Hobbs Municipal Schools Reentry Guidelines

https://webnew.ped.state.nm.us/wp-content/uploads/2020/06/20NMPED_ReentryGuide_062920.pdf

The NM Public Education Department requires each school district comply with eight minimum requirements for reentry:

1. To begin, all districts and schools across the state will be able to operate strictly according to hybrid guidelines. The Department of Health and Medical Advisory Team will regularly assess rates of the spread of COVID-19. Districts and schools will then follow the appropriate guidelines based on the designated safe reentry category.
2. Schools must participate in a surveillance and rapid response testing program for all staff.
3. Schools must adhere to the social distancing requirements of their designated category.
4. Schools should avoid large group gatherings.
5. Face coverings are required for all students and staff except while eating, drinking and exercising, with limited exceptions for students or staff who have medical reasons for not being able to wear a mask or face shield.
6. All staff must be screened on a daily basis, including a temperature check and review of potential symptoms. All sites must work with state and local health officials to have a plan for contact tracing. While not required, this is also recommended for students.
7. For transportation, all staff and students must wear face shields or masks. In addition:
   a. A maximum of two students may sit together on a bus seat.
   b. Schools in the yellow category should take all reasonable steps to limit bus seats to one student to the best of their ability.
8. Meals must be provided to students during in-person instruction and remote learning.

Updated 08/19/2020

Before leaving home:
Parents:
- Parent checks the child for symptoms, in the event of a temperature 100.4, keep the child home until symptoms subside for 48 hours; contact the school office to report the absence
- Have your child wash their hands just prior to leaving home
- Please send your child to school with a full bottle of water and face covering
- Check their materials and confirm they have the items needed for the day; homework and supplies. This will avoid multiple trips to the campus throughout the day.
- Complete the Ruvna self-screening for each student and get your clearance codes. (Guidance to come)

Staff
- Staff: Check yourself for symptoms, in the event of a temperature 100.4, stay home until your symptoms subside for 72 hours and call your principal to report your absence
- Complete the Ruvna self-screening and get your clearance codes. (Guidance to come)

Riding the Bus:
Parents:
- Parents wait at bus stop with students until your child has cleared the screening
- To avoid grouping of students, stay in the car or stand at least 6' apart while waiting for bus arrival to minimize grouping of children from different households.
- Temperature checks are required before a student may load in the morning. Any temperature of 100.4 or higher will need to return home with their parent.
- Hand sanitizer will be used as students enter the bus and leave the bus.
- Buses will establish loading and unloading practices to limit the direct person to person contact; students sit in assigned seating; No more than 2 students per seat
- Face coverings (masks, neck gaiters or face shields) are required for all students and staff while riding the bus, with limited exceptions for students or staff who have medical reasons for not being able to wear a mask or face shield.
- Buses will be disinfected between routes and at the end of the day
- Bus attendants are employees of the bus contractors

Staff:
- Meet buses as usual. Since these students have already been checked there will be no need to recheck them. The student will follow the breakfast procedures set in place at the school.

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Entering the School Building:
Parents:

- Follow the campus plan for drop off. Temperatures will be checked and logged before or as students enter the building by multiple staff at multiple locations. Anyone with 100.4 will report to the isolation room, there the assigned staff will notify the nurse and principal. Do not leave the student alone. Parent will be called to come and take the student home and follow the 72 hours without symptoms rule.
- Elementary buildings will be open at 7:45 am.
- Middle School buildings will be open at 7:40 am.
- High School buildings will be open at 7:50 am.
- Contact individual campus for specific arrival and dismissal times.
- Face coverings (masks, neck gaiters or face shields) are required for all students and staff except while eating, drinking and exercising (including recess), with limited exceptions for students or staff who have medical reasons for not being able to wear a mask or face shield.
- Temperature checks are required of staff as they enter the building. Any temperature of 100.4 or higher will be isolated and sent home. (confidentiality will be maintained)
- Screen all students to the extent practical. In the event the child displays symptoms, including a temperature of 100.4. Student will be isolated until they can return home.
    - Consider safety and privacy concerns (confidentiality will be maintained).
- Follow marked spaced lines to enter the building and designated entrance and exit flow paths
- Essential visitors must call school office before entering; screening and face covering will be required
- Large group gatherings will be avoided
- Restrictions for nonessential visitors and volunteers
- Students or staff who feel ill after coming to school will be isolated until they can return home
- **Visitors: Please call the campus for guidance on essential visitors. Essential visitor must be screened for temperature and symptoms first. Visitors must wear a mask.**

Staff:
- Have visible signage throughout the building about distancing, hand washing, symptoms
- Have students wash hands after students enter the classroom and put away their backpacks, if the backpacks are being placed in a shared location monitor the number of students by sending small groups at a time and at the sink, fill water bottles at the same time if needed, staff will run the knobs on the sink

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- Staff will fill water bottles throughout the day as needed by staff using the knobs and having students hold their bottles; this can be done from the water fountains with the neck adaptation as well, do not allow students to drink directly from the water fountains.
- Avoid social gatherings

Transitioning & Gatherings:
- Hallways will have lanes as flow paths to keep students separated
- Class changes will be monitored to decrease the number of students in hallways
- Same groups of students will stay with the same staff as much as practical.
- Large group gatherings will be avoided and discouraged (especially in parking lots, common areas
- Recess will be staggered to reduce the numbers of students together at a given time
- Classrooms will follow the 6' distancing or 50% capacity
- Extracurricular activities will follow the NMAA guidelines (coaches and student athletes tested)
- Every school will have signage as reminders of proper hygiene information and possible symptoms.
- Have visible signage throughout the building about distancing, hand washing, symptoms
- Monitor distancing and train students on the flow of paths throughout the building, staff need to model this as well
- Recess is allowed with masks, students will remain with their assigned groups and maintain appropriate distancing, provide ideas of games for this time, one group on the playground equipment per break (use a rotating schedule to allow for each room to have a turn through the week) district maintenance will spray it throughout the month, no additional wiping after each use is required due to the sun, a recess duty schedule will be provide so that non-duty teachers have a break
- Monitor and organize the congested times of the day, entering and exiting the building can be staggered by 1-2 minutes

Meals:
- Meals will be provided for every student every day (even when learning from home) current meal times are 11:30am-12:30pm.
- Disposable plates, utensils, etc. will be used
- Cafeteria and serving lines will be marked with designated entrance and exit flow paths.
- Lunches from home may be brought to school and left in designated areas for student pick-up of meals. Face coverings (masks, neck gaiters or face shields) are required for parents dropping off lunch.
- Cafeterias will be cleaned after each serving and throughout the day.

