Laguna Department of Education COVID Mitigation School Plans SY 2022-2023

Documents Prepared by: LDOE Administration and Staff in coordination with POL Emergency Operations Center Leadership

Please note: Information is subject to change based on CDC, and POL Executive Orders and EOC guidance.

The Laguna Department of Education (LDOE) is committed to the safety and health of children, families and staff. This plan is intended to communicate our health and safety protocols with families, staff and the greater community while navigating the COVID pandemic within our schools.

Two LDOE EOC Liaison positions have been created within the district to assist parents and students in all schools to navigate the testing and vaccination process. A testing pod has been established within the LDOE district to ensure regular testing of staff and students occurs at each school site.

This plan addresses the health and safety mandates for opening in the following priority areas for in-person instruction.

- Personal Protective Equipment (PPE)
- ➢ Screening
- Response to Positive test results for Staff and Students
- ➤ Testing
- ➢ Vaccinations
- ➤ Facilities
- ➤ Transportation
- ➢ Food Service
- Educational Services
- Communication
- Staff/Families Expectations
- COVID-19 Safe Practices (CSPs)
- COVID-19 Mitigation

All Staff	·	ATIONS/RAPID RESPONSE	
Timeline Prior to school opening On-going	Action Vaccinations Surveillance Testing	Steps As part of the LDoE Board Policy, all staff are mandated to be fully vaccinated prior to the schools opening. A copy of COVID-19 vaccination card will be on file with LDoE HR Per LDOE Board amended policy, staff will be tested in accordance with POL Executive Order based on EOC recommendations: * Staff who are testing as a precaution/proactive measure or as part of routine screening can come to work prior to knowing their results. *LDOE staff are testing on site.	Information LDOE employees have the option to be vaccinated by the POL EOC. Fully vaccinated means the initial shot and all subsequent boosters as applicable. LDOE employees have the option of being testing by the POL EOC. LDOE employees are tested weekly, bi-weekly, or monthly based on the number of COVID positive cases in the community.
On-going	Testing Due to Exposure Exposure Revision 4/2022	The EOC will notify the employee and Executive Director of Operations (EDO) when an employee needs to quarantine. Those who can work from home will be encouraged to do so. All communication and information is managed by the H.R. Manager. If staff are exposed to a positive case they no longer have to quarantine unless they are showing symptoms.	EOC confirms exposure through contact tracing, employee and EDO will be notified, all formal communication is through the office of the EDO.
On-going	Have symptoms- Positive test results	 * Staff who are having symptoms must self- quarantine and should contact EOC for a test. * Staff who have symptoms must notify their direct supervisor immediately. 	Supervisor will contact EDO, EDO will communicate as appropriate, EOC will notify the employee and EDO before staff can return.

	School Response	 Response Plan. 1. Upon notification of an ill staff member, immediately provide isolation of the individual if report occurs on-site. 2. Close all impacted areas and conduct deep cleaning following the CDC guidelines. 3. Director will contact LDOE EDO, who will contact the Pueblo EOC 4. The Pueblo EOC will contact that individual and provide further instructions. 5. Contact Tracing will be conducted by the Pueblo EOC. 6. Inform parents using school messenger and POL ENS system (if children are present) Potential re-testing within 7-10 days if warranted by the local EOC. 9. Staff may return to work only with a release from EOC or a medical doctor. 	
Positive Cases on Campus	On-going	LDOE district aligns with the State of NM regarding school closure. Five percent (5%) of staff and students must test positive in order to close each school site. Schools are treated as separate program (DEC EHS and PHS) and K-8 (LES and LMS).	Positive cases must be confirmed through the EOC.

22-23 Laguna Elementary and Middle Schools Re-Entry Plan

The LES/LMS School Re-Opening plan is designed to prioritize the health and safety of students and educators while maximizing the amount of safe, in-person learning opportunities. We understand that there are many unknowns which can cause a reluctance to send students to school. It is impossible to avoid all risks of virus transmission in the return to school, but our goal is to greatly minimize the potential for illness by taking necessary and reasonable precautions to contain the virus.

