintained in confidence by the school in the same manner as other immunization/health status information from students/staff and in accordance with state requirements.

Evidence of full vaccination includes:

- Original or copy (including photo) of a vaccination card indicating that the individual completed a course of COVID-19 vaccination at least 14 days prior to the current date; or
- Printout or screen shot from:  
[https://nmsiis.health.state.nm.us/webiznet\\_nm\\_public/Application/PublicPortal](https://nmsiis.health.state.nm.us/webiznet_nm_public/Application/PublicPortal)  
indicating the individual completed a course of COVID-19 vaccination at least 14 days prior to the date evidence of vaccination was requested by School.

### **RE: CAMPUS ACCESS, HEALTH SCREENING AND SELF-ISOLATION PROCEDURES**

Other than during school-related events (*e.g.*, assemblies, dances, award ceremonies, academic competitions, extracurricular events, *etc.*), access to School buildings by nonessential visitors, volunteers, and external organizations/groups with persons who are not fully vaccinated, may be restricted or limited during this public health emergency. Adults coming onto campus during school hours who have not provided evidence of vaccination are required to complete a COVID screening, including temperature check, upon entry. Masking and social distancing requirements apply to visitors/volunteers/spectators indoors on School campus at all times. Visitor/volunteer access to campus is at the discretion of the School's Principal.

*COVID Screening Unvaccinated Employees & Contractors.* All employees and school contractors who have not provided evidence of being fully vaccinated, *see above*, will be subject to COVID-19 screening which includes a temperature check and questions relevant to COVID-19 exposure, travel, and COVID-19 testing. The School shall maintain a daily log of all unvaccinated employee screening information in the same manner it maintains confidential medical information for all employees. Contractor screening shall be kept confidential except to advise the contractor of positive COVID symptoms.

*Self-Isolation/Quarantine Procedures Employees and Contractors.* An employee or contractor who as a result of COVID-19 screening or testing, OR any employee or contractor experiencing any symptoms of COVID-19, shall be required to do the following before returning to work or the School premises:

- (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 Principal, 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) If the test is positive, work from home to the extent that work can be performed remotely at the discretion of the Principal. 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, COVID-related supplemental sick leave.
- (d) If the result of the COVID-19 test is NEGATIVE, the employee/contractor may return to work or the school 24 hours after the employee no longer has symptoms and has been

fever-free without medication. If the result of the COVID-19 test is POSITIVE, the employee/contractor must stay home until released from isolation (10 days after symptom onset and 24 hours fever free, and improved symptoms).

*Mandatory School Reporting.* 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.

*COVID Screening Unvaccinated Visitors & Volunteers.* All visitors and volunteers who have not provided evidence of being fully vaccinated, *see above*, and who seek to enter any school building during normal school hours are subject to COVID-19 screening, which includes a temperature check and questions relevant to COVID-19 exposure, travel, and COVID-19 testing. This screening does not apply to spectators in school buildings outside of normal school hours 8:00am – 3:00pm, although said visitors are required to follow all Covid Safety Practices (CSP) adopted by the School, including masking. The School will post its CSP requirements in locations throughout the premises. The School shall maintain a daily log of all visitors and volunteers entering the School during school hours. The name, telephone number, and date of entry shall be logged for each visitor. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by Joseph Andreis, Principal.

*Entry.* If a visitor or volunteer who seeking to enter a school building during normal school hours displays or discloses symptoms associated with COVID-19 through the screening process, access will be denied. The School's Principal may require a visitor or volunteer to demonstrate proof that he/she has followed the screening procedure before having access to the School. *See Self-Isolation/Quarantine Procedures Employees and Contractors, above.* Any visitor or volunteer who displays COVID-19 symptoms during his/her visit will be directed to immediately leave the school premises.

