

Covid-19 Safety Protocol

Gallup-McKinley County Schools

2021-2022



Guiding Principles

LEARNING

Provide in-person learning for all students in a safe environment.

SAFETY

Continue to follow safety, cleaning, sanitation requirements. Will consider further guidance from the New Mexico Department of Health as it is updated and issued.

SOCIAL EMOTIONAL

Support social-emotional learning and interaction to the fullest extent while practicing social distancing.

OPERATIONS

Maintain Consistency in the following areas:

- Financial Resources
- Transportation
- Child Nutrition
- Student Activities
- Family Needs
- Communications
- Facilities and Grounds
- Technology

CLASSROOMS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check, including temperature monitoring, prior to sending a student to school.
- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).

Students

- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.
- Shall maintain social distancing to the greatest extent possible.

Staff Expectations

Certified & Classified Staff Members

- Ensure classroom setup of desks provides social distancing for students to the greatest extent possible.
- Ensure students maintain 3 feet social distance to the greatest extent possible.
- Provide reminders, issue warnings, contact parents/caregivers and report repeat violators to the office.
- Eliminate shared classroom materials as much as possible.

Custodians/Janitors

- Disinfect classrooms based on the schedule provided by school administration.
- Sanitize restrooms at least twice a day.

Administration

- Establish health monitoring protocols.
- Ensure classrooms are socially distanced to the greatest extent possible.
- Ensure classrooms are disinfected on a regular schedule.
- Ensure supplies are readily available for custodians, staff and teaching staff.

HALLWAYS, LOCKERS, AND COMMON AREAS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check, including temperature, prior to sending a student to school.
- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).

Students

- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.
- Upon arrival to school report immediately to your classroom.
- Follow all appropriate signage in the hallways and common areas.
- Follow schedules as provided by staff for the building use of lockers and common areas.

Staff Expectations

Certified & Classified Staff Members

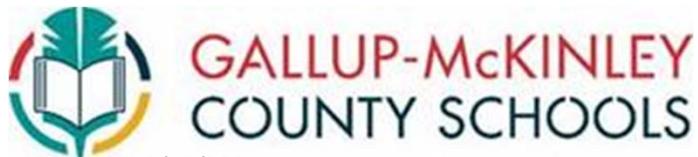
- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

Custodians/Janitors

- Disinfect common areas based on a schedule provided by school administration.

Administration

- Ensure proper COVID signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians, staff and teachers.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Implement staggered dismissal times if necessary to maximize social distancing and student safety.



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DROPOFF, PICK UP, AND VISITORS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check, including temperature, prior to sending a student to school.
- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).
- Follow posted guidelines and read all signage whenever entering the building.
- All visitors to our District buildings during the school day will have their temperatures taken by a member of our staff and will be required to wear a mask. Visitors with temperatures 100.4°F or higher and/or other Covid-19 symptoms will not be permitted to enter the building.

Students

- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.
- Report directly to your assigned classroom/area upon arrival to school.
- Maintain maximum social distance from peers whenever possible in hallways, common areas, offices, etc.

Staff Expectations

Certified & Classified Staff Members

- Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not unnecessarily congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

Custodians/Janitors

- Disinfect common areas based on a schedule provided by school administration.

Administration

- Follow the established health monitoring protocols provided by the District Office.
- Ensure adequate supervision is available in bus lots, in parking lots, and in common areas of the building.
- Ensure proper COVID signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.
- Implement staggered dismissal times if necessary to maximize social distancing and student safety.



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TRANSPORTATION

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check, including temperature, prior to sending a student to school.
- Provide a mask/face covering for your student to wear while at school when required (a mask will be provided to students that forget their mask).

Students

- Maintain appropriate social distances while at the bus stop, in bus lots, and while entering the building.
- Sit two (2) per seat on the bus when possible and sit in your assigned seat.
- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.
- Remain seated, facing forward while riding the bus.

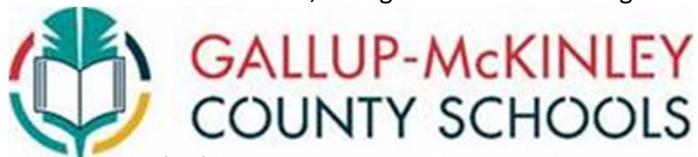
Staff Expectations

Driver

- Drivers must wear a mask/face covering at all times.
- Provide reminders to students of bus expectations – 2 per seat, wearing masks/face covering for all students, seated facing forward.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.
- Ensure the bus is disinfected following outlined safety protocols.

School/District Administration

- Monitor drop off and dismissal to ensure students do not congregate in groups.
- Provide consequences including loss of privilege to ride the bus to those who violate rules.



