




# **ANANSI CHARTER SCHOOL**

**2020-2021  
COVID-19  
Policies and  
Procedures  
Manual**

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## **INTRODUCTION**

Due to the declared public 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 Anansi Charter School (ACS), in addition to the policies and procedures contained in existing ACS Parent and Student Handbooks and Employee Handbooks, and other ACS policies and procedures.

Anansi's COVID-19 policies and procedures were developed in response to and in compliance with guidance from the New Mexico Public Education Department (NMPED), and also in compliance with guidelines and recommendations promulgated by the Centers for Disease Control (CDC), World Health Organization (WHO), Environmental Protection Agency (EPA), and Anansi's insurance company, Poms and Associates. To the extent any provision herein conflicts with a public health or executive order, the public health or executive order shall control. Further, policies and procedures contained herein are subject to revision as necessary to comply with any updated guidance that may be received from these entities during the COVID-19 pandemic. References to guidance documents used to craft these policies and procedures are included at the end of this document.

We all want students and educators to feel comfortable and safe returning to school. The conditions, current medical landscape, and growing body of knowledge surrounding COVID-19 continue to evolve. This reality presents challenges to planning, preparing, and guiding school operations. Anansi Charter School will communicate with local authorities and will always adhere to the most recent and restrictive recommendations from the CDC and NMPED. We will use these policies and procedures in the coming months to help keep our students and staff as safe as possible while focusing on educating every student to the best of our ability.

## **RELATIONSHIP TO EXISTING ACS POLICIES AND PROCEDURES**

Anansi's COVID-19 policies and procedures are to be read as an attachment to Anansi's existing policy and procedure documents and handbooks. Any conflicts between these COVID-19 policies or procedures and pre-existing ACS policies and procedures will be resolved in favor of the policies and procedures contained herein, which shall control.

## **VIOLATIONS OF ACS COVID-19 POLICIES AND PROCEDURES**

Compliance with ACS COVID-19 policies and procedures by staff, students, and ACS families is a critical during the COVID-19 pandemic. Violation of these policies and procedures may subject students and staff to disciplinary action. Parents, guardians, visitors and other persons who refuse to adhere to ACS COVID-19 policies and procedures shall be required to immediately leave ACS premises.

**A. SOCIAL DISTANCING POLICY AND PROCEDURES:**

*It is the Policy of ACS during the COVID-19 Pandemic to maintain adequate six (6) feet social distance between students and staff on campus to comply with applicable law and minimize the risk of COVID-19 transmission*

1. Until cleared by NMPED to operate at greater capacity, Anansi will limit the number of students on campus to 50% of each class to ensure adequate social distancing

Monday	Tuesday	Wednesday	Thursday	Friday
Group A ` K-8 on campus	Group A ` K-8 on campus	Distance Learning Day: All Students Teacher Prep, Plan, & Support/Teach Students Online	Group B K-8 on Campus	Group B K-8 on Campus
Group B K-8 Distance Learning w/ school support	Group B K-8 Distance Learning w/ school support		Group A K-8 Distance Learning w/ school support	Group A K-8 Distance Learning w/ school support
Group B priority students on campus	Group B priority students on campus		Group A priority students on campus	Group A priority students on campus

2. Students will arrive and depart on the following staggered schedule to minimize the number of students in the drop off and pick-up areas at one time

Staggered Arrival/Departure Times	Grades
8-8:20 / 3-3:20	Kinder, 3rd, and 6th to designated campus locations
8:20-8:40 / 3:20-3:40	1st, 4th, and 7th to designated campus locations
8:25 /4:00	Bus arrives, separate entrance location
8:40-9:00 / 3:40-4:00	2nd, 5th, and 8th to designated campus locations

3. Where possible/practical, meetings/conferences shall be held virtually or in small groups with maximum social distancing.
4. Staff shall closely monitor and enforce social distancing requirements.
5. All large group gatherings shall be avoided on ACS premises. 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.
6. Anansi will post signage to assist staff and students with traffic flow and distancing
7. Anansi will stagger eating and recess times to prevent overlap of cohort groups
8. Anansi will limit traffic flow to one direction wherever possible
9. Anansi will require six (6) foot social distancing in all classrooms

- 10.** Desks will be spaced six (6) feet apart and will face the same direction
- 11.** Students will not be permitted to share school supplies
- 12.** Each grade band (K-2, 3-5, and 6-8) will have separate areas to eat and conduct recess to avoid overlap of cohort groups
- 13.** Anansi will provide outdoor opportunities for eating snack and lunch with the use of painted circles to assist students with personal space guidelines
- 14.** Specials classes will be taught outside as long as weather allows to avoid exposure resulting from specials teachers entering multiple classrooms
- 15.** Turnover in science lab and common spaces will be limited to assigned and scheduled use
- 16.** Social distancing will be required during required emergency drills
- 17.** If a teacher must touch a student due to injury or to console a distraught student, the teacher will wear gloves and mask. Upon completion of the interaction, the teacher will change clothes and wash all potential contact areas. The parent will be notified of the incident
- 18.** There will be no extra-curricular activities, other than after school care by reservation during the 2020-2021 school year unless a vaccine becomes available and NMPED authorizes ACS to proceed
- 19.** Until further notice, ACS field trips necessitating vehicular transportation to indoor or outdoor locations will be curtailed.