### **RE: UNVACCINATED STAFF SURVEILLANCE TESTING.**

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with DOH requires a statewide surveillance testing program for *unvaccinated staff* who are physically working at a school providing in-person student services, including small-group special education services and athletics. **Individuals who provide evidence of full COVID-19 vaccination are not required to participate in surveillance testing.** The purpose of surveillance testing is to detect COVID-19 outbreaks as early as possible by screening unvaccinated asymptomatic staff. The School will participate in and cooperate with that program as required by PED/DOH. Twenty-five percent (25%) of the School's unvaccinated employees and contractors who work onsite shall be surveillance tested each week that student services are provided at school. No employee or contractor will be required to participate in weekly surveillance testing more than once every four weeks. Such individuals selected for surveillance testing should provide evidence to the school that their results were received during the assigned week. Access to testing will be provided at no cost to the employee under this program, although testing sites/companies will bill insurance for insured individuals who take the test. Contractors shall be responsible for all costs associated with contractor's employees surveillance testing. The School has

designated a COVID-19 Point Person (Joseph Andreis, Principal) to identify individuals to be tested, to coordinate attendance at testing, and to track the number of employees and contractor employees tested on a weekly basis. Reporting to DOH and/or PED shall be as required by PED/DOH.

Unvaccinated asymptomatic employees and contractors' employees who have not been exposed to COVID-19 and who participate in surveillance testing are not required to self-isolate/quarantine from specimen collection until their results arrive. However, asymptomatic individuals who test positive for COVID-19 must self-isolate for 10 days, counted from the date of specimen collection. Individuals who have tested positive for COVID-19 are exempt from surveillance testing for 90 days from when they last tested positive, however, unvaccinated employees and contractors' employees will continue to be subject to screening and, if COVID-19 symptoms are revealed, be required to seek testing and follow self-isolation practices.

### **RE: STUDENT SURVEILLANCE TESTING**

The School will make surveillance testing available to all unvaccinated students on a voluntary basis. In alignment with CDC guidance, those who participate in athletics and other extracurricular activities are strongly encouraged to participate in surveillance testing. The school has a weekly goal of testing 25% of unvaccinated students. Questions regarding student surveillance testing procedures should be directed to the School's COVID-19 Point Person, Joseph Andreis, Principal (575) 626-2641.

### **RE: MASKING**

*Who must wear one?* Any person (including but not limited to students, staff, parents, contractors, volunteers, visitors) entering the School's indoor premises, who uses School transportation, or who participates in or attends an indoor School-sponsored activity must wear a face mask or similar protective face covering, at all times, except while eating or drinking during allowed times. Masking is required indoors regardless of whether an individual has been fully vaccinated against COVID-19 or otherwise claims to be "immune".

*How to wear one?* Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets.

*What masks are acceptable?* The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) face masks with a clear plastic window; or (3) 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. If you have questions about acceptable masking practices, please contact a School staff member or the School's administration.

*How to care for one.* The School requests that cloth face masks be washed and dried after each day of use at school, and that masks not be reused without washing.

*Request a mask.* Students who cannot bring their own face coverings for use at School should notify either the principal, the building's administrative assistant or any teacher, who will arrange for face coverings to be provided. The School will have a sufficient quantity of masks, as well as Personal Protective Equipment (PPE) (for staff in close contact assignments: any staffing assignment in which a staff member must be within six feet of distance from a student in order to fulfill their duties) on hand.

## **RE: EXCEPTIONS TO MASK WEARING**

*General Exceptions.* The School's 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 aggravate 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. If it is determined by the student's medical care provider that the student cannot safely wear a mask, that information must be provided to the School and reasonable accommodations for the student will be considered and documented in the student's IEP or in a 504 Plan.

*Students with IEPs/504 Plans.* For students who cannot wear a face mask as determined by a medical care provider and who have an IEP or 504 Plan as applicable, the IEP or 504 Team shall meet, to decide about possible accommodations based on the totality of needs, that is, the student's needs and the school community's public health needs.

*Possible Accommodations.* In most cases, the IEP/504 Team will consider fully remote learning as the appropriate accommodation, per PED guidance. Appropriate school staff shall be convened to explore all options to include the student in whatever activities are feasible, including the feasibility of outdoor learning, in a safe manner to the greatest extent possible while minimizing and mitigating risks and making other possible accommodations. If medical documentation is provided, the IEP/504 Team 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 consider a fully remote learning option or outdoor learning, if feasible, and to develop 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. Again, staff shall convene to explore all options to include the student in whatever activities are feasible in a safe manner.

*Staff working with Students.* 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, fully-enclosed office or workspace with no one else present and the door(s) closed.