- Elementary students may eat in the classroom, depending on social distancing protocols at each campus. Trash cans need to be outside the classroom in the hallway for disposal.
- Secondary students will eat in cafeterias depending on social distancing protocols.
- Students enrolled in HOLA (remote learning) will be provided meals. They will use an outer door to the cafeteria within designated times.
- HOLA and Hybrid learners will be able to pick up their lunches on at home days at a designated location and time. Breakfast will be given out with their lunch for the next morning.
- Buses will deliver lunches to designated areas for students in remote areas.
- Hand washing/sanitization will be scheduled before eating. Empty trash from classrooms following each meal. If using the cafeteria, continue to follow social distancing protocols.
- Staff will have a lunch break as their duty schedule allows, they may leave the building for food, continue to maintain hand washing and wearing of mask upon return.

Practicing Prevention:
- Good hygiene measures will be taught, reinforced, and incorporated into the daily schedule (hand washing, covering coughs, face coverings)- this will be noted in teacher lesson plans
- Hand soap and hand sanitizer will be provided
    - Hand sanitizer will be applied as students arrive for the day; frequent washing of hands will be a priority;
    - Handwashing/sanitization will be scheduled after recesses, before lunch, and restroom breaks
    - Classrooms will be equipped with a disinfectant kit – which includes: spray bottle, disposable towels, gloves and disposable masks to be used throughout the day. All desks, chairs, and tables will be wiped down after use and before the next group, teachers can spray the desks and age appropriate students may wipe them with a paper towel that can be thrown in the trashcan on their way out of the classroom.
- Frequently touched surfaces will be cleaned/disinfected as scheduled.
- Students should bring their own water bottles from home. Students will be scheduled to refill their personal bottle with staff operating the water fountain. Water fountains will not be used by students.
- Deep cleanings of schools will occur on Wednesdays and Saturdays and additional times as needed.
- A weekly sanitation log will be kept in each space.

Temporary Closures:
- Instruction would continue using the remote learning model used under Hybrid Model
- Identified area and/or school closing will occur as appropriate when a positive COVID 19 case has been identified. Reentry of the space will occur upon completion of cleaning and sanitization according to the DOH guidelines.

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- Wait 24 hours and then clean and disinfect the campus. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Positive COVID cases will not return until they have met NMDOH criteria to discontinue home isolation.
- Inform those who have had close contact to a positive COVID-19 case to stay home and follow NMDOH guidance if symptoms develop. If a person does not have symptoms, follow appropriate NMDOH guidance for home quarantine.
- If the school is closed due to a positive COVID-19 test, the campus will be closed and disinfected prior to reopening and follow appropriate NMDOH Guidelines.
- If the school is closed and students go to a full remote learning model the turnaround time is at least 48 hours
- In the event of a classroom, building, district closure all instruction would convert to the remote model using the Edgenuity platform (Courseware for secondary and PathBlazers for elementary) within 48 hours.
- [HMS COVID 19 protocols](#) see appendix for complete document
- [HMS COVID 19 Process Map](#) see appendix for complete document

Teaching and Learning:

Hobbs Municipal Schools will offer a choice of two learning models for the 2020-21 school year: A Hybrid Learning model and a full online model called HOLA. Please see details in each section below.

2020-21 HYBRID Learning Model

What is a Hybrid Learning Model: Hybrid Learning is a model that allows students to receive both face-to-face and remote learning at home.

- For Kinder-3rd grade students face-to-face learning will happen Monday, Tuesday, Thursday, and Friday.
- For students in 4th-12th grades students will be divided into Group A and Group B; Group A students will attend school on a regular schedule on Monday and Tuesday and learn at home remote learning on Thursday and Friday. Group B will attend school on Thursday and Friday and remote learning on Monday and Tuesday. Teachers will hold office hours to support students with remote learning.
- Wednesdays will be reserved for specified learning specific to the grade-level.

Students were grouped on an A or B schedule with considerations to keep families on the same schedule.

PK	K-3rd	4th & 5th	6th-8thth	9th-12th
In Person Days	In Person Days	In Person Days	In Person Days	In Person Days
Pre-K services will continue face-to-face Monday,	-Direct instruction with classroom teacher daily. ELA and Math	ELA and Math in the classroom with the classroom teacher using District	Follow daily schedule for all subjects. District curriculum guides will	Follow daily schedule for all subjects. District curriculum guides will

Tuesday, Thursday, and Friday Pre-K reentry plan	1-1.5 hours each ELA/Math -instructional support time-	Resources: Wonders, Into Math, etc… 1-1.5 hours each ELA/Math	follow the Edgenuity Courseware sequence.	follow the Edgenuity Courseware sequence.
Wednesdays	**Wednesdays**	**Wednesdays**	**Wednesdays**	**Wednesdays**
	Take home items: Studies weekly, Quaver Music, MYON, foundational skills practice, handwriting teachers available for office hours	Take home items: Studies weekly, Quaver Music, MYON, foundational skills practice, teachers available for office hours	Continue Edgenuity CourseWare assignments- teachers available for office hours	Continue Edgenuity CourseWare assignments- teachers available for office hours
	instructional support time- on campus	**At Home Days (Remote Learning)**	**At Home Days (Remote Learning)**	**At Home Days (Remote Learning)**
	Social studies and Science lessons, ELA & Math prep and practice, interventions- iStation (Reading), Waggle (math)	**Assignments assigned weekly:** PathBlazer: Social Studies, and Science Other: Quaver Music, MyOn, Pre work and interventions for ELA/Math All lesson will be assigned under the direction of the classroom teacher	**Assignments assigned daily:** Courseware: Follow the weekly lesson plan for all aligned subjects. All lesson will be assigned under the direction of the classroom teacher	**Assignments assigned daily:** Courseware: Follow the weekly lesson plan for all aligned subjects. All lesson will be assigned under the direction of the classroom teacher
Recess	Scheduled with a rotating duty teacher for outside or inside the classroom as weather permits. Following social distancing guidelines.			