## **B. FACE COVERINGS POLICY AND PROCEDURES:**

*It is the policy of ACS to require all staff and students and all other individuals who may enter ACS campus to wear a face covering except while eating, drinking, or exercising to comply with applicable law and minimize the risk of COVID-19 transmission*

1. General Procedures:
  - a. Any person entering the ACS campus must wear a clean, properly fitting multiple layer cloth mask, covering the nose and mouth, at all times, except while eating or drinking or during PE or other activities involving exercise (i.e. recess).
  - b. If any student is unable to procure the required masks, parents may contact ACS at 575-776-2256 extension 0, and the school will provide masks
  - c. ACS will stock disposable masks that will be available to children and staff members who forget masks. These disposable masks will be available at the bus stop and on ACS campus
2. Classrooms:
  - a. Teachers:
    - i. May wear face shields in lieu of masks while instructing from a distance of at least six (6) feet
    - ii. Will be required to wear a mask when within six (6) feet of a student
  - b. Students :
    - i. May wear a face shield in lieu of a mask while seated at their desks
    - ii. Will be required to wear a mask when walking about the classroom
    - iii. Classrooms: when 3<sup>rd</sup> grade & older students need to move around the room, a mask will be required. Students in K-2 may wear face shields in lieu of masks at all times in the classroom.
3. Office Staff: Masks or shields will be required in the office and when assisting staff or parents through the service window outdoors.
4. Playgrounds: Masks will be required unless students are exercising in a socially distant manner. Masks will be worn when children are closer than six (6) feet.
5. Physical Education: Masks will be required unless students are exercising in a socially distant manner. Activities will be designed to maintain social distance.
6. Lunch & snack times: face coverings will not be required once seated to eat
7. Walking from one location to another on campus: masks will be required
8. Arrival and departure times: masks will be required by staff, students, and parents.
9. Bus: Masks will be required on, and while waiting for, the bus.
10. Face Covering Exemption: The face covering requirement does not apply to any person who provides written proof from a health care provider that the person has been advised not to wear a face covering.
11. School Employees in Private Offices: A school employee is not required to wear a face covering when that employee is in his or her private office with no one else present.

**C. HYGIENE POLICY AND PROCEDURES:**

*It is the policy of ACS to encourage proper hygiene among staff and students to minimize the risk of COVID-19 transmission*

1. Anansi will provide adequate supplies to support healthy hygiene behaviors, including touch free dispensers, soap, water, and hand sanitizer
2. Anansi will educate children about proper handwashing techniques and sanitary bathroom use
3. Anansi will teach children to avoid touching their faces
4. Anansi will teach children to sneeze or cough into their elbows or use a tissue where possible
5. Anansi staff will sanitize each child's hands following the child's morning arrival health check
6. Anansi will encourage frequent hand washing, especially upon entry to the classroom, at the start and ending of each work block, before and after recess, after bathroom use, and before and after meals
7. Teachers and staff will encourage use of soap and water to replace hand sanitizers whenever possible
8. Wall mounted Hand Sanitizer Locations:
  - a. Front and rear of main building (with wall mounted tissues)
  - b. In each classroom
  - c. Foyers at grades 3-4 and 5-6
9. Each teacher will be issued a small pocket sized spray bottle of Rolling Still sanitizer for use in the classroom as needed



**D. CLEANING AND DISINFECTING POLICY AND PROCEDURES:**

*ACS will follow CDC and NMPED COVID-19 guidelines with regard to cleaning and disinfecting the campus during the COVID-19 pandemic to minimize the risk of COVID-19 transmission*

1. 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 these 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).
2. All cleaning and disinfecting will be documented on charts mounted in each room
3. All cleaning staff will be required to wear appropriate protective gear, including gloves and mask
4. Janitorial staff will be required to strictly adhere to labels on all cleaning products.
5. All janitorial staff will be trained and certified in cleaning and disinfecting to ensure practices are aligned with required disinfecting best practices to mitigate COVID-19 transmission and exposure.
6. All staff will be trained to properly clean and disinfect high touch surfaces
7. High touch surfaces:
  - a. For example: Doors and door handles, railings, hallway walls, light switches, desks and countertops
  - b. Anansi will perform an inventory, and compile a list of, each room's high touch surfaces which will be posted in each room. This list will be used to perform periodic washing and sanitizing during the school day
  - c. At regular intervals each day, high touch surfaces will be cleaned with soap and water and disinfected with Rolling Still (RS) spray
8. Low touch and high touch surfaces: Nightly deep cleaning and disinfecting
9. Face shields: Nightly cleaning with soap and water and disinfecting with RS spray
10. Bathrooms:
  - a. Cleaned with soap and water and disinfected with RS spray nightly
  - b. High touch areas of the restrooms shall be disinfected with RS spray at regular intervals during the school day
  - c. Should a student or employee become sick in a bathroom, that bathroom will be closed for 24 hours, then cleaned with soap and water and disinfected with RS spray

11. Carpets:
  - a. Students and staff will avoid sitting on carpeted areas and Anansi will remove carpeting if possible.
  - b. If students are sitting on carpets, they will be given a bath-sized towel to sit or rest up which will be washed following use by each cohort
  - c. Anansi's goal will be to not use the carpet as a touch zone
  - d. Anansi will vacuum all carpets nightly and will shampoo monthly
12. Science lab, library, and common spaces: Surfaces will be cleaned with soap and water and disinfected with RS spray at regular intervals during the day
13. Special education rooms: Surfaces will be cleaned with soap and water and disinfected with RS spray at regular intervals during the day
14. Area(s) used by someone with documented case of COVID or who contracts a fever of 100.4 Fahrenheit or higher on campus:
  - a. Anansi will close off areas visited by the ill person(s) for at least 24 hours
  - b. Anansi will open doors and windows and use fans to increase air circulation
  - c. Anansi will operate a HEPA filter air purifier in the space if feasible
  - d. Cleaning staff will clean with soap and water and disinfect with RS spray all areas such as offices, bathrooms, common areas, shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces

**E. WATER AND VENTILATION SYSTEMS POLICY AND PROCEDURES:**

*It is the policy of ACS to eliminate the sharing of water sources and to maximize the introduction of fresh air in each classroom during the COVID-19 pandemic to minimize the risk of COVID-19 transmission*