*School Employees/Contractors.* The face mask requirement is considered a lawful condition of employment and doing business with the School during the public health emergency. Employees who refuse to wear a mask as required by this policy or applicable public health order shall be subject to disciplinary action, up to and including termination/discharge. Contractors will be required to leave the School. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for an employee, he/she must provide medical documentation to the appropriate administrative personnel along with a request for a reasonable accommodation as defined by the Americans with Disabilities Act (ADA) and school policies. Such requests shall be treated pursuant to the process for staff requests for a workplace accommodation. The School is not required to make reasonable accommodations to contractors or their employees.

*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 defined by the ADA. During the public health emergency, all people’s health and safety must be considered.

*Refusal to Wear a Mask/Discipline - Students.* If a student removes the face mask and refuses to wear a mask during required times and in required places, then the student will be taken to an isolation room and parents/guardians will be called to pick up the student. Students who take off their masks outside of permitted times shall be given a disciplinary warning. After three (3) such warnings, the student shall be subject to further disciplinary measures as defined by the school’s disciplinary policies and procedures and may include outdoor learning (if available and provided by School), remote learning (if available and provided by the school), or other alternative instruction, depending on the circumstances. Consequences will be supportive and instructional where possible. The School’s administrator has sole discretion to determine what disciplinary measures provide the appropriate consequence under the circumstances.

*Refusal to Wear a Mask/Discipline – Employees.* Employees who refuse to wear a face mask or follow the School’s CSP and who are not entitled to a reasonable accommodation as contemplated herein, must vacate School’s indoor premises, and will be subject to disciplinary measures for insubordination up to and including discharge or termination from employment.

*Refusal to Wear a Mask/Discipline – Contractors & Visitors.* Other persons refusing to wear a mask as required shall be required to leave the School’s indoor premises and may be required to leave the School’s campus.

## **RE: PREVENTING EXPOSURE TO OTHERS – SELF CARE**

If an employee or student feels unwell before coming to school, the employee or student must stay home and follow sick leave or attendance notification requirements. Employees and families are expected to

follow the guidance below when assessing what steps to take before coming to school after demonstrating signs of illness.

*Unvaccinated students, employees or contractors.* If a student, employee or contractor has mild non-specific COVID-19 symptoms such as fever, cough, headache, runny nose, body aches, diarrhea, shortness of breath, newly developed loss of taste or smell, sore throat, nausea or vomiting (“COVID-like symptoms”):

**Employees/Contractors** should get tested for COVID-19 and should remain in isolation until the results are available. A negative test result will discontinue the isolation and the employee or contractor shall return to school, provided that the mild non-specific symptoms do not interfere with the employee’s or contractor’s ability to work in the school buildings.

**Students** who have not provided evidence of vaccination and who exhibit chronic, mild non-specific COVID-19 symptoms should have their symptoms assessed by the school nurse, a health care provider or the parents/guardians. If there are no changes in symptoms from the baseline state, students need not be tested and may participate in school. If the student has a change in symptoms from his/her baseline as assessed either by a parent/guardian, school nurse or health care provider, then the student should be tested for COVID-19 and shall self-isolate until test results are available. A negative test will discontinue the isolation. If a student has a change in his/her baseline state and the student does NOT get tested, the student must self-isolate for 10 days and be fever-free without fever reducing medication for 24 hours and have improving symptoms before returning to school.

**Students/employees/contractors with allergies, asthma, or other non-infectious disease** which may present with mild non-specific COVID-19 symptoms should contact their primary care provider. Employees and contractors may be required to provide to administration a memo from their health care provider stating that present non-specific mild symptoms do not differ from the employee’s/contractor’s baseline health condition and indicate that the individual may return to school without being tested for COVID-19. Students, employees and contractors with mild, chronic conditions such as asthma or allergies who have not provided evidence of vaccination and who receive a negative BinaxNOW COVID-19 antigen self-test, are not required to self-isolate and may participate in school and extracurricular activities until such time as the individual has a positive COVID-19 test or has a change in symptoms.