Breakfast/Lunch	In the classroom unless the cafeteria space is unoccupied. Rotating teacher duty schedule for teachers to eat lunch		
Grades	All grades will be taken from direct instruction time S, I, U- for Social Studies and Science	All letter grades will be taken from direct instruction time Social Studies and Science- No letter grades taken only S, I, U-	Assignments and grading through Classroom instruction and Edgenuity Courseware Software- Grades reported per HMS policies and imported to Skyward gradebook	Assignments and grading through Classroom instruction and Edgenuity Courseware Software- Grades reported per HMS policies and imported to Skyward gradebook
Special Education Services	For the Special Education Schedule please click on the link or see appendix for complete document Sped Reopening Plan-- Students will continue to receive IEP Services. D-Level Students will attend school Monday, Tuesday, Thursday, Friday		
English Language Learner Services	Screening and Services for ELLs will be scheduled accordingly EL reopening plan see appendix for complete document		
iStation (Reading) Waggle (Math)	IStation/Waggle Beginning of the Year (BOY) assessments will be administered in September to all students. IStation/Waggle activities will be available following this assessment.		
Social and Emotional Learning	Ensure students and parents that necessary precautions are being taken. Build relationships with parents and students that help them feel safe and cared for. Social workers and counselors are on staff to help support additional needs. Specifically for students in High School: It is important that academic advisement continue in order to ensure that all High School students acquire graduation credits. Each High School campus has a grade-level specific academic counselor that will maintain communication with classroom teachers, support staff, and attendance clerk in order to support students. Counselors will be available during normal business hours 7:50am- 3:50pm.		

PE, Art, Music, Library and Computer Lab	**Elementary:** During the Hybrid model specials will occur as follows: PE activities will occur along with recess. Music and computer lab lessons will be part of the online opportunities. Library books will be provided through MyOn program.	**6th-12th:** Students will follow regular class schedules while on campus.
First 3 days of school: August 5 August 6 August 7	Parents will be invited by their campus to attend in small groups from August 5th - August 7th. ● **Elementary Orientation** will be scheduled for the AM and **Secondary Orientation** for the PM. Discussions will include how drop-off and pick-up works, safety measures, expectations for on-line software access and usage. ● Elementary teachers will participate in Professional Development in the PM ● Secondary teachers will participate in Professional Development in the AM	
Aug. 10th-14th	Paper packets distributed to All students	
Aug. 17th	First Day of Online Learning	
Aug. 31st	Students Pre-K- 3rd return in 1:5 ratio	
Monday Holidays	While in Hybrid model, the Monday holidays will affect the group learning days in the following ways: Pre K, K-3 and D-Level students will attend Tuesday-Friday Students in Group A will attend Tuesday & Wednesday Students in Group B will attend Thursday & Friday	
Athletics	Follow NMAA Guidelines NMACT.org	
Student Laptop Distribution at	● August 10th High School Students @ Training Center (2100 East Sanger). ● August 11th Middle School Students @ Training Center (2100 East Sanger). ● August 12th Elementary School Students @ Training Center (2100 East Sanger	

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HMS training center	
Staff Training	[July and August Trainings Calendar](#) see Appendix for complete document
Parent Communication	Communication is vital. Each campus will continue to utilize the following: Peach Jar, School messenger, Class Dojo, Google Classroom, Message Center within Edgenuity, teacher and admin email, phone calls, social media sites, and school websites. The district will continue to utilize school messenger, admin emails, phone calls and social media sites to communicate vital information. It is the goal of HMS to return communication within 24 hours in order to support parents and students. The expectation is that teachers make personal contacts with each family at least once weekly. In addition to typical communication, HMS will continue to utilize the Superintendents Equity Council in district decision making and planning to ensure equity. For Emergency situation please refer to [HMS COVID 19 Process Map](#) and [Administrator scripts](#) for staff communication included in the Appendix.

2020-21 HOLA –Hobbs Online Academy

What is a HOLA: Hobbs Online Academy- Hobbs Municipal schools is offering a complete online school for students who wish to remain at home and not return to school. These students will remain enrolled in the Hobbs Municipal Schools and be afforded all of the benefits that Hobbs Schools has to offer. This is a viable option for parents who wish for their student to be educated from home. Students will remain enrolled with HMS utilizing our digital curriculum through Edgenuity- PathBlazers and Courseware. This is an accredited, no cost program to families.

PK	K-3rd	4th & 5th	6th-12th	See HOLA Handbook (link)
Not available	Available- but not recommended	Available- Reading, Math, Social Studies, Science	Available- see menu of course selections including electives	
	Daily assignments and grading through the Pathblazer Software- Grades reported through HMS policies and imported to Skyward gradebook	Daily assignments and grading through the PathBlazer Software- Grades reported through HMS policies and imported to Skyward gradebook	Daily assignments and grading through the Edgenuity Courseware Software- Grades reported through HMS policies and imported to Skyward gradebook	
	Prerecorded Lessons in the PathBlazer software are	Prerecorded Lessons in the PathBlazer software are	Prerecorded lessons in the Edgenuity Courseware software	

	presented by virtual teachers and progress is monitored by HMS Teachers	presented by virtual teachers and progress is monitored by HMS Teachers	are presented by virtual teachers and progress is monitored by HMS Teachers	
iStation (Reading) Waggle (Math)	IStation/Waggle Beginning of the Year (BOY) assessments will be administered in September to all students. IStation/Waggle activities will be available following this assessment.			

