

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

DISTRICT WIDE: TESTING, VACCINATIONS/RAPID RESPONSE			
All Staff			
Timeline	Action	Steps	Information
Prior to school opening	Vaccinations	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	LDOE employees have the option to be vaccinated by the POL EOC. Fully vaccinated means the initial shot and all subsequent boosters as applicable.

On-going	Surveillance Testing	<p>Per LDOE Board amended policy, staff will be tested in accordance with POL Executive Order based on EOC recommendations:</p> <p>* Staff who are testing as a precaution/proactive measure or as part of routine screening can come to work prior to knowing their results.</p> <p>*LDOE staff are testing on site.</p>	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	<p>Testing Due to Exposure</p> <p>Exposure Revision 4/2022</p>	<p>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.</p> <p>All communication and information is managed by the H.R. Manager.</p> <p>If staff are exposed to a positive case they no longer have to quarantine unless they are showing symptoms.</p>	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	<p>* Staff who are having symptoms must self- quarantine and should contact EOC for a test.</p> <p>* Staff who have symptoms must notify their direct supervisor immediately.</p>	<p>Supervisor will contact EDO, EDO will communicate as appropriate,</p> <p>EOC will notify the employee and EDO before staff can return.</p>
	School Response	<p>Response Plan.</p> <ol style="list-style-type: none"> <li>1. Upon notification of an ill staff member, immediately provide isolation of the individual if report occurs on-site.</li> <li>2. Close all impacted areas and conduct deep cleaning following the CDC guidelines.</li> <li>3. Director will contact LDOE EDO, who will contact the Pueblo EOC</li> <li>4. The Pueblo EOC will contact that individual and provide further instructions.</li> <li>5. Contact Tracing will be conducted by the Pueblo EOC.</li> </ol>	

		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.

Division of Early Childhood (DEC)  
 Director: Ruth Hidalgo

DEC continues to conduct research on best practices in the development of this plan in efforts to prevent further spread of COVID and Variants. The proposed plan is based on information from the Office of Head Start, the Office of Child Care, the CDC School Re-entry guidance, the NM Department of Health and the Pueblo of Laguna Emergency Operations Center team. The scientific data about the pandemic is continuously changing and those changes will impact the current plan based on the increased or decreased spread of the virus within the community. Other factors that may impact this plan are the Governor's Executive Order Amendments, updates on rules and regulations from the Office of Head Start, Office of Child Care and COVID updates on health and safety as they apply to our centers.

STUDENT			
Timeline	Action	Steps	Information
On-going	Testing for student who is positive for COVID-19	The POL EOC will notify the student's parent/guardian immediately and LDoE in order to determine next steps and conduct contact tracing. If a student tests positive they will be put on 90-day wait to test. EOC will notify when the child is able to return.	

		<p>Student will move to virtual/remote learning</p> <p>Deep cleaning using fogging equipment will take place in the classroom and throughout the school.</p> <p>School Closure Threshold is 5% for students and staff, the school will be closed for a period to be determined by the EOC. Students will revert to virtual learning</p>	
Entry to Campus: Staff			
Timeline	Action	Steps	Information
Daily	Arrival Procedures	<p>All staff, contractors, and care providers must report to work wearing.</p> <p>Prior to clocking in, all teaching and non-teaching staff will monitor their temperature. Staff log results.</p> <p>Staff with normal temperature, will proceed to clock in.</p> <p>Contractors and care providers (non-DEC staff) entering classrooms must avoid physical contact with children until clothed with proper PPE.</p> <p>All staff receiving children at the child drop off are required to wear PPE.</p> <p>All staff must practice social distancing.</p> <p>All staff must wash hands upon reporting to work with soap and water for 20 seconds and continue to do so throughout the day.</p> <p>*Staff with a temperature of 100.4 or higher, showing symptoms or who have been in contact with others who are ill or show symptoms will not be allowed to report to work.</p>	<p>2 masks will be provided and replaced as needed.</p> <p>The temperature scanner allows individuals to conduct a self -temperature reading and provides real time warning of high temperature. Should a staff have a temperature reading of 100.4+, they must leave campus immediately and will not be allowed to report to work.</p> <p>Official notification from EOC and/or medical doctor will determine whether COVID leave is applied, until then staff will be on PTO/LWOP.</p>
Daily	Staff Health Checks	<p>Teaching teams will check each other's temperature mid-day.</p> <p>All other non-teaching staff must conduct a mid-day temperature check.</p>	