Students, employees or contractors staff who have not provided evidence of vaccination, who have tested negative for COVID-19 in the past two weeks, and who have no known exposure to COVID-19 should not be tested again in the presence of COVID-like symptoms that have not changed in a meaningful way during that interval. If those symptoms change from their baseline, then the student/staff should begin home isolation.

**If an employee/student/contractor is not fully vaccinated and has COVID-like symptoms**, that individual must stay home from school/work and get tested for COVID-19 (if a student, only strongly suggested). If the test result is NEGATIVE, the individual may return to school after 24 hours fever-free without the aid of fever reducing medication, provided that any remaining symptoms do not interfere with the ability to work or attend school. If the individual has had a known exposure to COVID-19, that individual must quarantine for the 10 days from the date of the known exposure regardless of a negative test. If the test result is POSITIVE, the procedure for Confirmed COVID-19 Cases, below, will be followed. A person with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until he/she demonstrates to the School that he/she has met DOH criteria to discontinue home isolation. “Fully vaccinated” means that an individual has completed a course of COVID-19 vaccination at least 14 days prior.

**If employee/student/contractor has COVID-like symptoms after receiving the COVID-19 vaccination:**

- If the individual has injection site pain, swelling or redness, only: *self-isolation not recommended, come to work or school.*
- If the individual has cough, shortness of breath, runny nose, sore throat and/or loss of taste/smell: *self-isolate and get tested for COVID-19.*
- If the individual has a fever of 100° Fahrenheit (37.7° Celsius) or higher, and experiences other COVID-19 symptoms, self-isolate until all of the following have been met: i) the individual feels well enough to perform normal activities, AND ii) the fever has resolved, AND iii) the person experiences no other COVID-19 symptoms.
- Self-isolate and get tested for COVID-19 if symptoms are not improving or if they persist for more than three days.

A negative test result after vaccination will discontinue the isolation and the individual may return to school provided that the symptoms do not interfere with the ability to work or attend school in the building.

**Students/employees/contractors who get ill while at work or attending school in the school building must do the following:**

- Students must notify a staff member that they feel unwell. Employees or contractors must notify the Administration.
- Persons who feel unwell on campus, or who refuse to wear a mask, shall immediately be taken to an isolation room or area to separate them from others and to wait to be transported home if they cannot immediately leave school grounds. Persons in an isolation room shall be supervised at all times; supervising staff shall have appropriate PPE provided by the School. 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.
- Unvaccinated employees feeling unwell and experiencing COVID-19 symptoms are required, and unvaccinated students feeling unwell and experiencing COVID-19 symptoms are requested 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.
- Unvaccinated symptomatic persons with a known exposure to COVID-19 must quarantine for the full 10 days, regardless of a negative test.
- Students/employees/contractors 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.

## **RE: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS**

*High Risk Individuals.* 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> staff and students defined as “high-risk” pursuant to 6.12.14.7 NMAC, and/or those who live with someone who is in a high-risk as defined by the CDC, should contact the school’s Principal prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction or work responsibilities. Student and employee reasonable accommodations and educational program modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures.

*Unexcused Absences-Employees.* Employees who do not return to work and who do not timely contact the School requesting an accommodation related to their need for an accommodation for themselves or another high risk individual, will not have absences automatically excused.

## **RE: CONFIRMED COVID-19 CASES; “CLOSE CONTACTS”**

*Confirmed Cases Notification.* 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: Joseph Andreis at (575) 627-2641 or [jandreis@sgms.us](mailto:jandreis@sgms.us).

*Confirmed Cases Isolation.* Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activity at the time they are notified of positive testing and shall be sent home.

*School Reporting to NMED-OSHA and PED.* Per rule of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), the school must report the positive test to the NMED's Occupational Health and Safety Bureau. In addition, the School will report a positive result of either a student or employee to the PED within four hours or by the following business day. The report to the NMED 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 administration shall follow PED, NMENV and DOH Rapid Response protocols with respect to reporting to/notifying those entities of a positive result at the school site or within the school population. If directed to do so by an entity with proper authority, the School may share information relating to the infected individuals with PED and/or DOH and/or other appropriate entities, consistent with applicable FERPA and privacy rights exceptions.