1. ACS will close all drinking fountains
2. ACS will provide cups and requests that all families send students with water bottles so that all students and employees have access to clean water via hands free faucets throughout the campus
3. The ACS HVAC system and fresh air circulation systems shall be inspected, filters changed, and all preventative maintenance performed to assure proper functioning of the system
4. HVAC air flow will be maximized to the greatest extent possible
5. HVAC systems will be operated at 100% outside air if possible
6. ACS will use open windows and doors as much as possible assure the circulation of fresh outdoor air in all classroom and work spaces.
7. Fans or HEPA filter air purifiers will be used in rooms that are not equipped with an HVAC system.
8. ACS will use an appropriately sized HEPA filter air purifier in the quarantine room

## **F. COVID-19 SCREENING POLICY AND PROCEDURES:**

*It is the policy of ACS to require a COVID-19 health screening for all individuals who enter campus during the COVID-19 pandemic to minimize the risk of COVID-19 transmission*

### **1. COVID-19 Screenings Generally:**

- a. All ACS employees will be trained to conduct a COVID-19 health screening
- b. COVID-19 Screening Defined:
  - i. Temperature will be taken with a touchless thermometer.
  - ii. COVID-19 Survey questions will be asked. 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).
- c. Passing/Failing a COVID-19 Screening:
  - i. To pass the COVID-19 screening, a student, staff member, or visitor must have a temperature below 100.4 Fahrenheit and answer no to all COVID-19 survey questions.
  - ii. A student, staff member, or visitor fails a COVID-19 screening if his or her temperature is 100.4 Fahrenheit or higher, or if he or she answers yes to any COVID-19 survey question.
  - iii. If the student, staff member, or visitor fails the COVID-19 screening, the student, staff member, or visitor will be sent home to monitor symptoms and will not be permitted to enter the ACS campus.
- d. All ACS employees conducting COVID-19 health screenings will be required to wear gloves and mask
- e. All COVID-19 screenings will be documented and records retained and stored in the ACS office

### **2. Daily Student COVID-19 Screenings Upon Arrival by Car:**

- a. An ACS employee will greet parents and students in cars in the pick-up line
- b. Parents and students will be required to wear masks and remain in the car during the COVID-19 screening
- c. An ACS employee will conduct COVID-19 screenings for each student upon arrival
- d. If the student passes the screening, the student will receive a squirt of hand sanitizer, will rub it in, and walk to his or her classroom
- e. If the student's temperature is 100.4 Fahrenheit or higher, the parent and student may park and wait until all other screenings take place, and re-check temperature if no other symptoms exist

### **3. Daily Student COVID-19 Screenings Prior to Bus Entry:**

- a. Parents and students will be required to wear masks at the bus stop
- b. Parents and students will be required to stand in line with six (6) foot distance between each other
- c. An ACS employee will conduct a COVID-19 screening for each student each morning prior to entering the bus.
- d. If the student passes the screening, the student will receive a squirt of hand sanitizer, rub it in, and enter the bus to an assigned seat

- e. If the student's temperature is 100.4 Fahrenheit or higher, but no other symptoms exist, the parent and student may wait in the car until all other screenings take place, and re-check temperature.
- 4. Daily Anansi Staff and Contracted Workers COVID-19 Screenings:**
- a. Upon arrival to school each day, all employees will be required to report directly to the outdoor help desk at the ACS office
  - b. ACS office staff will be required to conduct a temperature check and ask COVID-19 survey questions; office staff will screen each other
  - c. If the employee passes the COVID-19 screening, the employee will receive a squirt of hand sanitizer, rub it in, and report to his or her work location
  - d. If the employee's temperature is 100.4 Fahrenheit or higher, but no other symptoms exist, the staff member may wait 15 minutes and re-check temperature.
- 5. Adult Visitors to Campus COVID-19 Screenings:**
- a. Although Anansi will be a closed campus for the 2020-2021 school year, ACS recognizes that there may be times when it is necessary for a parent or non-staff member to enter campus.
  - b. All such visitors must receive prior approval from the Director and will be required to receive a COVID-19 screening, conducted by ACS office staff, at the outdoor help desk at the office prior to entering campus. To schedule an appointment to come on campus, visitors must call ACS at 575-776-2256 extension 0.
  - c. All visitors will be required to report whether they have been outside the State of New Mexico within the last 15 days and will not be permitted to enter campus if the answer is yes.
  - d. All visitors must report whether they have been in contact with someone with COVID-19 within the last 15 days and will not be permitted to enter campus if the answer is yes.
  - e. If the visitor is cleared through the screening process, a visitor badge will be issued, hand sanitizer applied, and the visitor will be escorted to the proper location to perform the purpose of their visit
  - f. ACS shall maintain a daily log of all visitors entering the ACS campus. The name, telephone number, and date of entry shall be logged for each ACS 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 Tracy Tarleton, ACS Office Manager.

## **G. ARRIVAL AND DEPARTURE POLICY AND PROCEDURES:**

*It is the policy of ACS to manage drop-off and pick-up in a manner that minimizes risk of transmission of COVID-19 during the pandemic*

### **1. Arrival Procedures:**

#### **a. Parent Drop-off:**

- i. 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.
- ii. Parent drop-off times will be staggered by grade according to the schedules laid out in Section A(2), above
  1. Families with multiple children will drop off both children during the time period set for the family's youngest child
- iii. Parents and students will be required to wear masks during drop off
- iv. Parents will be required to remain in cars
  1. Parents of Kindergarten students may opt to receive a health check while in the car with their kindergartener, park, and accompany their child to the door of the Kindergarten classroom
- v. Students will be required to stay in the car in the drop off line until COVID-19 screening (see COVID-19 screenings, Section F, above)
- vi. Once the health screening has been performed, the student will then go directly to his or her classroom to meet a teacher

#### **b. Bus Arrival:**

- i. Students who arrive by bus will receive a health screening (see COVID-19 Screenings, Section F, above) and have their hands sanitized at the bus stop prior to entering the bus
- ii. Bus students will arrive at Anansi through the walking gate to the south of the main playground
- iii. Staff will sanitize students' hands as they enter campus
- iv. Student will then go directly to their classrooms to meet teachers

### **2. Departure Procedures:**

#### **a. Parent Pickup:**

- i. When parents arrive on campus, they will text their child's classroom teacher. Phone numbers will be provided at orientation.
- ii. Parents will remain in their cars in the pickup line
- iii. Parents will wear masks when receiving their children in the pickup line
- iv. Students will wait with an ACS staff member in designated waiting areas; radios will be used to alert teachers of student pick up in pickup area

#### **b. Bus Departure:**

- i. Students will be escorted to the bus entrance gate.
- ii. Students will sanitize prior to entering the bus
- iii. Students will sit in assigned seats.
- iv. Students will be released to parents at the bus stop at the Taos Public Library.