The LES/LMS Re-Opening Plan was crafted with input from LDoE Director of Operations, Transportation, Facilities, Canteen, and Technology, along with input from staff at both schools. In addition, parent feedback will be obtained through Community Input Forums. The plan is based on information that is currently available through the CDC, NM Department of Health, and Pueblo of Laguna.

PPE and TEST	ING - STAFF		
Date	Action	Step(s)	Information
Weekly, bi- weekly, on monthly	Ongoing	 Laguna staff can test through POL EOC Non-Laguna staff can test at local test sites or POL test site. Staff are encouraged to test on-site at the LDOE testing pod. 	The level of testing is determined by the number of COVID positive cases within the community.
	Negative Test Results	 Staff who are testing as a precaution/proactive measure or as part of routine screening can come to work prior to knowing their results. Staff who are testing as part of exposure or because they are having symptoms must stay home until test results are known. Type of leave (Paid time off or COVID-19 Leave) 	If employee is required to quarantine by EOC or DOH, he/she will be placed on COVID- 19 Leave. COVID leave is cumulative beginning in August 2020.
		 Any time a staff member tests, a copy of their results shall be sent to the LDoE HR office. Written results are available through DOH website if testing outside of the Pueblo of Laguna. EOC will automatically send LDOE HR office a copy of the test results. 	If you are not required to quarantine by EOC or DOH, you will be placed on Paid Time Off (PTO)or Leave Without Pay (LWOP).
			Staff placed in quarantine may work from home if appropriate.
	Positive Test Results	• Staff who are having severe symptoms must stay home until they receive a negative test and EOC releases the employee to return to work. They will be required to test two days after symptoms begin.	If employee is required to quarantine by EOC or DOH, he/she will be placed on COVID- 19 Leave. COVID leave is

		 Any time a staff member tests, EOC will email a copy of their results to the HR Office. Staff who test positive must notify their direct supervisor immediately. Supervisor will contact the Operations' Director, who will then contact Pueblo EOC, DOH (non-Laguna) and Facilities Contact Tracing will be provided by Pueblo EOC, DOH (non-Laguna) Deep clean will be performed by the Facilities and Maintenance Department of all impacted areas following CDC guidelines. 	cumulative, once used staff will be required to take PTO. If you are not required to quarantine by EOC or DOH, you will be placed on Paid Time Off (PTO)or Leave Without Pay (LWOP
			LDOE aligns to the NMPED 5% COVID positive staff and students before closing school.
Daily	Temperature and Symptom Monitoring	 Staff will have their temperatures taken prior to entering facility. Staff who have a temperature of 100.4+ will not be allowed into the building. Staff will perform a COVID symptom check before entering classrooms/offices. 	Staff log information at each school site.
	Exposure Revised 4/2022	• All staff are fully vaccinated; therefore, they no longer have to quarantine unless they show symptoms. Staff are encouraged to self-monitor and test in 5-7 days.	
Daily	PPE	 All staff are required to wear masks when they are in common areas of the school. LDOE staff must continue to wear a mask when around students. Teachers must wear face masks while in the classroom. There may be times during instruction when a face shield may be utilized. Staff must present a note from a doctor if they have a medical reason for not being able to wear a face covering such as or face shield. 	Seeing mouth movement and oral expression is an important part of learning and listening. In addition to masks, Face Shields are being provided to classroom personnel so that they have protection during instruction while they might not be wearing so that

		students are able to see the
		teacher's mouth move.