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MEETINGS AND CONFERENCES

Student and Parent/Caregiver Expectations

Parents/Caregiver

- In person meetings should follow appropriate social distancing protocols. Conduct a personal health screening prior to coming to a school building.
- Everyone entering a school must wear a mask.

Students

- Participate in meetings as requested by parents/caregivers or school staff.
- Follow social distancing protocols.
- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.

Staff Expectations

Certified & Classified Staff Members

- When possible, attend meetings from the classroom using video technology.

Custodians/Janitors

- Clean and disinfect conference rooms after meetings as scheduled by school administration.

Administration

- Provide parents/caregivers with options for in-person, phone, or video conferencing.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure physical space used for meetings allows for distancing guidelines.



HEALTH SERVICES

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a student wellness check, including temperature, prior to sending a student to school.
- Provide a mask/face covering for your student to wear while at school.
- Ensure contact information is up to date in the event the nurse needs to contact home (a mask will be provided to students that forget their mask).
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Students

- Use designated entrances and exits to the office.
- Following social distancing protocols as much as possible when in office.
- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.

Staff Expectations

Nurse/Clinic Staff

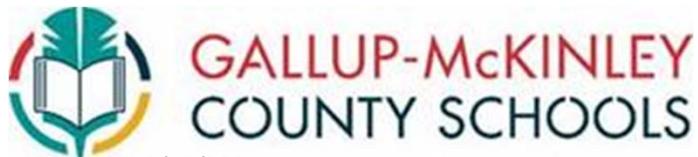
- Ensure the workspace is kept clean and sanitized.
- Ensure social distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms to a separate area away from other students already in the clinic.
- Ensure the health area is disinfected immediately following a student entering who is exhibiting symptoms.

Custodians/Janitors

- Disinfect clinic based on schedule provided by school administration.
- Disinfect the isolation area after students who utilize the area have left the building.

Administration

- Install barriers as needed to protect employees working in the clinic.
- Ensure proper COVID signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly socially distanced.
- Ensure the student isolation area is properly supervised when in use.
- Establish a Quarantine Room for students who are ill and are awaiting their parents.



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RESTROOMS

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).
- Discuss all safety protocols with child(ren) including proper handwashing techniques.

Students

- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.
- Follow all appropriate signage in the hallways, common areas and restrooms.

Staff Expectations

Certified & Classified Staff Members

- Assist in supervision of restrooms, hallways, and common areas between classes.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

Custodians/Janitors

- Disinfect restrooms twice a day or more based on schedule provided by school administration.

Administration

- Ensure proper COVID signage is installed in hallways, common areas and restrooms.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.



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FOOD SERVICES

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).

Students

- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.
- Wash hands with soap and water or use hand sanitizer before and after eating.
- Follow social distancing guidelines as much as possible while eating breakfast or lunch.

Staff Expectations

Certified & Classified Staff Members

- Supervise designated eating areas to ensure students are properly socially distanced to the greatest extent possible.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.
- Staff must wear a mask/face covering at all times.
- Use staggered entrance and dismissal to ensure social distancing at the end of lunch.

Custodians/Janitors

- Disinfect restrooms and common spaces per administration's schedule.

Cafeteria Staff

- Staff must wear masks/face covering at all times.
- Clean and disinfect serving areas and move tables between lunches.
- Serve all food to students. (Students will not self-serve items as they have in the past.)

Administration

- Ensure enough supervision is provided to ensure proper social distancing can be practiced.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.



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OFFICE

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Conduct a personal health screening prior to coming to a school building.
- Wearing a mask/face covering is required for all students in school buildings, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.
- In-person office visits should follow appropriate social distancing protocols.

Students

- Use designated entrances and exits to the office.
- Following social distancing protocols as much as possible when in office.
- Wearing a mask/face covering is required for all students in school buildings, unless you have an approved medical, religious, and/or learning exemption as required by Title VII regulation to not wear a mask/face covering.
- Masks/face covering are not required while eating, drinking, or outside.

Staff Expectations

Certified & Classified Staff Members

- Staff must wear a mask/face covering is required at all times.
- Follow social distancing protocols.

Office Staff

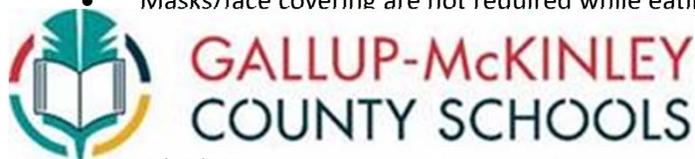
- Monitor and control the number of people in the office at any one time.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.
- Wearing a mask/face covering is required at all times.

Custodians/Janitors

- Disinfect office based on schedule provided by school administration.

Administration

- Ensure proper COVID signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure all visitors wear a mask.



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