Daily	Use of Gowns	Teaching staff working with infants and toddlers must wear a disposable gown.	Per OHS guidance gown are required to provide layers of prevention and implement risk and reduction strategies.
Daily	Staff Departure	<p>All disposable gowns will be disposed of at the end of each day, only for staff working with infants and toddlers.</p> <p>No PPE is to be taken home.</p> <p>If using a face shield, staff must sanitize their face shields before departure and placed in designated areas. Staff will then replace with a face mask.</p>	
Daily	<p>Preventative Plan:</p> <p>Implementation of COVID safe practices (CSPs)</p> <p>to reduce the risk of spreading &amp; exposure of COVID</p>	<p>Teaching staff must wash hands upon classroom entry, before meals, snacks, after time outside, before and after diapering, after going to the bathroom, prior to leaving for home, and after helping children with toileting.</p> <p>Staff must avoid touching their eyes and face.</p> <p>All staff must wash hands after coughing or sneezing.</p> <p>All staff must wash hands before reporting to work.</p> <p>All staff are responsible for cleaning and disinfecting their high touch work areas throughout the day.</p> <p>Any non-teaching staff entering classrooms must wash their hands when entering classrooms to work with children.</p> <p>Staff will receive additional training and guidance on appropriate use of PPE including how to put it on, remove it and dispose of it prior to children starting school. *Absenteeism will be monitored to identify and respond to absences due to illness.</p> <p>Staff must report illness immediately.</p>	

		<p>Hand sanitizers will be used continuously throughout the day. Hand sanitizers used in early care and education programs are an appropriate alternative to traditional hand-washing if soap and water are not available and if hands are not visibly dirty.</p> <p>Avoid getting close to babies' and toddlers' faces when holding them.</p> <p>Teachers will implement social distancing in all classrooms, as practicable.</p> <p>Hand washing practices will be required for all PHS children.</p> <p>Plexiglas at all front offices.</p> <p>Plexiglas on all tables separating children at EHS and PHS.</p> <p>Air purifiers in all classrooms, and staff offices</p>	
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#### PARENT EXPECTATIONS

Timeline	Action	Steps	Information
As needed	Testing	<p>Students who are not eligible for the vaccination may participate in-person but must be tested weekly. Fully vaccinated students will be tested monthly.</p> <p>Parents are responsible for registering their child for testing at DEC. If child is absent on the DEC testing date, parents are responsible for testing their child and providing results to the EOC.</p>	<p><del>Due to age, DEC students will not participate in regularly scheduled testing.</del></p>
	Vaccinations	Only students from fully vaccinated households will be allowed to participate in onsite in-person instruction.	Parents will be required to present vaccination verification

			Parents should provide vaccination verification from individuals identified on Emergency Contact List
	<p>Entry to Campus:</p> <p>Arrival Procedures for Drop Off Students</p>	<p>Families/Parents/Guardians must remain in their vehicle, and wear masking when dropping off/picking up their child/ren.</p> <p>Children ages 2 – 5 are expected to arrive to school wearing a mask. A staff person will monitor students for masks.</p> <p>When child is dropped off, a staff member will take the parent's temperature (who would be assisting the child out of the vehicle, if needed), if the child passes the health screen, the staff member will take the child's temperature, and conduct a health screen: Has the child been in contact with anyone who is ill? Has the child shown any symptoms of illness? etc.</p> <p>All temperature readings will be logged.</p> <p>Children who have a temperature of 100.4 or above will not be allowed to leave their vehicle and the parent will have to return home with the child.</p> <p>* If the child does not have a normal temperature, the child will be assisted out of the vehicle <del>by the parent</del> <b>by DEC staff</b>, and the parent will sign them in.</p> <p>* A classroom staff will be contacted to pick up the child from the designated area and return with the child/ren to the classroom.</p> <p>* Children will be staggered so that there is no congregating in the entrances to the buildings.</p> <p>* All children ages 2 to 5 will be expected and encouraged to wear masks when appropriate. Children may be</p>	<p>If a child does not have any other symptoms, they may participate in virtual instruction.</p>