Breakfast and Lunch	All HMS students will receive meals by following the meal pickup schedule at the nearest campus or remote location.
Special Education services	For the Special Education Schedule please click on the link or see appendix for complete document Sped Reopening Plan-- Students will continue to receive IEP Services. D-Level Students will attend school Monday, Tuesday, Thursday, Friday
English Language Learner services	Screening and Services for ELLs will be scheduled accordingly EL reopening plan see appendix for complete document
Assessments	State Assessments will be determined by the New Mexico Public Education Department. Students will be required to participate in state required assessments.
Monday Holidays	Follow Regular Schedule
Parent and Student Orientation	HOLA parent orientation Aug. 5th -7th via zoom. Sessions were recorded and placed on social media sites for parents to view.
Athletics	Follow NMAA Guidelines
Student Laptop Distribution	- August 10th High School Students @ Training Center (2100 East Sanger). - August 11th Middle School Students @ Training Center (2100 East Sanger). - August 12th Elementary School Students @ Training Center (2100 East Sanger
Duration	Entire year- If a parents want to return to the hybrid (face-to-face model) HMS asks that students stay in HOLA for at least a nine week grading period
Staff Training	July and August Trainings Calendar See appendix for complete document

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Parent Communications	Communication is vital. Each campus will continue to utilize the following: Peach Jar, School messenger, Class Dojo, Google Classroom, Message Center within Edgenuity, teacher and admin email, phone calls, social media sites, and school websites. The district will continue to utilize school messenger, admin emails, phone calls and social media sites to communicate vital information. It is the goal of HMS to return communication within 24 hours in order to support parents and students. The expectation is that teachers make personal contacts with each family at least once weekly. In addition to typical communication, HMS will continue to utilize the Superintendents Equity Council in district decision making and planning to ensure equity. For Emergency situation please refer to HMS COVID 19 Process Map and Administrator scripts for staff communication included in the Appendix.

Full Online closure Due to Pandemic

Full Online due to Pandemic: In the event that HMS is required to implement a full closure model, students will receive all instruction in an online format. HMS will convert to full online instruction within 48 hours.

PK	K-3rd	4th & 5th	6th-12th	
Not available	Full OnLine Reading, Math, Social Studies, Science	Full OnLine Reading, Math, Social Studies, Science	Full OnLine Course schedule	
	Weekly assignments and grading through the PathBlazers Software- Grades reported through HMS policies		Assignments and grading through the Edgenuity Courseware Software- Grades reported through HMS policies	

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Breakfast and Lunch	Meals will continue to be provided on a grab and go schedule. <mark>Link to locations, times here to come after students return in Hybrid.</mark>
Special Education Services	For the Special Education Schedule please click on the link or see appendix for complete document Sped Reopening Plan-- Students will continue to receive IEP Services. D-Level Students will attend school Monday, Tuesday, Thursday, Friday
English Language Learner Services	Screening and Services for ELLs will be scheduled accordingly EL reopening plan see appendix for complete document
Parent Communications	Communication is vital. Each campus will continue to utilize the following: Peach Jar, School messenger, Class Dojo, Google Classroom, Message Center within Edgenuity, teacher and admin email, phone calls, social media sites, and school websites. The district will continue to utilize school messenger, admin emails, phone calls and social media sites to communicate vital information. It is the goal of HMS to return communication within 24 hours in order to support parents and students. The expectation is that teachers make personal contacts with each family at least once weekly. In addition to typical communication, HMS will continue to utilize the Superintendents Equity Council in district decision making and planning to ensure equity. For Emergency situation please refer to HMS COVID 19 Process Map and Administrator scripts for staff communication included in the Appendix.

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Covid-19 Protocols Signs/Symptoms at School /Staff Employee

Employee with Symptoms at Work:
1. If presenting with symptoms, contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.
   a. Click on link to schedule a Covid-19 test with the Department of Health https://cvtestreg.nmhealth.org/
   b. If you have health insurance, your insurance will cover the cost of the test according to the health department.
2. If notified to self-quarantine due to a <u>close exposure to a COVID + case</u>, stay home and monitor symptoms for 14 days.
   a. Provide Human Resources with documentation from DOH or primary care physician.
3. If **NEGATIVE** for COVID-19, please remain home for 72 hours symptom-free without the use of medication. Please reconsider re- testing if symptoms worsen.
   a. If confirmed that employee has non-COVID viral illness please provide a doctor's note to confirm. You may return once you are 72 hours symptom-free without the use of medication.
   b. Doctor's note requiring an individualized plan of care to stay home due to medical concerns as specified.
4. If **POSITIVE** for COVID-19, you must stay home for 10 days minimum and return when symptom-free for 3 days **OR** provide two negative viral test results spaced at least 24 hours apart.

Supervisor of Employee with Symptoms at Work:
1. Isolate individual until individual leaves campus.
2. Supervisor will gather Covid-19 "people interactions" information related to the school setting on the HMS Contact Tracing Questionnaire.   https://forms.gle/BX6vr431LApPLfSBA .
3. Contact Human Resources to Report.
4. Human Resources will send a "script" to be shared with exposed employees.
5. Isolate locations employee may have been to sanitize. Wait 24hrs, if possible, then sanitize the area.