PPE and TESTIN	NG - STUDENTS		
Date	Action	Step(s)	Information
Daily	Temperature and Symptom Monitoring	 All students will have their temperature checked and a symptom check prior to boarding the bus or entering the school. Students who have a temperature of 100.4+ will not be allowed onto the bus, into the building, or to continue the school day. Students should NOT come to school if they are showing symptoms or do not feel well. Parents will be required to pick up students who are not allowed on the bus or in school. 	A student exhibiting minor symptoms must test in 3 days after symptoms begin. They may return to school wearing a KN95/N95 mask if fully vaccinated. A student exhibiting severe symptoms must test in 2 days after symptoms begin. They are required to stay home until a negative test result is received.
Daily	PPE	 LDoE is providing 2 cloth masks to all students. Students are also welcome to bring their own masks. Masks for students in the classroom are required. LES/LMS acknowledges that face coverings may be challenging for (younger) students to wear in all-day settings; however, wearing of masks as a measure of protection is an expectation. Parents are required to ensure students have their mask every day. In addition, parents are expected to clean and sanitize masks daily. Students will practice social distancing in the classroom. Students must present a note from a doctor if they have a medical reason for not being able to wear a face covering. 	LDOE continues to enforce the mask mandate.

School Messenser	 Good hygiene practices such as handwashing, covering coughs, and appropriate use of face coverings will be taught and reinforced. LES/LMS is not providing a set of shoes or changes of clothes to students or staff; students and staff are welcome to bring a separate set of clothes or shoes to change into. 	
School Messenger will be used to communicate relevant information to parents.	 EOC will notify parents if any positive COVID cases are identified at LES/LMS or when there is a potential exposure. EOC will contact the District Liaison for parent contact information and student testing schedule. Parents can work directly with the Pueblo and EOC. Students who are unvaccinated and have a known exposure to COVID should self-quarantine and follow all guidelines of the EOC. Students who test positive for COVID will need an EOC release prior to returning to school. LES/LMS should be informed of any student who has a positive test result. Contact Tracing will be provided by Pueblo EOC, DOH (non-Laguna) Students that are fully vaccinated will remain in school and wear a surgical mask and test in 5-7 days. 	Exposure revision 4/2022 If a student is exposed to a positive case and are fully vaccinated, they no longer have to quarantine unless they are showing symptoms. A student that has not received all the applicable boosters may still be placed in quarantine.
	 Students that are fully vaccinated (including boosters) will remain in school and be monitored for symptoms. Students will test in 5-7 days. Impacted classrooms and spaces will be isolated and deep cleaned. 	
Surveillance Testing for Students	• LDOE established a test pod at each campus. Tests are conducted based on EOC recommendations: weekly, bi-weekly, or monthly. Testing schedule is based on the number of COVID positive cases within the Pueblo.	Per POL E. O. #4, regular testing of students was addressed.Parents must register their students on the NMDOH test site. Fully

	COVID-19 Vaccination Requirements	 As per Executive Order #5 Section 4-the LDOE district determines re-entry guidance for all schools. Only students from up to date vaccinated households or students that are up to date vaccinated will be allowed to participate in onsite in-person instruction. Parents/guardians will be able to send their children to school if all eligible household members have been vaccinated. Up to date vaccinated household members means every eligible member that lives in the house with the student is up to date on the vaccination, including 12 year of age and older. Written verification of vaccinated must be provided to LES/LMS prior to child attending school. Students that are fully vaccinated must provide verification of vaccination. Students who are not eligible for the vaccination may participate in-person but must be tested weekly. 	vaccinated students will test on a regular basis. Unvaccinated students must test weekly. Fully vaccinated students have received the initial shot and all boosters as applicable. The Board does not require mandated vaccinations but highly recommends students be vaccinated in order to participate in-person. This includes the initial shot and any subsequent boosters when applicable.
FACILITIES			
Date	Action	Step(s)	Information
Prior to start of school and during extended breaks (Winter/Spring, etc.)	Fogging/Deep Clean	 Schools will be fogged/deep cleaned prior to the first day of return for staff/students Facilities Department will perform the fogging as needed week. 	