## **H. BUS TRANSPORTATION POLICY AND PROCEDURES:**

*It is the policy of ACS to provide bus transportation during the COVID-19 pandemic to support families who rely on that service. Bus service procedures are designed to minimize the risk of COVID-19 transmission.*

1. Bus transportation will be provided by Taos Municipal Schools (TMS)
2. Cleaning and disinfection of the bus will be the responsibility of the of TMS
3. Morning and afternoon bus service will be provided for students from the Taos Public Library stop
4. Anansi will provide a School Employee Bus Chaperone
5. Health screenings will be conducted and hand sanitizer applied prior to entering bus (see Health Screening Policy and Procedures, Section F, above)
6. Students will be required to sit in assigned seats
7. Properly fitting face coverings covering the nose and mouth will be required at all times
8. Occupancy number will be determined by the Taos Municipal Schools

## **I. CLOSED CAMPUS POLICY AND PROCEDURES:**

*For the safety of staff and students, Anansi will implement a closed campus policy during the COVID-19 pandemic*

1. Anansi's campus will be closed to all non-essential visitors during the COVID-19 pandemic.
2. Any business that can be conducted via phone or email is preferred and appreciated.
3. Aftercare signup will be conducted by Anansi office manager, Tracy Tarleton, at [tracy@anansi.acstaos.org](mailto:tracy@anansi.acstaos.org). The subject line in the message must include: "Aftercare Reservation Request for \_\_\_\_\_ Date." Parents will receive a confirmation of receipt from Tracy Tarleton by email. If email is not feasible, parents may call Anansi at 575-776-2256, extension 0.
4. Parents may come to the office window from the outdoor entrance on the south side of the facility at non-arrival or departure times to conduct business that cannot be conducted by email, phone, or mail, please call the office at 776-2256 X0 to be let through the gate.
5. All individuals who enter Anansi campus must pass a COVID-19 screening prior to passing the office area.
6. All individuals who enter ACS campus must be familiar with and follow the policies and procedures outlined in this document



**J. OFFICE POLICY AND PROCEDURES:**

*It is the policy of ACS to limit contact between office staff and parents, students, and teachers to minimize the risk of COVID-19 transmission*

1. During the fall months, while the front entryway is under construction, the ACS office will be located on the south side of the front building in the room between the first and second grade classrooms
  - a. The office will provide window service. Only office staff will enter the office.
  - b. All staff and visitor COVID-19 screenings will be conducted at this location
2. After construction is complete, the ACS office will be located at new main entrance of the front facility.
  - a. The office will provide window service. Only office staff will enter the office.
  - b. All staff and visitor COVID-19 screenings will be conducted at this new location.

**K. CAMPUS TRAFFIC FLOW POLICY AND PROCEDURES:**

*It is the policy of ACS to design traffic flow on campus to ensure adequate social distancing and avoid mixing of grades to minimize the risk of COVID-19 transmission*

1. Students and staff will be required to enter the campus through the pedestrian gate at the south end of the front facility.
2. Traffic will flow in one direction to the greatest extent possible
3. Traffic will be managed with appropriately placed signage giving direction of travel and designating doors as either entrance or exit where appropriate.
4. Grades K-2: Will enter their classrooms through the outside door on the south side of the their facility, and will exit through inside door
  - a. Line up areas
    - i. K: will line up at the south door outdoor entrance to classroom
    - ii. 1: will line up at the south door outdoor entrance to classroom
    - iii. 2: will line up at the south door outdoor entrance to classroom
5. Grades 3-4: Use doors on east side of building only.
6. Grade 3 will line up on south wall
7. Grade 4 will line up on east wall
8. Grades 5-6: Use doors on north side of building only to enter classroom. Line up on north side of building.
9. Grade 7: will line up at their south wall in front of the 7<sup>th</sup> grade classroom
10. Grade 8: will line up at the east entrance to their classroom.

## **L. CLASSROOM POLICY AND PROCEDURES:**

*It is the policy of ACS to implement procedures in each classroom to minimize the risk of COVID-19 transmission*

### **General Classrooms:**

1. Six (6) feet social distancing between students will be required
2. Masks and face shields will be required according to the face coverings policy outlined in Section B, above
3. Desks will be spaced six (6) feet apart
4. Desks will face the same direction
5. ½ of the desks will be removed from the classroom to create space
6. Students will not be permitted to share supplies
7. Students will be required to store their computers at their desks during the day and take them home for distance learning days
8. Cubbies will not be used. Students will be required to hang their supplies from their chairs in backpacks
9. Music, art, and Spanish teachers will teach in primary classrooms, using outdoor spaces instead when weather permits
10. Outdoor space will be used as much as possible
11. High touch surfaces will be disinfected according to the procedures outlined in Section D, above

### **Special Education Classrooms:**

1. Sneeze guards will be used to protect students and teachers
2. Six (6) feet social distancing will be maintained if possible
3. Face shields are recommended instead of masks
4. High touch surfaces and sneeze guard will be disinfected at regular intervals during the day consistent with the procedures outlined in Section D, above

### **Library Policy and Procedure:**

1. The library will be closed to the general student population during the day
2. Books may be ordered by searching the school library check out program, turning in the book request on the grade level designated day. The books will be delivered to the classroom for check out.
3. Books may be returned to the classroom teacher
4. When a book returned it is unavailable for checkout for one week

### **Science Lab:**

1. The science lab will be used as an extended classroom for Special Education.
2. The room will be used by the 6<sup>th</sup>-8<sup>th</sup> grade science teachers and the arts teacher for preparation.
3. Applicable General Classroom policy and procedures will be observed.