Human Resources for Employee with Symptoms at Work:
1. Inform Superintendent of potential exposure.
2. Identify additional employees who may have been in close contact.
3. Email notify principal and employee of next steps; send script to principal to be shared with exposed employees.
   A. Recommendation for Covid-19 testing or stay home isolation based on NMDOH CDC Guidelines/
      a. Close contacts should be instructed to quarantine at home and to be tested for COVID-19 when possible.
      b. Individual who has had close contact (< 6 feet)** for ≥15 minutes***
4. Contact appropriate staff of potential exposure and provide next steps.
5. Contact **Environmental Department**:
   a. Lechuga, Monica, NMENV (OSHA) Monica.Lechuga@state.nm.us (505) 476-8725
   b. Martinez, Jason, NMENV (OSHA) Jason.Martinez2@state.nm.us (505) 476-8713
      i. Hobbs will be asked to clean and disinfect the facility and will continue to provide employees with appropriate face coverings and/or personal protective equipment (PPE) as necessary in accordance with OSHA regulations, CDC guidelines and the State's COVID Safe Practices (a copy is attached for your reference). **They will inform if closure is necessary.**

Covid-19 Protocols Signs/Symptoms at School /Staff Employee

    ii. Hobbs will be informed that a representative from the New Mexico Department of Health may be in contact with you to coordinate the immediate testing of your employees.
        1. Masters, James, DOH James.Masters@state.nm.us;
        2. Redden, Carri, DOH Carri.Redden@state.nm.us
    iii. One of the individuals will send The Business Compliance Checklist must be completed and returned to me as soon as possible, but no later than close of business the next day.
    iv. By using this link, https://cvtestreg.nmhealth.org , you can go directly to the NMDOH website and make arrangements (appointments) for COVID-19 testing of your employees.

Employee Exposed to Confirmed Positive Covid-19 case
1. Contact Supervisor/Human Resources Director immediately.
    a. Do not report to work; if teacher make plans for substitute.
    b. If symptoms develop, contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.
    Click on link to schedule a Covid-19 test with the Department of Health
    https://cvtestreg.nmhealth.org/

Employee Notified of Positive Covid-19
1. Contact immediate supervisor.
2. Supervisor will gather Covid-19 "people interactions" information related to the school setting on the HMS Contact Tracing Questionnaire.   https://forms.gle/BX6vr431LApPLfSBA .
3. Supervisor will contact Human Resources to Report.

Employees Returning from Traveling
1. Employee should contact their supervisors.
2. Supervisor Complete HMS Travel Questionnaire:
    a. If the employee answers yes to traveling solely for medical purposes, he or she is cleared to return to work. A yes to any of the remaining questions will require the employee to self-isolate/self-quarantine from work.
    b. This questionnaire will be used once the Governor's Executive Order has lifted.

Notification of Being Tested:
Students and staff tested for Covid-19 must receive NMDOH or PCP clearance to return to work or have isolated for the appropriate time of 10-14 days and be without signs and symptoms following NMDOH guidelines.

- Employees must be cleared by Human Resources when returning to work.

Covid-19 Protocols Signs/Symptoms at School /Staff Employee

HMS Screening Protocol for COVID-19

Campuses will staff arrival/drop-off locations with building staff members. Nurses are to be used in clarifying a questionable screening.

Each Student and Staff member will be screened to whether the following symptoms present are new within the last 24 hours:

- Shortness of breath
- Dry cough
- Runny nose
- Sore throat
- Loss of smell and or taste
- Chills
- Muscle pain
- Headache
- *Temperature >100.4 %*

In the event of multiple symptoms being present, individual will be directed to return home until symptoms subside for 72 hours without symptom reducing medication or within 14 days obtain a negative test result.

If Temperature is the only symptom present, individual will be directed to return home until symptoms subside for 72 hours without symptom reducing medication or within 14 days obtain a negative test result.

During the day, Staff will monitor self and students throughout the day. In the event of symptoms developing refer individual to office for screening.

#MASKUP

HMS COVID-19 Employee Process Map

Employee has symptoms and tests positive OR suspected to have COVID-19

- Employee reports while at school/work
- Employee reports while at home

Employee reports to supervisor and leaves to get medical care or call 9-1-1 if life threatening symptoms. Isolate if unable to immediately leave building. Schedule Covid-19 Testing

Employee contacts direct supervisor or Mr. Hawkins at Admin, Principal contacts has employee complete the appropriate district documentation. Contact Tracing.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician, self-isolate at home for 10 days from symptom onset, have improvement of symptoms, and experience at least 24 hours of no fever without fever-reducing medication.

Employee tests positive but has no symptoms (Asymptomatic)

Employee contacts direct supervisor and Mr. Hawkins at Admin, then Principal completes the appropriate district documentation. Contact Tracing.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician. Self-isolate and avoid public spaces for 10 days since symptoms begin. Employee can return to work after 10 day of self-isolation, has improvement of symptoms, and experiences at least 24 hrs of no fever without fever-reducing medication.

Employee reports someone at home has symptoms OR someone at home has tested positive

Employee contacts direct supervisor then the supervisor completes the appropriate district documentation. Contact Tracing.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 10 days. Employee should monitor for symptoms and contact primary care physician if they develop. (May return sooner with negative test result or written medical clearance).

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Employee has prolonged exposure (<15 mins) to someone who has tested positive or has symptoms

Employee contacts direct supervisor and Mr. Hawkins at Admin, then HR has employee complete the appropriate district documentation.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 10 days. Employee should monitor for symptoms and contact primary care physician if they develop.

Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms

If the someone at home or workplace is not symptomatic, but just 'exposed,' continue working (no need to self-isolate).

HMS COVID-19 Student Process Map

Student or parent reports student is positive for COVID-19 OR reports symptoms of COVID-19

Parent notifies the campus and student transitions to remote learning (if necessary).

The student may return to campus after 10 days have passed from positive test result and/or 10 days have passed from symptom onset, improvement of symptoms have occurred, and at least 24 hours have passed with no fever, without the use of fever-reducing medication.

Parent screens student BEFORE entry to building using Ruvna & reports symptoms

Student may not enter the bus or building. Student should contact their primary care physician for guidance.

The student may return to campus after 10 days have passed from symptom onset, improvement of symptoms have occurred, and at least 24 hours have passed with no fever, without the use of fever-reducing medication.

If student was on campus in the last 48 hours…

Student reports experiencing one or more symptoms of COVID-19 while during the school day

Campus will isolate the student. Call the student's guardians complete, Contact Tracing. & contact HR.

Student reports someone at home has symptoms OR someone at home has tested positive

This would be considered prolonged exposure to someone with COVID-19 or symptoms of COVID-19. Student should not enter the bus or building. If present, follow isolate the student.