		<p>exempt based on special needs and/or medical needs and conditions. However, not all children with special needs and medical needs are exempt. This will be determined on a case by case basis and medical documentation.</p> <p>* Children under three years of age, will not be required to wear masks.</p> <p>* DEC will provide 2 cloth masks to each child at the beginning of the year. Parents are responsible for the maintenance of the masks.</p> <p>* Disposable masks will be available, although limited, in the event a child needs to replace their cloth mask.</p> <p>* Due to the CSPs at entry, families will be expected to bring children to school on time.</p>	
Daily	Arrival Procedures for Bus Students	<p>* Parents should assess their child/ren before they get to the bus stop.</p> <p>* Parents at bus stops will line up following the social distancing rule.</p> <p>* Parents and children must wear masks at the bus stops.</p> <p>* Parent and child will walk up to the bus where the bus monitor will scan the child's temperature and conduct a health screen.</p> <p>* If a child has a temperature reading of 100.4 and above, the bus monitor will return the child to the parent and refer for further diagnosis and testing, if warranted.</p> <p>* Temperature readings will be logged by the bus monitor.</p> <p>* Children with normal temperature readings and a clear health screen will be allowed to board the bus after the parent has signed them in on the bus</p>	



		<p>log. The child will be escorted to their assigned seat.</p> <p>* Upon boarding the bus, each child will be required to sanitize their hands before being seated.</p> <p>* All designated seating will comply with the social distancing rule.</p> <p>* Children from the same family will be allowed to sit together.</p> <p>* Upon arrival at the center, the bus monitor will unload the bus adhering to social distance guidance.</p> <p>* After all children have unloaded and been accounted for, based on the parent sign in sheet, children will be escorted to their respective classrooms.</p> <p>* Social distance markings will be placed on sidewalks to manage flow of movement within the school. Social distance markings will be placed in large spaces.</p>	
	Arrival Procedures for pick-up	<p>* Parents are required to be on time to pick up their children. * A staff member will monitor the arrival of the parent and radio the classroom to escort the child to the staff monitor. The staff monitor will walk the child to the car, have the parent sign the child out, and deliver the child to the parent. * Parent must be wearing in the car.</p>	
Daily	Arrival Procedures for Early Release	<p>*If a parent needs to check their child/ren in or out of the program during the day, parents/guardians will have to call the DEC program front office when child is to be checked out of program and identify who is picking up child/ren.</p> <p>*Parent/Guardian will call the front office when on campus and remain in vehicle and must be wearing.</p> <p>*DEC staff will call the child/ren's classroom and let classroom teachers know child is being checked out.</p>	

		*Front staff will escort the child from classroom to parent vehicle, have the parent sign out, and deliver child to parent.	
Daily	Health Checks:	* Teachers will check students' temperatures during meal times and check for any signs or symptoms of illness: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Temperature readings will be logged.	
On-going	Positive case at school	<p>* Should a child become ill during the day due to suspected COVID symptoms the child will be taken to the Isolation Room.</p> <p>* Parent will be required to pick up their children within 30 minutes from the isolation area. Upon arrival at the center, the parent must wear a mask and will need to check in with the front office.</p> <p>* Classroom will be deep cleaned.</p> <p>* Students will return when approved by POL EOC.</p>	An isolation room has been identified on campus.
TRANSPORTATION			
Daily	Dropping off students	<p>* Parents/guardians are required to be on time to drop off/pick up their children.</p> <p>* A drop-off site will be designated</p> <p>* A staff member will monitor the arrival of the parent.</p> <p>* When dropping off: parents/guardians must be wearing a mask. After health screen is completed, parent may exit vehicle to assist child.</p> <p>*In the event that the child's initial temperature is high, the parent will be asked to wait in parking lot for an additional 5 minutes to re-scan to confirm temperature. If temperature remains high, the parent will be asked to</p>	