Multiple times throughout the day	Thorough cleaning of all areas/Deep cleaning of high touch/use areas	 Individual classrooms and common areas will be provided with hand sanitizer and disinfectant wipes for use by classroom teacher. Hand sanitizing stations will be installed in all common use areas (front lobby, gym, cafeteria, nurse, etc.) Custodians will clean all areas of use throughout the day and nightly. Special attention will be paid to high touch/use areas such as common doors, bathrooms, front office areas, playgrounds, etc. 	Facilities personnel have an extensive checklist for cleaning which is monitored by site supervisor and Facilities Supervisor.
		 Anyone entering the facility will have their temperatures taken, respond to symptom checklist, and log in prior to entering facility. Anyone who has a temperature of 100.4+ or is exhibiting symptoms will not be allowed into the building. Visitor access to buildings is limited to essential business which cannot be completed remotely. All schools have controlled access to buildings and students. 	
	Movement within Facility	 Social Distancing will be practiced in all areas of the school including classrooms, common areas, and while traveling to and from spaces. Movements out of classrooms will be limited (LES). As per the CDC Guidelines, drinking fountains will be cleaned and sanitized, but staff and students are encouraged to bring their own water bottles to minimize use and touching of water fountains. 	When students must leave the classroom, for example; to use the restroom or visit the nurse, they must have a mask, wash/use hand sanitizer upon re-entry to the classroom and follow all other safety precautions.
			When the entire classroom leaves and reenters the classroom, sanitation procedures should be followed.

Signage	School entryways and hallways will include directional
Signage	
	arrows to aid in traffic flow patterns.
	Entry points will indicate expectations for temperature
	checks and wearing of masks.
PPE	• Visitors are discouraged. However, in emergencies, all
	visitors and non LES/LMS employees must wear a
	mask at all times and practice social distancing and
	other recommended safety precautions.
	Plexi-glass shields have been installed at front office,
	library, and cafeteria serving lines.
	Hand sanitizing stations have been installed in high-
	traffic areas across LES and LMS.
	All vendors must be able to provide proof of being
	fully vaccinated. If selling food items, you must have a
	current food handlers permit and be fully vaccinated.
Procedure for	• An isolation room has been identified at LES and LMS
COVID Rapid	to separate anyone who exhibits COVID-like
Response	symptoms or for students who need to be isolated while
	at school due to a family member testing positive.
	• Executive Director of Operations, POL EOC and
	appropriate health officials will be notified
	immediately of a possible case while maintaining
	appropriate confidentiality.
Positive case on	• Students within a 6-foot perimeter of a positive student Length of quarantine will be
campus	will be sent home and be tested. determined by POL EOC
	• Fully vaccinated students will remain in school and are
	not required to quarantine but will be monitored and
	placed on surveillance.
	• Deep cleaning using fogging equipment will take place
	in the classroom and throughout the school.
	• LDOE aligns to the NMPED guidelines regarding
	school closure. If 5% of students and staff test positive,
	at each school site, the site will close.
	• Deep cleaning using fogging equipment will take place
	throughout the campus.

 Facility will be closed until LDOE, in collaboration with POL EOC, indicate facility can reopen. LDoE follows the guidance of the POL EOC Contact Tracing will be provided by Pueblo EOC. Any staff or student who tests positive cannot return until they have been cleared by the EOC or medical
doctor, if employee lives outside of Pueblo of Laguna.

TRANSPORTATION			
Date	Action	Step(s)	Information
Daily	At the bus stop	 All students will have their temperature and symptoms checked prior to boarding the bus or entering the school. Students who have a temperature of 100.4+ will not be allowed onto the bus or into the building. Students who have a temperature of 100.4+ will be sent home. Parents should wait at the bus stop to ensure their student can board before leaving the bus loading area. Students should NOT come to school if they are showing symptoms or do not feel well. Students are required to wear their masks at all times. 	
Daily	On the bus	 Upon boarding the bus, students will receive hand sanitizer. Students will have assigned seats. Students are required to wear their masks on the bus. 	
Daily	PPE	 All bus drivers, bus monitors and students will be required to wear masks. Buses will be cleaned thoroughly twice a day - after student drop off in the morning and afternoon. 	
Daily	Parent Transportation	 Parents are welcome to transport their students to school. Parents must use the designated parent pick up/drop off areas. 	