Student should contact their primary care physician for guidance, notify their campus, and remain home to self-isolate and avoid public spaces for 10 days.

Student reports someone in their home was exposed* to someone who tested positive or has symptoms

If the someone at home is not symptomatic, but just 'exposed,' student may come to school and participate in activities (no need to self-isolate or notify any staff or students).

*To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 cumulative minutes, or being in direct contact with secretions from the sick person.

Campus identifies any other student or staff who were present in the same class/group on the last day the student who tested positive was present. Contact Tracing.

Campus principal will work with Nurses and HR to send written notification of possible exposure to all staff and parent/guardian of students who were exposed.

All student and staff who were exposed will be excluded from campus activities for 10 days from date of last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop symptoms.

#MASKUP

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Cough, shortness of breath or difficulty breathing

Fever or chills

Muscle or body aches

Vomiting or diarrhea

New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion

- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

Symptoms of COVID-19

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
FEVER	✔		✔		
COUGH		✔	✔	✔	✔
SORE THROAT	✔	✔	✔		✔
SHORTNESS OF BREATH				✔	
FATIGUE		✔	✔	✔	✔
DIARRHEA OR VOMITING	✔		✔		
RUNNY NOSE		✔	✔		✔
BODY/ MUSCLE ACHES	✔	✔	✔		

✔ Symptom of illness

cdc.gov/coronavirus

Covid-19 Protocols Signs/Symptoms at School /Staff Employee

Employee with Symptoms at Work:
1. If presenting with symptoms, contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.
    a. Click on the link to schedule a Covid-19 test with the Department of Health https://cvtestreg.nmhealth.org/
    b. If you have health insurance, your insurance will cover the cost of the test according to the health department.
    c. Until you receive your results, self-quarantine due to a close exposure to a COVID + case, stay home and monitor symptoms for **10** days.
    d. Provide Human Resources with documentation from DOH or primary care physician.
2. If **NEGATIVE** for COVID-19, please remain home for **24** hours symptom-free without the use of medication. Please reconsider re- testing if symptoms worsen.
    a. If confirmed that employee has non-COVID viral illness please provide a doctor's note to confirm. You may return once you are **24** hours symptom-free without the use of medication.
    b. Doctor's note requiring an individualized plan of care to stay home due to medical concerns as specified.
3. If **POSITIVE** for COVID-19, you must stay home for **10** days minimum and return when symptom-free for 3 days **OR** provide two negative viral test results spaced at least 24 hours apart.

Supervisor of Employee with Symptoms at Work:
1. Isolate individual until individual leaves campus.
2. Supervisor will gather Covid-19 "people interactions" information related to the school setting on the HMS Contact Tracing Questionnaire.   https://forms.gle/BX6vr431LApPLfSBA .
3. Contact Human Resources to Report.
4. Human Resources will send a "script" to be shared with exposed employees.
5. Isolate locations employee may have been to sanitize. Wait 24hrs, if possible, then sanitize the area.

Human Resources for Employee with Symptoms at Work:
1. Inform Superintendent of potential exposure.
2. Identify additional employees who may have been in close contact.
3. Email notify principal and employee of next steps; send script to principal to be shared with exposed employees.
    A. Recommendation for Covid-19 testing or stay home isolation based on NMDOH CDC Guidelines/
        a. Close contacts should be instructed to quarantine at home and to be tested for COVID-19 when possible.
        b. Individual who has had close contact (< 6 feet)** for ≥15 minutes***
4. Contact appropriate staff of potential exposure and provide next steps.
5. Contact **Environmental Department**: https://www.env.nm.gov/nmed-resources-for-covid-19/ within 4 hrs.
    a. Lechuga, Monica, NMENV (OSHA) Monica.Lechuga@state.nm.us (505) 476-8725
    b. Martinez, Jason, NMENV (OSHA) Jason.Martinez2@state.nm.us (505) 476-8713
        i. Hobbs will be asked to clean and disinfect the facility and will continue to provide employees with appropriate face coverings and/or personal protective equipment (PPE) as necessary in accordance with OSHA regulations, CDC guidelines and the State's COVID Safe Practices (a copy is attached for your reference). **They will inform if closure is necessary.**

      ii. Hobbs will be informed that a representative from the New Mexico Department of Health may be in contact with you to coordinate the immediate testing of your employees.

          1. Masters, James, DOH James.Masters@state.nm.us;
          2. Redden, Carri, DOH Carri.Redden@state.nm.us

      iii. One of the individuals will send The Business Compliance Checklist must be completed and returned to me as soon as possible, but no later than close of business the next day.

      iv. By using this link, https://cvtestreg.nmhealth.org , you can go directly to the NMDOH website and make arrangements (appointments) for COVID-19 testing of your employees.

Employee Exposed to Confirmed Positive Covid-19 case

1. Contact Supervisor/Human Resources Director immediately.
   a. Do not report to work; if teacher make plans for substitute. You should quarantine for 14 days. (**10** days for isolation and the first initial **4** days for the incubation period).
   b. If symptoms develop, contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.
   Click on link to schedule a Covid-19 test with the Department of Health
   https://cvtestreg.nmhealth.org/

Employee Notified of Positive Covid-19

1. Contact immediate supervisor.
2. Supervisor will gather Covid-19 "people interactions" information related to the school setting on the HMS Contact Tracing Questionnaire.   https://forms.gle/BX6vr431LApPLfSBA .
3. Supervisor will contact Human Resources to Report.

Employees Returning from Traveling

1. Employee should contact their supervisors.
2. Supervisor Complete HMS Travel Questionnaire:
   a. If the employee answers yes to traveling solely for medical purposes, he or she is cleared to return to work. A yes to any of the remaining questions will require the employee to self-isolate/self-quarantine from work.
   b. This questionnaire will be used once the Governor's Executive Order has lifted.

Notification of Being Tested:

Students and staff tested for Covid-19 must receive NMDOH or PCP clearance to return to work or have isolated for the appropriate time of 10-14 days and be without signs and symptoms following NMDOH guidelines.