		<p>take the child home and have them assessed with their health provider.</p> <p>* When picking up: parents/guardians must be wearing a mask. Parent is allowed to exit vehicle to assist their child in getting into the vehicle.</p> <p>* A drop-off site will be designated.</p> <p>* Staff member will approach the vehicle and take the child's temperature.</p> <p>* Child will put on their own mask with the parent's or guardian's assistance, if needed, before exiting the vehicle.</p> <p>* Children younger than two (2) will not be required to wear a mask. Children between the ages of two (2) to five (5) will be required to wear a mask.</p>	
Daily	Pick up students	<p>* A pick-up site will be designated.</p> <p>* The staff monitor will walk the child to the car, have the parent sign the child out and deliver the child to the parent.</p>	
Daily	For Bus Students	<p>* The bus driver will account for all of the children from the morning run.</p> <p>* After all of the children have been accounted for, they will be allowed to load the bus by first sanitizing their hands, then they will be escorted to their seats where the bus monitor will buckle each child.</p> <p>* The bus driver will remain with the children waiting to be loaded until the last child is on the bus.</p> <p>* Upon delivery of the child to their parent, the parent must be wearing and will sign their child off of the bus.</p>	
On-going	Preventative Plan: measures to reduce the risk of spreading & exposure of COVID	<p>* Communicate with families about keeping children home when they are sick.</p>	

		<ul style="list-style-type: none"> <li>* Educate families about COVID symptoms and taking temperatures regularly.</li> <li>* Educate families on handwashing practices.</li> <li>* Children will not be allowed to share instructional materials/supplies. Each student will be provided with all the materials required for successful school participation.</li> <li>* Clean and disinfect high touch areas throughout the day in classrooms, including toys and materials.</li> <li>* Check daily notices on the transmission in the local area to adjust operations accordingly.</li> <li>* Advise children to avoid touching their face and eyes.</li> <li>* During nap times at EHS, children will be placed following the social distancing rule.</li> </ul>	
	Guidelines for talking to children about health and safety as appropriate in classrooms and parent trainings	<ul style="list-style-type: none"> <li>* Provide clear, reassuring guidance to children.</li> <li>* Daily instruction on how to reduce the spread of germs.</li> <li>* Remind children to stay away from people who are coughing, sneezing or look sick.</li> <li>* Teach proper handwashing techniques and frequency, especially after blowing their nose, coughing or sneezing, before and after meals, and going to the bathroom.</li> <li>* Get children into a handwashing habit.</li> <li>* Teach children to use hand sanitizers, under close supervision.</li> <li>* Remain calm and reassuring at all times.</li> </ul>	

		<ul style="list-style-type: none"> <li>* Avoid language that might blame others or lead to stigma.</li> <li>* Provide information that is honest and accurate.</li> </ul>	
<b>FACILITIES</b>			
<b>Timeline</b>	<b>Action</b>	<b>Steps</b>	<b>Information</b>
On-going	Disinfection of school site	<ul style="list-style-type: none"> <li>* Thorough daily cleaning and fogging bi-weekly.</li> <li>* Deep cleaning of all offices, classroom furniture, and equipment in common areas.</li> <li>* Open outside doors and windows to allow air flow. DEC has proper ventilation. Air purifiers have been placed in all staff offices, classrooms, and buses.</li> </ul>	Visit LDOE Website to view information on air purifiers.
Daily	Cleaning of Classrooms	<ul style="list-style-type: none"> <li>* Custodians will conduct daily cleaning of all classrooms after children have left.</li> <li>* Classrooms will be aired out after children leave for the day.</li> <li>* Teachers will conduct frequent cleaning of high touch areas in classrooms.</li> <li>* Hand sanitizing stations have been installed.</li> <li>* The staff will assist with COVID -19 duties such as health screening, disinfecting, deep cleaning, and sanitizing.</li> </ul>	Additional staff will assist in monitoring of COVID CSPs.
Daily	Common Areas	<ul style="list-style-type: none"> <li>* Hand sanitizing stations have been installed throughout campus.</li> <li>* Social distancing markings are placed on floors and sidewalks.</li> <li>* Custodians will focus on high touch areas throughout the day and enhanced cleaning at the end of the day.</li> </ul>	