		 Parents and may not exit their vehicle. Students will have their temperature taken prior to exiting the vehicle. Students who have a temperature of 100.4+ will not be able to exit the vehicle. Students should NOT come to school if they are showing symptoms or do not feel well. 	
Daily	End of Day	 Upon boarding the bus, students will receive hand sanitizer. Students who are being picked up by parents will go to the parent pick up/drop off area and staff will help students into vehicles. Parents should not exit vehicles to pick up student(s) at end of day. 	
FOOD SERVICE			
Date	Action	Step(s)	Information
Daily	Breakfast	 LES students eat in the classrooms and then proceed to class. LMS students eat in the cafeteria and sit with their assigned class social distanced from one another. 	
Daily	Lunch	• LES students eat lunch in the gym and are separated by	
		 grade. LMS students eat in the cafeteria and will sit with their assigned class social distanced from one another. Two periods are provided to adhere to social distancing requirement. 	

Daily Meal Service	Meals (breakfast and lunch) will be served on site following appropriate guidelines (individual condiments, utensil packages, etc.)
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EDUCATIONAL SERVICES			
Timeline	Action	Step(s)	Questions/Information
	Enrollment	 Students under 18 are required to be enrolled in and attend school. Students must be enrolled in a LES/LMS to receive educational services. Parents have the option to register students by coming to school at either the LES or the LMS or filling out the information online. 	
	Elective and Pull-out Classes	 LMS students will participate in elective classes just as they participate in core (English, Math, Social Studies, Science) courses. LES students will have the opportunity to participate in pullout classes as indicated below. PE: students will go as a class/group to PE. Masks will be required. Students will be outside as much as possible. Computers Library Language and Culture 	
	Recess	 Physical exercise is an important part of overall health. Students at LMS have the opportunity to take a PE class. Students at LES have the opportunity to engage in PE and in recess. Students are required to wear a mask when playing outside or during PE. Classroom teachers will monitor recess which takes place during classroom time. 	

Special Education	 LES Support staff will monitor lunch recess. Playground equipment will be cleaned and sanitized daily. A hand sanitizing station has been installed on both LES playgrounds for use before and after students enter playground. The students IEP will dictate the services, support, and learning methods available to all students with an IEP. 	All outside service providers will need to adhere to all
Services	 GATE students will continue to receive services with their GATE teacher. LES provides GATE as a pull-out and LMS offers GATE as a class. GATE classes/pull-out will operate following all expected guidelines and procedures for PPE. SPED students will continue to receive all appropriate academic support including inclusion services and pull-out services (at LMS, students attend a specific class during the day). SPED classes/pull-out will operate following all expected guidelines and procedures for PPE. Therapy services will be provided to students as identified by their IEP. 	LDoE COVID safety precautions, polices, and procedures.
Social/Emotional Supports	 In addition to academics, the social-emotional health of students is a major focus of LES/LMS. Staff and students must feel physically and psychologically safe if they are to engage in rigorous teaching and learning experiences. Staff will work to build and strengthen relationships with all students to create a sense of belonging and connection and to ensure their well-being. LES and LMS use the Second Step curriculum which is a research-based program designed to promote the social-emotional development, safety, and well-being of children through Grade 8. All LMS students will be assigned an Advisory Period. Advisory teachers have specific responsibilities to the social-emotional health of their Advisory Students. 	

		 Through Second Step, Advisory, and appropriate times in class, students will have an opportunity to share and process their emotions. In addition to the classroom teachers, both LES and LMS have a school counselor to offer additional support. LES/LMS also work with the POL to refer students and families who may need outside counseling and/or behavioral health services. 	
	Large Group Activities	 LDOE will limit the number of participants at a school gathering. LDOE will require that all visitors to campus provide a copy of the vaccination card prior to entering the gathering. All who attend must follow COVID safe practices: wearing a mask, temperature and symptom monitoring, social distancing, 	POL E.O. #7 Sections 4 and 11 apply.
	Dress Code	• The LES/LMS Dress Code is under review and revision.	
	Kinder Home Visits	 To the extent possible, Kinder home visits will take place via Zoom or other online platform. This will allow students, parents, and teachers to have a face-to-face connection. When it is not possible, home visits will take place via a phone call. Incoming Kinder parents will not be allowed on campus as part of our response to keeping everyone safe. LES will ensure plenty of staff are available to welcome and assist Kinder students as they start their first (and subsequent) days. 	Home Visits are an important part of school orientation for Kinder students.
Ongoing	Assessments	• Students will continue to be assessed formally and informally to assist teachers in planning instructional content and activities.	