- Employees must be cleared by Human Resources when returning to work.

Covid-19 Protocols Signs/Symptoms at School /Staff Employee

HMS Screening Protocol for COVID-19

Campuses will staff arrival/drop-off locations with building staff members. Nurses are to be used in clarifying a questionable screening.

Each Student and Staff member will be screened to whether the following symptoms present are new within the last 24 hours:

- Shortness of breath
- Dry cough
- Runny nose
- Sore throat
- Loss of smell and or taste
- Chills
- Muscle pain
- Headache
- *Temperature >100.4 %*

In the event of multiple symptoms being present, individual will be directed to return home until symptoms subside for 72 hours without symptom reducing medication or within 14 days obtain a negative test result.

If Temperature is the only symptom present, individual will be directed to return home until symptoms subside for 72 hours without symptom reducing medication or within 14 days obtain a negative test result.

During the day, Staff will monitor self and students throughout the day. In the event of symptoms developing refer individual to office for screening.

Home Isolation Guidance for a Confirmed COVID-19 Case

Why am I being asked to self-isolate?

You are a confirmed COVID-19 case. You have been asked to self-isolate to minimize the possibility of passing on the infection to anyone else. COVID-19 is a virus that spreads mainly from person-to-person, i.e. between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes. The droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

How long do I need to self-isolate?

Your self-isolation will end when the New Mexico Department of Health clears you from self-isolation after the following conditions are met:

1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., fever, cough, shortness of breath); **and**,
2. At least 7 days have passed since symptoms first appeared

What are the restrictions of self-isolation?

1. <u>**Stay at home**</u>. Do not go to work, school, stores, or other public places
   - Do not allow visitors into your home
2. It is very important to stay away from people who are at higher risk of serious illness. This includes people who are age 65 years and older, pregnant or have a health problem such as a chronic disease or a weak immune system.
3. Separate yourself from other people in your home as much as possible.
   - Stay in a specific room within your home, use a separate bathroom if available, and stay at least 6 feet from others
   - Avoid caring for children if possible
   - Do not prepare or serve food for others
   - Do not share dishes, drinking glasses, eating utensils, towels, or bedding
   - Do not handle pets or other animals if possible

How should I monitor my health during my self-isolation?

1. Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.
2. For medical emergencies, call 911 and notify the dispatch personnel that you have COVID-19.
3. If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have COVID-19.

MICHELLE LUJAN GRISHAM
GOVERNOR

NEW MEXICO
DEPARTMENT OF
HEALTH

KATHYLEEN M. KUNKEL
CABINET SECRETARY

Home Quarantine Guidance for Close Contacts of a Confirmed COVID-19 Case

Why am I being asked to self-quarantine?

You are a close contact or household member of a confirmed COVID-19 case. You may feel well now, but it is possible that you are also infected, as symptoms of COVID-19 can appear 2-14 days after exposure.

How long do I need to self-quarantine?

If you are <u>not</u> living with or caring for a confirmed COVID-19 case, your last day of self-quarantine is 14 days after the date of your last contact with the confirmed case.

If you continue to <u>live with and/or care</u> for a confirmed COVID-19 case, then self-quarantine during the confirmed COVID-19 case's self-isolation period **PLUS** an additional 14 days after the confirmed COVID-19 case is "cleared" to stop their own isolation by the New Mexico Department of Health.

What are the restrictions of self-quarantine?

1. **<u>Stay at home</u>** except to get medical care. Do not go to work, school, or public areas.
2. Do not allow visitors into your home.
3. Separate yourself from other people in your home as much as possible.
   - Try to stay at least 6 feet away from others
   - Use a separate bathroom, if available
   - Do not prepare or serve food for others
   - Do not share dishes, drinking glasses, eating utensils, towels, or bedding
   - Do not handle pets or other animals

How should I monitor my health during my self-quarantine?

1. Monitor for signs and symptoms of COVID-19: fever, cough and/or shortness of breath
   - Other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose
2. If you develop symptoms call your provider and the New Mexico Coronavirus Hotline at 1-800-600-3453 to discuss a plan for testing.

This guidance is not applicable to healthcare professionals with occupational exposure. Healthcare professionals please contact your employee health or infection control for guidance.

MICHELLE LUJAN GRISHAM
GOVERNOR

NEW MEXICO
DEPARTMENT OF
HEALTH

KATHYLEEN M. KUNKEL
CABINET SECRETARY

Discontinuation of Home Isolation and Return to Work Guidance (061520)

When an employee is diagnosed with COVID-19 they must remain isolated at home until they are no longer infectious. The best approach to determining when isolation can be discontinued is based on when symptoms begin or, for those who don't have symptoms, the time since the positive COVID-19 test was collected. Requiring a negative test to allow someone to return to work can be problematic because people may intermittently shed non-living virus for a while after they are no longer infectious. NMDOH does NOT recommend that employers require employees to provide proof of a negative test before they may return to work.

The following are the recommendations for discontinuing isolation and for returning to work:

For persons with confirmed COVID-19 *who had symptoms*

Maintain isolation at home until:

- At least 10 days have passed since symptoms first appeared;
  AND,
- At least 1 day (24 hours) has passed with no fever; **AND,**
- Symptoms have improved

For persons with confirmed COVID-19 *who did not have any symptoms*

Maintain isolation at home until:

- At least 10 days since the positive test

Continue to wear a face covering (mask) whenever you are out in public and when you are at work. Practice social distancing, wash your hands often and disinfect frequently touched surfaces.