*Family Notification.* Within six (6) hours of learning of a confirmed positive COVID-19 case at the school site, the school will notify families, employees and contractors (school community) who work at the school, that a positive case has been identified at the school site using the PED's COVID-19 Positive Case Letter form. Note: the School is only required to notify the school community if a positive case was on campus while infectious.

*Notification of Close Contacts.* A "close contact" is 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/mask. Excepted from the definition of "close contacts" in the K-12 indoor classroom setting are students who were within 3-6 feet of an infected student (laboratory-confirmed or a clinically compatible illness), where i) both students were engaged in consistent and correct use of well-fitting face masks, AND ii) other k-12 prevention strategies were in place in the K-12 school setting. (This exception does not apply to teachers, staff or other adults in the indoor classroom setting).

Within four (4) hours of learning of a confirmed positive case at the school site, the school will notify school community members who constitute close contacts of the infected individual in writing of the requirement for any unvaccinated individuals to quarantine for 10 days from the last exposure. The School shall not specifically identify the infected person in any of these notifications. NOTE: If the positive individual was not at school from two days prior to symptom onset (or if asymptomatic, two days before the specimen leading to the positive test result was collected) through the isolation period, there is not a school exposure and whether to notify the school community is optional.

*Close contacts and family members.* If a confirmed positive individual resides with any other student(s) or employee(s) at other schools, the School will share the confirmed positive case information among the appropriate schools through their COVID-19 Points of Contact so that impacted students and staff are

quarantined. Unvaccinated siblings and household members of a COVID-19 confirmed positive individual should quarantine during the positive individual's isolation period and for an additional 10 days afterward. It is also recommended that these family members are tested for COVID-19.

*Unvaccinated close contacts at School.* Unvaccinated individuals who came within six feet of a confirmed COVID-19 case for a cumulative total of 15 minutes of a 24-hour period, with or without a face covering) must quarantine for 10 days. The School will notify close contacts who are unvaccinated of the requirement to be tested for COVID-19 (staff) and the recommendation to be tested (students), and the requirement to quarantine for 10 days (staff and students), within 4 hours of learning of a confirmed COVID-19 case within the school population. Vaccinated students, employees or contractors who have close contacts with a confirmed COVID-19 case are not required to isolate or be tested.

*Testing Window.* Testing of unvaccinated individuals for exposure to close contacts should occur no sooner than 7-10 days into quarantine, or at onset of symptoms. A negative test for a close contact of a COVID-19 positive individual does not end the quarantine period.

*Quarantine period.* Even if the unvaccinated close contact's COVID-19 test is negative, the 10-day quarantine must be adhered to. Individuals who are fully vaccinated against COVID-19 (i.e., greater than two weeks following receipt of the second dose in a two-dose series, or greater than 2 weeks following receipt of one dose of a single-dose vaccine); and who have had close contact with a COVID-19 infectious individual are not required to quarantine. Once the 10-day quarantine period for unvaccinated 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.

*Close contacts away from School.* Unvaccinated students and employees must notify the Principal if they live with, or 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 who is not fully vaccinated (as described above) 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 employee shall get tested (students are recommended to get tested) AND the unvaccinated student/employee shall engage in a ten (10)-day quarantine period from the last date on which the infected case is likely to have been infectious (as defined/determined by CDC/DOH), 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: SCHOOL-RELATED EVENTS**

School-related events, including assemblies, dances, award ceremonies, academic competitions and extracurricular events, may be limited at the discretion of the Principal to only the most essential events

during the public health emergency. Governing Council meetings and staff/professional development meetings are allowable school events which may meet in person (subject to current public health order) and all School's CSPs.

## **RE: SINGING AND PLAYING WIND INSTRUMENTS**

The following COVID-safe practices are required for singing and playing wind instruments as part of an instructional class such as band/choir, and as part of co-curricular activities such as band attendance at athletic events:

- Unvaccinated students may not share instruments/supplies.
- Unvaccinated students must have their own instrument-specific multi-layered cloth mask for singing or playing a wind instrument, and instrument-specific multi-layered cloth bell cover for playing wind instruments.
- Students are solely responsible for cleaning and maintaining masks and bell covers.
- Students shall be trained on protocols to ensure that students maintain 6-foot social distancing while playing and singing, and 3 feet at all other times, especially when assembling/disassembling instruments.
- Students shall use disposable absorbent pads or other receptacles, where possible to catch the condensation expelled from water keys, which students will discard or clean properly after use.