**M. STAFF COMMON AREAS POLICY AND PROCEDURES:**

*It is the policy of ACS to minimize contact between staff members in common spaces and to implement procedures in those areas to minimize the risk of transmission of COVID-19*

1. Masks will be required in staff common areas
2. Staff members will be required to wash or sanitize their hands upon entry to the staff common areas
3. The common use staff computer will be closed until deemed safe for common use.
4. Printer area policy:
  - a. Staff members will be required to wear a mask while working in the printer room
  - b. Staff members will be required to use Rolling Still disinfectant spray to wipe down the key pad for printer and any touch zone areas prior to making copies and upon completion
  - c. Staff members will be required to remove all print jobs and copies prior to leaving the room
5. Kitchen Break Room Area:
  - a. Staff members will be required to wash hands prior to using the kitchen
  - b. Staff members will be required to wash with soap and water, and disinfect with Rolling Still disinfectant spray all surfaces touched
  - c. Staff members will be required to keep all personal perishables in their own bag/container in the refrigerator, plainly labeled, if absolutely necessary; best practice is to refrain from using the staff refrigerator and keep personal lunch and food in staff personal work space if possible.
  - d. The staff coffee pot will closed during the pandemic
  - e. Dishes should be washed and sanitized prior to use and after use by the user
  - f. The kitchen break room area will be equipped with a wall mounted hand sanitizer station and hands free soap and faucet

**N. BATHROOM USE POLICY AND PROCEDURES:**

*It is the policy of ACS to minimize surface contamination in bathrooms and to implement COVID-19 safe practices to minimize the risk of COVID-19 transmission*

1. All bathrooms shall be equipped with hands free faucets, soap dispensers, paper towel dispensers, and foot pedal trash cans
2. Signage shall be posted in each bathroom demonstrating proper COVID-19 safe toilet flushing, hand washing, and door opening procedures
3. Students will be trained and encouraged to use a paper towel to open the bathroom door. A hands free trashcan shall be placed outside each bathroom for paper towel disposal.
4. For grades one through six, each grade will be required to use a dedicated bathroom to avoid mixing of cohorts. Bathroom usage shall be limited to one student at a time. Signage shall be posted accordingly.
5. For grades seven and eight, teachers will be required to limit bathroom usage to one student at a time and students will be required to wash hands in restroom, then hand sanitize upon return to the classroom.

**O. LUNCH AND SNACK POLICY AND PROCEDURES:**

*It is the policy of ACS to ensure that each student has a healthy snack and lunch each day while ensuring that students do not share food to minimize the risk of transmission of COVID-19*

1. Snack procedure:
  - a. ACS will not provide group snack
  - b. Each student will bring his or her own snack from home
  - c. Anansi will stock and provide packaged snack for those who need it
  - d. Each student will bring his or her own water bottle from home
  - e. Anansi will stock clean cups for students who need them
2. Lunch procedure:
  - a. Lunch times will be staggered consistent with drop-off group times
    - i. K, 3, 6: 11:30
    - ii. 1, 4, 7: 12:00
    - iii. 2, 5, 8: 12:30
  - b. Students will eat outdoors when the weather permits
    - i. Each child will sit in a colorful painted circle to ensure adequate social distancing
  - c. Students will eat in classrooms at their desks in winter and inclement weather
  - d. Students receiving grab and go lunch will enter the lunch line through one door and exit from other to ensure one way traffic and proper distancing.
    - Floor markings will be used to assist children with proper social distancing while in the lunch line
    - Masks will be required when proceeding to lunch but may be removed once seated to eat
- Remote Learning Days:
  - During remote learning days, meals will continue to be provided to eligible students if they are preordered through the ACS lunch order form. Families will need to come to ACS to pick up lunches on distance learning days. Please communicate directly with office manager, Tracy Tarleton at [tracy@anansi.acstaos.org](mailto:tracy@anansi.acstaos.org) to set up grab and go lunches for remote learning days for your children.

**P. RECESS POLICY AND PROCEDURES:**

*It is the policy of ACS to ensure that students are able to engage in normal recess activity to the greatest extent possible, while employing procedures designed to minimize COVID-19 transmission*

1. Time for recess shall not be reduced or eliminated, and withholding of recess shall not be used as a student disciplinary measure.
2. Each grade band will be assigned to a separate playground area to avoid mixing of grades
  - a. The front playground will be designated for use by Kinder, First, and Second Grades
  - b. The back playground, four square, and climbing wall will be designated for use by Third, Fourth, and Fifth Grades.
  - c. The track, basketball court, and soccer field will be designated for use by Sixth, Seventh, and Eighth Grades
3. Recess times will be staggered within grade bands to ensure that only one grade uses the playground at a time
4. Masks will be required unless a student is exercising in a socially distant manner
5. Playground toys:
  - a. Use policy/procedure:
    - i. Students will be required to wear masks or shields to discourage touching of eyes, nose, and mouth while playing with toys
  - b. Disinfecting procedure:
    - i. Toys will be left in the sun during the day and washed and disinfected regularly
6. Playground equipment:
  - a. Use policy/procedure: One student at a time may ride the whirligig and monkey bars on the K-2 playground. One student at a time may ride the skyrider on the 3-5 playground.
  - b. Disinfecting procedure: High touch equipment zones will be wiped regularly with soap and water
7. Recess will be structured when possible to encourage social distancing and to assist students in learning how to interact safely during the pandemic
8. Recess hygiene will follow applicable hygiene policy and procedure outlined in Section C, above