SCHOOL AT	SCHOOL ATTENDANCE			
Date	Action	Step(s)	Information	
	Is my child required to attend school?	 Students under 18 are required to attend school. Parents have a variety of options to choose from to meet their comfort level: LES/LMS Grants Cibola County Schools or other public school 		
		 Private school Online/Virtual school Home School Students who attend LES/LMS must meet attendance requirements as well as classroom expectations. 		
	What happens if my child doesn't go to school?	 LES/LMS will follow the Pueblo of Laguna School Attendance and Truancy Ordinance. Students who are not enrolled in LES/LMS will be required to be enrolled in another school as per the POL School Attendance and Truancy Ordinance. Parents who wish to home school their children must provide an instructional program that meets all of the necessary state requirements under Section 22-1-2.1, NMSA, 1978, as amended. 		
	Can my child be held back if they don't attend school?	 Students under age 18 are required to be enrolled in school. Students enrolled in LES/LMS will be required to engage in educational activities through on-site and/or at-home learning. Students must show mastery of concepts and meet learning expectations in order to be promoted to the next grade level. Assignments will be graded and regular feedback will be provided to parents and students through formal and informal progress reporting. 		

EXPECTATIONS			
Date	Action	Step(s)	Information
Ongoing	Students	 Practice safe habits such as frequent hand-washing, covering coughs, and wearing face coverings as required. Engage in on site and at-home learning activities. Assignments will be graded. Ask teachers for help as needed. 	
Ongoing	Parents	 Ensure contact information stays current for both LES/LMS. Ensure students attend school when they are scheduled to be on site. Ensure students have their mask every day. In addition, parents are expected to clean and sanitize masks daily. Follow up with the teacher to ensure students are completing assignments and progressing as expected. Contact the teacher with any questions or concerns. Notify the school if your student tests positive for COVID. Keep children home if they are not feeling well or show any symptoms of illness. 	
Ongoing	Staff	 Practice safe habits such as daily temperature checks, frequent hand-washing, social distancing, and wearing face coverings as required. Provide on-site learning opportunities that meet the needs of all students. Engage in professional development opportunities. These may be offered online and in small groups whenever possible. Social distancing will be practiced when the above is not possible. Notify supervisor immediately of a positive COVID test. Staff who cannot fulfill their obligations with <i>reasonable</i> (ADA) accommodations must use PTO (including 12 weeks as part of Family Medical Leave Act (FMLA). After that leave is exhausted, the employee is not assured their job and will need to work with HR on next steps. 	Site Supervisors will try to amend duties as much as possible for high-risk staff, however the nature of education requires staff to be in contact with students.

Ongoing	Communication	 LES/LMS use the following systems to notify parents of important information: LDOE Website Marquee Facebook Letters Mailed Home School Messenger System Parents should notify the school of any changes to contact information. Parents are always welcome to call the school with any
		questions.

Information and Resources

Students who are not enrolled in LES/LMS will be required to be enrolled in another school as per the POL School Attendance and Truancy Ordinance. Various alternate enrollment options are listed below if you don't feel that LDoE Schools are the best fit for your needs:

NMPED Home School System

As per the POL School Attendance and Truancy Ordinance, parents who wish to home school their children must provide an instructional program that meets all of the necessary state requirements under Section 22-1-2.1, NMSA..., 1978, as amended.

• https://homeschool.ped.state.nm.us/Default.aspx#

Grants Cibola County Schools (Cubero or Seboyeta)

• https://www.gccs.k12.nm.us/

St. Joseph Mission School

https://www.stjosephmissionschool.com/