## **RE: TRAVEL**

Overnight and out-of-state travel are allowed for students and staff for field trips, athletics, professional development and other school business, until/unless limited by executive or public health order. Quarantine is not required upon return (subject to current public health/executive order). Unvaccinated individuals who are not household members may not share sleeping quarters on school-related trips.

## **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. Staff further shall comply with any/all cleaning/maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA), NMENV, and/or OSHA (<https://www.osha.gov/coronavirus/safework>).

*Closure of Impacted Areas.* School site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with state official guidelines. In consultation and partnership with the PED and NMED, the school will determine when it is safe to reopen the portions of

the school facilities impacted by the initial closure. Decisions to reopen those facilities will be based upon appropriate completion of required action steps related to the positive case.

## **RE: SOCIAL DISTANCING ENFORCEMENT**

*Social Distancing.* Students and visitors are required to follow the instructions of School staff regarding social distancing. Unvaccinated adults must maintain 6 feet of social distance to the extent possible from other adults and from students. Unvaccinated students are to maintain 3 feet of social distance from other students to the extent possible, except when eating, exercising, taking mask breaks, playing wind instruments, and singing or shouting, in which case 6 feet of social distance is required. Students who repeatedly fail or refuse to social distance may be subject to discipline.

*School Directives.* Students/staff/essential visitors must follow signs and instructions regarding entering/exiting buildings, and flow paths. Teachers shall develop and maintain seating charts that ensure social distancing requirements are maintained and that limit the number of student interactions.

*Class Transitioning.* School staff shall supervise class transitions to ensure students are wearing masks and maintaining social distancing requirements, and students/staff will be trained on safe transitions.

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

*Naps and Breaks.* Students, including preschool students, who rest or nap at school must not wear masks during rest breaks and must maintain social distance. Student rest mats must be spaced at least three feet apart and placed head-to-toe. Students shall be supervised by adults during rest breaks.

*Student pickup/dropoff.* To the extent possible, the School will stagger entry and release periods and mark spacing for pickup/dropoff to facilitate social distancing. Parents/Guardians will remain in their vehicles at all times and students will be safely brought to the vehicles by staff members.

## **RE: SHARED MATERIALS**

As a precaution against transmitting the COVID-19 virus through shared texts, students and staff should wash and/or sanitize their hands before and after using shared textbooks, school equipment, or other educational materials.

## **RE: TRANSPORTATION**

*Transportation.* All drivers, attendants, staff and students must wear face masks covering nose and mouth on School-provided transportation. Students will be assigned to certain seating. Where possible, school buses shall be used to transport students, rather than student activity vehicles. To the greatest extent possible, a maximum of two students may sit together on a bus seat. If student activity vehicles must be used, only one student per bench seat is permitted, and students in the vehicle should be staggered to

students are not seated directly in front of or behind each other. Windows in the student activity vehicle should remain open at all times. The same rules apply to athletic/student activity trips.

*Bus Cleaning Protocols.* School vehicles shall be thoroughly cleaned and disinfected before and after each use. Bus drivers and assistants must implement social distancing rules and require students to be six feet apart at bus stops, to the greatest extent possible. Bus contractors shall be required to follow the School's Covid Safe Practices applicable to bus transportation and train their personnel on the School's policies and procedures related to COVID-19.

*Screening on School-provided transportation.* Students and employees using School-provided transportation may be temperature-screened prior to entering the school vehicle.

*Extra Masks.* Buses will be equipped with extra masks for students who forget their masks.

*Loading/Unloading Procedures.* Bus drivers and assistants must implement loading and unloading procedures on a school bus, which may include assigned seating; if possible, those students who board first should sit all the way to the back, and those boarding last should sit in the front. When unloading, the front of the bus should unload first to prevent students from crossing the paths of one another.

*Carpooling.* 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: BEFORE/AFTER-SCHOOL PROCEDURES**

*Arrival/dismissal times.* Due to the limited enrollment cap of the School, there will be no staggered arrival/dismissal times.