		* Custodial schedules will be staggered to meet the need for increased cleaning.	
Daily	Offices/PRC/Home Base	<p>* Hand sanitizing stations have been installed.</p> <p>* Office staff will disinfect their high touch areas before leaving for the day and throughout the day.</p>	
Daily	Playgrounds	* Disinfectant sprayer will be used on equipment after each use.	
	Signage	*Signage placed throughout the campus will reference CSPs.	
Beginning of new school year	Designated isolation room	Isolation room is identified.	
	Preventative Plan: measures to reduce the risk of spreading & exposure of COVID	<p>* All gates at DEC will be locked to eliminate multiple access to the center and provide only one entry.</p> <p>Only parents that are fully vaccinated may come to the school with prior notification. Unvaccinated parents must contact business via phone, zoom, or email.</p> <p>* If a meeting is required, parents should schedule a virtual meeting.</p> <p>* Only visitors with prior authorization will be allowed entry on campus.</p> <p>*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.</p>	
	Points of Entry to Campus	<p>All classrooms within modular units have two different points of entry and exit.</p> <ol style="list-style-type: none"> <li>1. Entry and exit can be accessed from within the plaza area (this area is inside the gated space).</li> <li>2. Entry and exits can be accessed from behind each modular unit</li> </ol>	

		(this area is outside of the gated space). Perimeter fencing will control access to DEC campus.	
<b>TRANSPORTATION</b>			
<b>Timeline</b>	<b>Action</b>	<b>Steps</b>	<b>Information</b>
After each route	Disinfecting of buses	<ul style="list-style-type: none"> <li>* Bus drivers, monitors, and custodians, will wipe down all seats, seat belts and high touch surfaces with disinfecting wipes, both in the morning and afternoon, after children have been dropped off at the center and homes.</li> <li>* Windows will be kept slightly open to air bus out when not in use.</li> <li>* Standing areas will be marked for children to comply with the social distancing rule.</li> <li>* All children will be expected to wear their masks at all times.</li> <li>* Air purifiers are installed in all buses.</li> </ul>	
Daily	Bus staff	<ul style="list-style-type: none"> <li>* All bus staff, including substitutes will be held accountable to the PPE/Screening/Testing/Rapid Response Plan for staff and children.</li> <li>* All bus staff are responsible for the safety and health of all children while transporting children.</li> </ul>	
<b>FOOD SERVICE</b>			
<b>Timeline</b>	<b>Action</b>	<b>Steps</b>	<b>Information</b>
Daily	Serving Model Center-based	<ul style="list-style-type: none"> <li>* Meals will be delivered to classrooms and served on tables with Plexiglas dividers.</li> <li>* All dishware distributed to classrooms will be disposable.</li> <li>* All plastic ware will be delivered to classrooms pre-wrapped as individual settings: (fork, spoon, napkin).</li> </ul>	

		* Food handlers must wear and gloves during delivery.	
Daily	Breakfast/Lunch/Snack	<p>* All meals will be served in the classrooms.</p> <p>* Teachers are responsible for serving trays and seconds to children. No child is to self-serve.</p> <p>* Family style dining will not be implemented. Only staff are to handle serving utensils.</p> <p>* Food handlers must wear and gloves.</p>	
<b>EDUCATION</b>			
Timeline	Action	Steps	Information
SY 2022-2023	Full in-person services	<p>*Children 2 - 5 years of age will be required to wear a mask.</p> <p>*Children may be exempt based on special needs and/or medical needs. However, not all children with special needs and medical needs are exempt. A child may need to remove their mask when receiving speech therapy or for other learning requirements in the classroom. Removal of masks will be up to the discretion of the teacher.</p> <p>*Daily health checks for all children before loading the bus.</p> <p>*Plexiglas accommodations for table time activities, meal service, and as needed to serve children with special needs.</p> <p>* All staff will wear masks in classrooms at all times with the exception of meal time.</p> <p>*Social Distance markings throughout DEC facilities that provide direction.</p> <p>*Hand sanitizing stations throughout the school.</p>	