**Q. AFTERCARE POLICY AND PROCEDURES:**

*It is the policy of ACS to provide on campus aftercare to those families who depend on it, using procedures designed to minimize the risk of COVID-19 transmission*

1. ACS will provide on campus aftercare in small groups
2. Aftercare will be outside when possible
3. All students will be required to wear masks at after care and will have social distance spaces when indoors to minimize mixing of grade levels.
4. Aftercare will follow all ACS COVID-19 policies and procedures
5. Aftercare pickup procedure:
  - a. Parents will text the aftercare teacher at the number provided at orientation and the student will be escorted to the front entrance.
6. Materials for aftercare:
  - a. Students will be able to check out individual kits of toys or art supplies to avoid sharing materials.
  - b. Materials will be disinfected daily and repackaged for use.



**R. ATTENDANCE POLICY AND PROCEDURES:**

*It is the policy of ACS that students will be expected to attend in-person or remote instructional programs, as provided by ACS, each day in compliance with the New Mexico Attendance for Success Act*

1. ACS encourages parents to keep children at home if any symptoms of illness are present or if a child has been exposed to anyone who is ill
2. Students will use the remote learning model if they are ill but still able to work or have been exposed to COVID-19
3. Attendance will be officially recorded and reported to PED for days in which students are physically present in school. For days in which students participate in a remote learning program, ACS is required to track student 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.
4. 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, accurate attendance data for in-person classes shall be documented. Students will not be marked as present or absent for classes they were not expected to attend in-person. For example, if a student has in-person classes on Monday and Tuesday and remote learning Wednesday through Friday, school attendance for this student will only be marked and reported for Monday and Tuesday. However, teachers will still track participation and engagement data for remote learning days, as determined by whether or not students participate in online instructional activities like Google classroom. This data shall be kept at the school site.
5. If campus is closed: For the purposes of determining the attendance intervention tiers of support in the Attendance for Success Act to which students are assigned, or identifying chronically or excessively absent students, participation in offsite instructional activities during any period of campus closure will **not** be considered. However, students are expected to participate in remote learning during any campus closure period(s) as scheduled. Data regarding the submission of schoolwork and participation in online activities will be counted as participation or engagement data and used to support student learning and engagement with instructional content. Teachers will track whether or not students are logging on to online instructional activities. ACS will monitor those students who are not participating or engaging with online instructional activities and provide supports as appropriate.
6. 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.

7. Absenteeism calculation: When calculating absenteeism rates, the School will calculate the percentage of expected in-person days missed. For instance, if a student is expected to attend in-person classes on Monday and Tuesday each week and is absent every Monday, that reflects a 50 percent absentee rate for that student, not a 20 percent absentee rate.
8. Optional Online-Only program: For the optional online instructional program, 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.

**S. STUDENT AND STAFF OUT-OF-STATE TRAVEL POLICY AND PROCEDURES:**

*It is the policy of ACS to discourage out of state travel by staff and families to protect our community from the risk of COVID-19 transmission*

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

All staff, students, and their families are strongly discouraged from traveling out of state. Any school employee, student, or family member living with that student who engages in out of state travel shall report the nature, extent, and details of the travel to the Director 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 employee or student who engages in or returns from out of state or international travel shall engage in a fourteen (14)-day period of self-isolation upon return to New Mexico before returning to the campus, whether or not they are exhibiting any health symptoms.

**T. SELF-ISOLATION POLICY AND PROCEDURES:**

Any person who is denied access to ACS campus because of the results of the COVID-19 screening herein, or as required by the State of New Mexico, shall be required to do the following before further attempting to access School premises or in-person events:

- (a) Engage in a fourteen (14)-day period of self-isolation;
- (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 ACS Director, which results shall be kept in confidence by ACS 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 Director. 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.

Students, parents, and staff must notify the Director if he/she knows that he/she has been exposed to others who have tested positive for COVID-19 and shall engage in a fourteen (14) day period of self-isolation from the date of last contact with that person before returning to ACS. If a School student or employee has contact with any person, including a household member, while that person is required to engage in a period of self-isolation under any applicable executive order, the student or employee shall notify the Director and engage in a fourteen (14)-day period of self-isolation from the date of last contact with that person before returning to ACS.

**U. SUSPECTED CASES OF COVID-19 ON CAMPUS POLICY AND PROCEDURES:**

*It is the policy of ACS to act conservatively and quickly with respect to suspected illness and to implement procedures that will minimize the risk of transmission of COVID-19*

1. Prevention:
  - a. ACS will educate staff, students and their families about the signs and symptoms of COVID-19 to minimize the likelihood that students or staff will arrive at school unwell
  - b. If staff or students feel sick before school, they must stay home and follow attendance notification requirements
  - c. Students/staff feeling unwell must contact the DOH Coronavirus hotline for next steps (1-855-600-8453), and will be required by ACS to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform ACS of the results of any testing.
2. Students and staff who become unwell at school must do the following:
  - a. Students must notify staff if they feel unwell
  - b. Staff members must notify the Director if they feel unwell
3. Quarantining and Care of Symptomatic Students and Staff:
  - e. ACS will use the area adjacent to the director's office as a quarantine room to isolate any student or staff member who becomes ill on campus. When the weather is favorable the waiting space will be outdoors next to the director's office.
    - a. ACS will immediately isolate symptomatic individuals in the quarantine room
    - b. ACS will immediately call the student's parent or guardian to pick up the student. If the parent or guardian cannot be reached, emergency contacts will be called to pick up the student immediately. If circumstances appear to require immediate healthcare, ACS shall call for ambulance transportation to a healthcare facility.
    - c. If a staff member is too ill to drive, Anansi will call the employee's emergency contact, or if necessary, an ambulance.
    - d. ACS staff will conduct a COVID-19 screening.
    - e. ACS will follow emergency medical plan recorded in student file for how to transport an ill person home or to medical care
    - f. ACS will require that symptomatic students remain under visual supervision maintaining a six (6) feet distance
    - g. Staff members will be required to wear face coverings when monitoring sick children and will follow 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>
    - h. ACS will require the symptomatic person to wear a face covering while waiting to leave the facility
      - i. Cloth coverings should never be used on a person who is having trouble breathing or is incapacitated or otherwise unable to remove the face

covering without assistance. Further, anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs will be permitted to wear a face shield.

