

## Gallup-McKinley County Schools Guidance during School Re-entry

### SUPERVISORS/PRINCIPALS

Staff **will** be responsible for the following while at work and on GMCS premises:

- Per the NM Governor, all staff must be [screened](#) on a daily basis, including a temperature check and review of potential symptoms.
  - Staff must have their temperature checked upon entering the school building (through identified entrances).
  - Staff must sign the COVID 19 Workplace Agreement that they attest to no COVID symptoms on that day.
- Face coverings/masks are required for all staff except while eating and drinking, with exceptions for staff who have documented medical reasons for not being able to wear a mask or face shield. A mask will be provided to staff members who forget their personal mask/face covering.
- All staff should participate in good hygiene practices (hand washing, general cleanliness, and limiting touching of face). [Handwashing Video](#), [Handwashing poster](#) [Protecting yourself and others](#)
- Staff must adhere to the [Social Distancing Requirements](#) in New Mexico schools.
- Staff must follow all federal laws associated with leave.
- Accommodations for staff will be made per federal regulations.
- Staff with K-8 grade students in GMCS schools, based upon availability and with legal documentation, can attend school 4 days a week (Monday through Thursday):
  - Certified Instructional Staff
  - Nurses and health assistants
  - Bus drivers
  - Other staff based on availability

In addition to the Staff guidance Principals and Departments where applicable will be responsible for the following:

- Create and follow a plan for students to have their temperature checked while entering the building.
- Create and follow a plan for staff to have their temperature checked and sign-in upon entering the building to verify no symptoms.
- Create and follow a plan for checking in and monitoring school visitors.
- Create and follow a plan for bathroom breaks at schools.
- Create and follow a plan for passing periods and transitions.
- Create and follow a plan for drop off & pick up. Follow Transportation [Guidance](#)
- Maximize daily instructional time.
- Setup school for social distancing per New Mexico guidelines.
  - markings, signage, logistics of classes and lunches, entry & exit, visitors, check in & out, classroom transitions, avoid gatherings – write a protocol. [Guidance Document](#)
- Where there is capacity, maximize to 50% Special Education students with disabilities: students with highest needs as priority.
- Create written guidance (screen shots, step-by-step instructions, etc.) for accessing and using the laptop/iPad students are taking home (for both remote only and hybrid use).
- Provide recess in the safest and most reasonable manner possible.
- Create a safe food delivery plan, in collaboration with SFE, in school.
  - Students doing hybrid learning will be provided meals via school pick up.
  - Students doing remote learning will be provided meals separately via delivery.
- Temporarily no field trips or large group gatherings (non-athletic).

- Support in-person and virtual counseling that accommodates the needs of the students and their families.
- Provide in conjunction with SPED teleconferencing with parents as needed.
- Monitor the complete and effective [cleaning](#) of the school building.
- Follow and support the plan for COVID exposure (moving classrooms if a positive case is found).
  - See the nurse expectations for all information and steps to prepare for and follow.
- Support contact tracing.
- Review and support all other district documentation for the re-entry.
- Be ready for adjustments between categories (Remote, Hybrid, and Full re-entry).