		<p>*Air purifying systems in all classrooms and staff offices.</p> <p>*Daily operation hours: EHS: (8:45 a.m. to 3:30 p.m.); PHS (9:00 a.m. to 2:00 p.m.)</p> <p>*Daily instruction will include safety practices.</p> <p>* Advise children to avoid touching their face and eyes.</p> <p>* During nap times at EHS, children will be placed following the social distancing rule.</p> <p>*Provide clear, reassuring guidance to children.</p> <p>* Daily instruction on how to reduce the spread of germs.</p> <p>* Remind children to stay away from people who are coughing, sneezing or look sick.</p> <p>* Teach proper handwashing techniques and frequency, especially after blowing their nose, coughing or sneezing, before and after meals, and going to the bathroom.</p> <p>* Get children into a handwashing habit.</p> <p>* Teach children to use hand sanitizers, under close supervision.</p> <p>*Children will not be allowed to share instructional material/supplies (each student will be provided with all required materials).</p> <p>*Cleaning and disinfecting of high touch areas throughout the day in classrooms.</p> <p>*Scheduled outdoor learning activities and active play time;</p> <p>distance between children, when possible; implementation of activities</p>	
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		that limit close physical contact when sharing equipment; less wait time in lines.	
Daily as weather permits	Outdoor learning at Centers	<p>* Outdoor learning opportunities will occur as weather permits.</p> <p>* Outdoor time reduces the time children need to wear masks and promotes social distancing in a natural manner.</p> <p>* A Center-wide schedule has been created to ensure all classrooms get additional outdoor time.</p> <p>* Outdoor learning will not be a recess; it will be strictly instructional time. (Classrooms can go outside for reading time, use nature to strengthen math, science, reading, vocabulary, and enrichment opportunities, etc.) and</p>	
	Remote/Virtual Learning:	<p>Instruction will revert to virtual learning 4-days per week if</p> <p>1) There is a threshold of 5% positive COVID-19 cases at the center, leading to the closure of the center.</p> <p>* In either case, virtual instruction will be in effect until students and staff are approved by POL EOC to return to the center.</p> <p>* PHS use of Chromebooks will require updates. Children will be required to take Chromebooks to school, where the tablets will be updated by the classroom teachers and returned to the children to take home for at-home enrichment activities.</p> <p>*Chromebook instruction will be individualized for each child.</p> <p>*Chromebooks will be used for at-home enrichment activities.</p>	Staff may revert to virtual instruction based on EOC recommendation in communication with EDO

On-going	Special Education Services	<p>* Children with IEPs/IFSPs will continue to receive services through the Grants/Cibola Special Education Department and Native American Parent Resources.</p> <p>*If a child does not attend in-person instruction, virtual services will be provided as per the protocol of Grants Cibola County Schools and NAPR.</p> <p>* DEC will monitor that the services are delivered to children as per IEPs/IFSPs.</p> <p>* Delivery of services in person will depend on ancillary staff schedules coinciding with children's schedules at centers. Otherwise services will be delivered virtually/or by other means as per ancillary staff.</p> <p>* DEC will implement all IEPs/IFSPs in the classrooms.</p> <p>* All instruction in the classrooms will be individualized.</p> <p>* All Chromebooks will be set up to meet individual students' needs to include accommodations/modifications as stated in their IEPs/IFSPs.</p>	Per the POL – All outside agencies will be required to provide LDOE their COVID plan for review and approval prior to working on DEC centers.
On-going	Social/Emotional	<p>* Children are screened at the beginning of the school year using the ASQ-3 and ASQ-SE. The results are used to help with decision making in providing targeted interventions and supports.</p> <p>* Teachers will continue to implement Conscious Discipline.</p>	<p>DEC seeks to establish strong partnerships with Behavioral Health, Mental Health and Social Services.</p> <p>DEC holds quarterly Health and Safety Advisory meetings.</p>
On-going	Large group activities	* Until further notice, all large group activities will not be allowed.	
	Family Service Providers	* Link families to the educational setting and promote a healthy child concept.	

		<p>* All family education and engagement will continue via Zoom until further notice.</p> <p>* Help families access community resources: Food, housing, mental health, physical health, etc.</p> <p>* If a family cannot be reached, the Family Service Providers call the local police to request a welfare check.</p> <p>* Monitor attendance and follow a protocol after the 2<sup>nd</sup> day of absence, etc.</p> <p>*Provide family, child and staff supports to promote engaged child learning, safety and health.</p>	
Prior to children riding the bus	Parent Bus Orientation	<p>* This year's parent bus orientation will include communication and education on health and safety for the Coronavirus, while taking children to and from the bus stops and child expectations while on the bus.</p> <p>* Parents will be provided documents to sign that they understand the new expectations surrounding COVID.</p> <p>* See the transportation section of this plan for more details.</p> <p>* Parent Bus Orientation will take place in-person unless there is a surge in positive COVID cases.</p>	
Prior to children arriving at the center	Parent Orientation	<p>* This year's parent orientation will include communication and education on health and safety for the Coronavirus while children are at the center.</p> <p>*See the Children section of this plan for more details.</p> <p>* Parents will be provided documents to sign that they understand the new expectations surrounding COVID.</p>	