- i. ACS will require staff who provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform proper COVID-19 hand hygiene after removing PPE.
4. Cleaning and Disinfecting: ACS will implement cleaning and disinfecting procedures following the CDC guidelines and outlined above in Cleaning and Disinfecting Policies and Procedures applicable to area(s) used by someone with documented case of COVID or who contracts a fever of 100.4 Fahrenheit or higher on campus (Section D).
5. Notification Procedures:
  - a. The School shall inform the DOH, staff, and School families immediately of a possible case of COVID-19 on campus, while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws. Students/employees shall not be identified to the School community by name, and shall avoid, to the extent reasonably feasible, making other references that would permit the community to guess the person's identity. While the School cannot prevent speculation, it will take reasonable steps not to contribute to it.
  - b. DOH/health officials will work with ACS to identify individuals exposed to the infected person and test them for COVID-19.
  - c. ACS shall immediately contact DOH to activate contact tracing. Students/staff who are notified by DOH via contact tracing must follow all directives of DOH.
  - d. ACS shall adhere to DOH and/or PED guidelines and shall work with state and local health officials with respect to contact tracing.
6. Documentation Procedures:
  - a. ACS will document actions taken pursuant to these suspected case of COVID-19 policies and procedures and will maintain records of such incidents and actions.
7. School Closure Procedures:
  - a. In the event of a suspected case of COVID-19 on campus, ACS will immediately close the school facility or portion of facility for two to five days and then seek guidance from the local state health authorities regarding further closures.
8. Return to School Procedures:
  - a. Students or staff with suspected or confirmed cases of COVID-19 may not return to campus until they demonstrate to ACS that they have met DOH criteria to discontinue home isolation.

**V. RAPID TESTING POLICY AND PROCEDURES:**

*It is the policy of ACS to require staff to be tested regularly for COVID-19 to protect the ACS staff and student population and to minimize the risk of COVID-19 transmission*

- Prior to returning to work at the start of the 2020-21 school year all staff will get a COVID-19 test to determine whether they have COVID-19.
- Anansi will consult with NMDOH-Taos to determine a reasonable frequency for re-testing the faculty.
- All staff will be tested in the event that any member of the faculty is exposed to another person who tests positive for COVID-19
- In the event of a positive case of COVID-19 within the school community, Anansi will work with NMDOH-Taos to determine the steps and actions that are required including quarantining a portion of the school that has been exposed or closing the entire school to quarantine for the required time period to ensure a clean, COVID-19 free facility and school environment.

**W. STAFF AND STUDENTS WITH UNDERLYING MEDICAL CONDITIONS POLICY AND PROCEDURE:**

*It is the policy of ACS to work closely with staff and students with underlying medical conditions to minimize risk and to be responsive to and accommodating of health and safety concerns to the greatest extent possible*

ACS employees and students 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 the Director prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction. ACS 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.* ACS aims to be as flexible as possible in making alternative arrangements.



**X. PRIVACY POLICY AND PROCEDURES:**

*It is the policy of ACS to comply with all applicable state and federal privacy laws and to implement procedures designed to maintain the privacy of ACS students and staff*

1. ACS will keep all COVID-19 related health information in confidence to the extent such does not conflict with orders and directives of the DOH and/or PED. ACS shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.
2. Records relating to employee and student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by School Administration in confidential, segregated, locked files as medical records.

**Y. DISTANCE LEARNING ACCOUNTABILITY POLICY AND PROCEDURES:**

*It is the policy of ACS to ensure that students who choose to engage in 100% distance learning complete the Anansi distance learning curriculum and achieve required levels of proficiency by implementing accountability procedures designed to ensure participation and completion of work.*

1. In order to ensure that students engaged in the 100% remote learning curriculum are successful, Anansi will:
  - a. Train all staff, students, and parents engaged in distance learning in use of the appropriate technology, apps, and curricular programs
  - b. Provide age appropriate curriculum that will require a blend of online and offline assignments that can be uploaded to turn for grading.
  - c. Check in with each distance learner at least once per week
  - d. Weekly lesson plans and assignments will be provided and monitored
  - e. Require distance learners to submit assignments on a regular schedule determined by teacher
  - f. Teacher will assess and grade student work on a weekly basis
  - g. 100% remote learners will come to the campus at a scheduled time for interim and state assessments.
  - h. Required interim (short cycle assessments) will be proctored virtually, and will require the presence of an adult caregiver with the student
  - i. State mandated assessments will need to be administered on the campus in a safe small group socially distanced setting.
  - j. 100% remote learning students will follow the Cohort A or B plans and assignments when blended learning resumes.