*Entering classrooms.* Students are required to move directly to their homerooms upon arrival at the school. Staff will direct students to applicable classroom procedures once in the room.

*Staff arrival.* All staff will report to their designated areas upon arrival at school daily. Staff will assist the administration in carrying out specific CSP in their respective buildings.

## **RE: FIELD TRIPS**

Field trips are limited to essential purposes, as determined by the Principal in consultation with staff. The Principal may limit field trips to outdoor destinations in his/her discretion. COVID-safe practices, including indoor masking and social distancing, shall be enforced during field trips, to the extent possible, with eating and drinking during field trips limited to the outdoors.

## **RE: MEALS/FOOD ON CAMPUS**

To maintain social distancing and reduce the risk of virus transmission, breakfast and lunch for all students may be served in classrooms, outside (as safe and appropriate), and in other large spaces in which students can maintain safe distances. Any food served in the cafeteria may be staggered to reduce the number of students in the cafeteria at any one time. Students should maximize physical distance as much as possible when moving throughout the food service line and while eating (especially indoors). To the greatest extent possible, unvaccinated students should sit on only one side of a table in the cafeteria and maintain greater than three feet of distance from others.

Masks must be worn when students are finished with their meal. Cleaning/disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day.

### **RE: EXTRACURRICULAR ACTIVITIES**

School shall follow the current NMAA guidelines regarding extracurricular activities, including school sports, as updated periodically by NMAA. Coaches and staff shall be included in COVID-19 surveillance testing.

Any student who has had a COVID-19 infection must complete the self-isolation period and then receive medical clearance from a medical professional using the appropriate medical clearance form before returning to participation in an NMAA-sanctioned activity. Students who have had COVID-19 infection and have received clearance for participation must continue to follow the protocols given for return to activity.

Each school at an interscholastic event manages its own positive case reporting and rapid responses for students who were at the event and who later tested positive, regardless of which school hosted the event. All positive cases are reported to the PED and to the hosting facility such that relevant areas of the facility can be closed and cleaned as appropriate.

### **RE: RECESS AND PHYSICAL EDUCATION**

Time for recess shall not be reduced or eliminated and withholding of recess shall not be used as a student disciplinary measure. It is recommended, but not required, that unvaccinated individuals wear masks outdoors when participating in outdoor play, recess, and physical education activities. When physical education activities or recess are held indoors, masks must be worn, and social distancing requirements must be followed to the extent possible. Playground equipment shall be regularly cleaned and disinfected.

### **RE: ATTENDANCE FOR SUCCESS**

*In-person Attendance.* Students are expected to attend in-person or remote instructional programs (if provided by the School), each day. If the School provides a remote option as well as in-person instruction, students opting for one mode of instruction will not be allowed to switch to the other without advance permission of and discussion with the School's Principal. Students who must quarantine or self-isolate

pursuant to COVID-related requirements may ask to attend school remotely (if School provides a remote option) during quarantine/self-isolation, to the extent feasible; arrangements should be made through the School's Principal. Attendance will be officially recorded and reported to PED. The school further will track online participation, if offered, as well as attendance. 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.

*Attendance During School-Closures.* If campus is closed, and a remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the PED, 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.

*Unexcused Absences.* 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, including COVID-related quarantine/isolation, 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 as provided in the School's or classroom teachers assignment make up policy. 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.

## **RE: STAFF TRAINING**

All school personnel and contractors shall follow guidelines in current statewide public health orders. All staff and contractors shall be trained in local and state rules regarding health and safety procedures, such as appropriate use of PPE and procedures for when school personnel or students exhibit symptoms of COVID-19.



**PARENT NOTIFICATION OF UPDATED DISCIPLINE POLICIES RELATED TO MASK  
WEARING AT SCHOOL**

**SCHOOL YEAR 2021-22**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, a student at Sidney Gutierrez Middle School, have received a copy of the School's COVID-19 RESPONSE: SUPPLEMENTAL SCHOOL POLICIES/PROCEDURES GUIDEBOOK that contains the School's discipline policies for student's failure or refusal to follow the School's Covid Safe Practices including refusal or failure to wear a mask unless exempted.

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Name Printed: \_\_\_\_\_