		Parent Bus Orientation will take place in-person unless there is a surge in positive COVID cases.	
<b>COMMUNICATION</b>			
<b>Timeline</b>	<b>Action</b>	<b>Steps</b>	<b>Information</b>
On-going	Communication	<ul style="list-style-type: none"> <li>* Communication will occur through</li> <li style="padding-left: 20px;">* Notices sent home</li> <li style="padding-left: 20px;">* Newsletters</li> <li style="padding-left: 20px;">* School Messenger</li> <li style="padding-left: 20px;">* Email</li> <li style="padding-left: 20px;">* Phone calls</li> <li style="padding-left: 20px;">* Hatch tablets</li> <li style="padding-left: 20px;">* DEC Web Site</li> <li style="padding-left: 20px;">* LDOE Facebook Page</li> <li style="padding-left: 20px;">* Zoom</li> <li>* Parents are encouraged to contact DEC with any questions, comments, or suggestions they may have.</li> <li>* Parents are encouraged to participate in the Policy Council and the Parent Committee.</li> <li>* Parents are required to report child or family COVID illness.</li> <li>* Parents are required to keep contact information updated.</li> </ul>	
<b>OVERALL EXPECTATIONS</b>			
Throughout the School Year	Staff	<ul style="list-style-type: none"> <li>* Practice all PPE/Screening/Testing/Rapid Response Protocols.</li> <li>* Follow and implement the Opening Schools Plan as it pertains to your scope of work.</li> <li>* Provide daily COVID instruction to children in classrooms.</li> </ul>	

		<ul style="list-style-type: none"> <li>* Adhere to not combining of groups of children.</li> <li>* Adhere to the chain of command in reporting COVID cases.</li> <li>* Provide in-person instruction.</li> <li>* Zoom instruction, as part of the classroom component, will be used only if a classroom is closed for a positive case.</li> <li>* Culture and language instruction will continue via classrooms, zoom, tablets and websites.</li> <li>* Home visit interviews will occur virtually and/or over the phone.</li> <li>* Reach out to Family Service Providers and the Social Worker in a timely manner to address concerns, issues, etc.</li> </ul>	
	Parents	<ul style="list-style-type: none"> <li>*All household members of in-person DEC students must be vaccinated.</li> <li>*Only students that come from fully vaccinated households may return to in-person instruction.</li> <li>*Proof of vaccination will be filed with DEC. All members on the student emergency list must be vaccinated. Proof of vaccination will be filed with DEC.</li> <li>LDoE adheres to the Amended Executive Order No. 4 – 7 dated May 10, 2022.</li> <li>*Same family member is expected to pick up the child and be fully vaccinated. If an alternate picks up the child, he/she must be on the pickup list and also be fully vaccinated.</li> <li>* Sign out Chromebooks and agree to conditions of use.</li> <li>* Participate in zoom meetings with teachers/FSPs.</li> </ul>	

		<ul style="list-style-type: none"> <li>* Participate in Chromebook trainings.</li> <li>* Agree to wear PPE when necessary (delivering children to buses, sites and during drop off and pick up times).</li> <li>* Agree to child temperature and health screening checks.</li> <li>* Have child tested if two years and up, and if attending in-person learning.</li> <li>* Support all classroom COVID health and safety compliance practices. (Children at PHS are encouraged to wear masks, frequent handwashing, etc.)</li> <li>* Adhere to no visitors at sites without prior permission, including parents.</li> <li>* Agree to communicate with teachers and the Family Service Providers at least once weekly or as agreed upon with staff.</li> <li>* Support the duration of virtual sessions established by DEC for EHS and PHS based on their attention span.</li> <li>* Report to DEC if anyone in the family is feeling or has been ill, including the child.</li> <li>* Keep child home if they are not feeling well or show symptoms of illness.</li> <li>* Report to DEC if any member of the family has been in contact with an ill person or traveled to a COVID hot spot.</li> <li>* Adhere to the DEC child illness policy.</li> <li>* Only registered children will receive on-site and at-home learning, Chromebooks and support services.</li> <li>* Ensure contact information stays current.</li> </ul>	
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