## **Z. COPING AND RESILIENCE POLICY AND PROCEDURES:**

*It is the policy of ACS to maintain the child-centered, positive learning environment it has always been, while implementing health and safety procedures designed to minimize the risk of COVID-19 transmission*

1. We believe it is critical that students, staff, and parents feel comfortable coming on to our campus; therefore, we have taken into consideration:
  - a. Training staff in communicating with students about the changes in procedures and safeguards in developmentally appropriate ways
  - b. Building opportunities for outdoor play, lunch, and social times for students
  - c. Including social emotional check-ins and mindfulness practices into our daily routines
  - d. Developing on-campus procedures that are easy to follow and can become routine for the children
  - e. Providing counseling on campus for both students and staff so that support is available as needed
2. ACS will employ the CASEL guidance document: Reunite, Renew, and Thrive A Social Emotional Learning Roadmap to Reopening School, Link: <https://casel.org/wp-content/uploads/2020/07/SEL-ROADMAP.pdf>
3. ACS staff will select critical actions to support a healthy, trusting, relationship building strategies to bring the Anansi community back together in the school safely.
4. Anansi Charter School is putting the following services in place to provide ongoing support to students, families, and staff
  - a. Anansi has partnered with Golden Willow counseling and Taos Behavioral Health to provide support for students
  - b. Anansi will train mentors, aides, and support staff in the skills needed to act as “family navigators” for students
  - c. ACS staff will receive additional mental health trainings that are staff identified as a need throughout the year through Outcomes, Educational Assistance Program

## **AA. STUDENTS WITH SPECIAL NEEDS (PRIORITY STUDENTS)**

*It is the policy of ACS to adhere to the written IEP for all qualifying students and to provide face to face services as our first option for all services.*

1. ACS special education staff will conduct IEP meetings to update services and hours to meet student needs in the blended learning model for school through an addendum or new IEP if annual IEP is due in August or September.
2. ACS will offer 2 additional instructional on campus days to students identified to need additional in person instructional time.
3. ACS will offer students with IEP’s face to face services as the first option for all students
4. Ancillary services will be in person whenever possible, tele-therapy will be offered as last resort.
5. ACS will provide all enhancement services through remote learning model for the first semester and will reassess for the second semester.

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## **APPENDICES**

Appendix A: Training Sheet for Cleaning & Disinfecting

Appendix B: Record of Participation in Cleaning Training

Appendix C: High Touch Surfaces List

Appendix D: Cleaning and Disinfecting Record

Appendix E: Nightly Cleaning and Disinfecting Record

Appendix F: Student COVID-19 Screening Record

Appendix G: Staff/Contract Employees COVID-19 Screening Record

Appendix H: Visitor Log and COVID-19 Screening Record

Appendix I: Suspected Case of COVID-19 Procedures Record

## APPENDIX A:

### **Training Sheet for Cleaning and Disinfecting the Facility**

**How to clean and disinfect your indoor workspace (classroom, office) during the school day.**

#### Clean:

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant (Rolling Still Sanitizer Spray).**
- Create a bucket of soapy water and use a clean cloth
- Plan to wash your identified high touch surfaces.
- Submerge the cloth and wring it out between each high touch surface wiping
- Thoroughly wipe each surface on your high touch list

**Purpose:** Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.

#### Disinfect:

- Spray all cleaned high touch areas on your high touch list with Rolling Still Sanitizer Spray
- Allow to air dry

#### **Proper Doffing of Gloves:**

- Watch training video: <https://www.youtube.com/watch?v=CADX0PNTLgU>
- Review Proper Disposal of Gloves Poster: [https://drive.google.com/file/d/11GmaTBqugFHPAIceO\\_izw6vfEEkcZtOC/view?usp=sharing](https://drive.google.com/file/d/11GmaTBqugFHPAIceO_izw6vfEEkcZtOC/view?usp=sharing)
- Remove gloves safely and discard in trash receptacle
- Wash hands with soap and water

#### **Cleaning/Disinfecting Frequency:**

- Clean and disinfect high touch areas regularly during the day
- Clean and disinfect desks if used for eating snack or lunch

#### **Record Keeping:**

- Mark the time, date, and initial at the time of each cleaning/disinfecting

**APPENDIX B:**

**Record of Participation in COVID-19 Cleaning Training:**

I, \_\_\_\_\_, participated in the review of the COVID-19 procedures for cleaning and disinfecting my work space provided for employees of the Anansi Charter School.

My training included:

- An independent review of the policies and procedures and resource links related to cleaning and disinfecting outlined in the “2020-2021 Anansi Charter School COVID-19 Policies and Procedures Manual”
- Observation of cleaning procedure provided in the in-service for cleaning and disinfecting offered virtually at the Anansi Charter School
- An independent development of a list of the high touch surfaces in my work space
- A posting of the high touch surfaces to be cleaned throughout the workday
- A review, practice, and posting of the cleaning record chart

I understand my role and responsibility of maintaining a healthy and safe environment.

Signature: \_\_\_\_\_

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













**APPENDIX H:**

**Visitor Log and COVID-19 Screening Record**

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

**Visitor Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Purpose of Visit and Destination:**

**COVID-19 Screening:**

**Temperature:** \_\_\_\_\_

**COVID-19 Survey Questions:** \_\_\_\_\_

**Out of State Travel within the last 15 days?** \_\_\_\_\_

**Contact with someone with COVID-19 in the last 15 days?** \_\_\_\_\_

**Admitted to Campus?** \_\_\_\_\_

**APPENDIX I:**

**Suspected Case of COVID-19 Procedures Record**

Date and Time: \_\_\_\_\_

Name of Symptomatic Individual: \_\_\_\_\_

If student, name of staff member in charge: \_\_\_\_\_

Quarantine Location: \_\_\_\_\_

Temperature: \_\_\_\_\_

Symptoms: \_\_\_\_\_

Parent Contacted: \_\_\_\_\_

Emergency Contact Contacted: \_\_\_\_\_

Picked Up by \_\_\_\_\_ at \_\_\_\_\_ (time)

Ambulance Transport ( Y / N ) at \_\_\_\_\_ (time)

DOH Contacted (Date and Time): \_\_\_\_\_

Staff and Families Notified (Date): \_\_\_\_\_

Cleaning and Disinfecting Record (initial):

Rooms impacted: \_\_\_\_\_

Windows Open: \_\_\_\_\_

Closed for 24 hours: \_\_\_\_\_

Deep Cleaning and Disinfecting Performed (date): \_\_\_\_\_