MICHELLE LUJAN GRISHAM
GOVERNOR

NEW MEXICO
DEPARTMENT OF
HEALTH

KATHYLEEN M. KUNKEL
CABINET SECRETARY

NEW MEXICO HEALTH ALERT NETWORK (HAN)

ADVISORY

NMDOH recommends the symptom-based or time-based method for discontinuation of self-isolation for all persons with confirmed COVID-19
May 29, 2020

The CDC has reported that infectious SARS-CoV-2 virus, the causative agent of COVID-19 disease, has not been successfully cultured 10 days after illness onset. Nonetheless, there have been numerous documented instances in which recovered COVID-19 patients continue to test positive for weeks. As a result, **NMDOH recommends the symptom- or time-based method for discontinuation of self-isolation for all persons with confirmed COVID-19.**

The symptom-based, test-based, and time-based strategies for all persons who are <u>not</u> residents of nursing homes or homeless shelters are summarized below.

<u>For persons with confirmed COVID-19 and were symptomatic:</u>

<u>Symptom-based method</u>
   Maintain isolation until:
- At least 3 days (72 hours) have passed *since resolution of fever* without the use of fever-reducing medications **and** improvement in respiratory symptoms; **AND,**
- At least 10 days have passed *since symptoms first appeared.*

<u>Test-based method</u>
   Maintain isolation until:
- Resolution of fever without the use of fever-reducing medications, **AND**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **AND**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens).
- <u>Note</u>: There have been reports of prolonged detection of RNA without direct correlation to viral culture. The detection of viral RNA by PCR does not necessarily mean that infectious virus is present, however, to minimize risk of transmission, we consider a positive PCR test result to present a risk of transmission.

<u>For persons with laboratory-confirmed COVID-19 who have not had any symptoms:</u>

<u>Note</u>: Symptoms cannot be used to determine where these individuals are in the course of their illness. While it is possible that the duration of viral shedding could be longer than 10 days after their first positive test, the risk is presumed to be extremely low.

<u>Time-based method</u>
> **Maintain isolation until:**
> - 10 days have passed since the date of their most recent positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the test-based or symptom-based strategy should be used based on the date of symptom onset.

<u>Test-based method</u>
> **Maintain isolation until:**

Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens).

<u>For confirmed COVID-19 residents of nursing homes and residents returning to homeless shelters</u>, NMDOH is extending the minimum self-isolation period from 10 days to 14 days for the symptom- or time-based method. The test-based method will remain the same. The updated symptom- and time-based methods for these two high-risk groups are summarized below.

<u>For residents of nursing homes or homeless shelters with confirmed COVID-19 and were symptomatic:</u>

<u>Symptom-based method</u>
> **Maintain isolation until:**
> - At least 3 days (72 hours) have passed *since resolution of fever* without the use of fever-reducing medications **and** improvement in respiratory symptoms; **AND,**
> - At least **14 days** have passed *since symptoms first appeared.*

<u>For residents of nursing homes or homeless shelters with laboratory-confirmed COVID-19 who have not had any symptoms:</u>

<u>Time-based method</u>
> **Maintain isolation until:**
> - **14 days** have passed since the date of their most recent positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the test-based or symptom-based strategy should be used based on the date of symptom onset.

Additionally, in instances where a person with confirmed COVID-19 re-tests positive during or after the completion of the symptom-based or time-based isolation period, NMDOH recommends the following:

1. The full test-based method and continue to isolate until the case has two negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected at least 24 hours apart, **OR**

2. Restart the symptom-based or time-based method, extending at least 10 more days for isolation from the date of the last positive result.

NMDOH attempts to notify and investigate all persons with confirmed COVID-19 and to provide guidance on isolation. Individuals are contacted throughout their isolation period to confirm appropriate isolation conditions at home and to establish the date for discontinuation of self-isolation. With the understanding that healthcare providers are also providing guidance to their patients regarding when they are considered recovered, NMDOH would like to ensure consistent recommendations.

For questions or to report a COVID-19 hospitalization, please call the NMDOH Epidemiology and Response Division at 505-827-0071.

Resources
- [CDC Guidance for Discontinuation of Transmission-based Precautions of Patients in Healthcare Settings](#).
- [NMDOH COVID-19 Webpage](#)
- [CDC COVID-19 Webpage](#)
- **New Mexico Health Alert Network:** To register for the New Mexico Health Alert Network, go to https://member.everbridge.net/index/453003085613008#/login and click "Sign Up" at the bottom of the page. Provide all information on each screen, click on "Save and Continue," and click on "Finish" at the end to begin receiving important health alerts and advisories.

Thursday, August 6, 2020

Re: ***Clarifying the Adapted Roles of Employees in the Remote Learning Model***

All Staff are valuable and vital members of the Hobbs School community. Monday – Friday, employees on contract for the 2020-2021 school year, will be expected to be available during the **contractual work day** to fulfill their adapted job duties as assigned to him or her by their building principal or supervisor.

August 4th, Secretary Stewart issued a "***Staff Reporting Remote Learning***" memo which stated,

> "*For certain work that may only be performed on school premises, school districts may require staff to physically report to the building.*"

Hobbs Municipal Schools job descriptions include the following expectations:

- Complete other tasks as deemed appropriate and necessary by the immediate supervisor, the principal and /or the superintendent.
- Contribute to the welfare and effectiveness of the classrooms(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.

Please, follow the directives given to you by your immediate supervisor, as he or she addresses the needs of the campus or department during this remote learning period.

Hobbs Schools will continue to take every necessary precaution to safeguard the health of our staff and students. If you have a personal concern, please contact your immediate supervisor to address your need.

Respectfully,

Will Hawkins
Assistant Superintendent for Human Resources
Hobbs Municipal Schools

These guidelines establish the respective obligations of the teacher while working from home during the Covid-19 pandemic.

Teachers must be accessible to students via email, phone, Google Classroom, Edgenuity. Teachers must be available during their contractual work day Monday-Friday. The average expected response time is within a 24-hour window. The teacher will actively monitor and track individual student progress and provide support and direction as needed.

Work Location

When not at your remote workplace-(**home**) during contractual hours*,* the employee will work in his or her designated classroom or *Hobbs Municipal Schools*-assigned location.

Supplies and Equipment

- The employee understands that Hobbs Municipal Schools will provide a laptop computer, but additional computer peripherals and accessories will not be provided unless Hobbs Municipal Schools requires the employee to work offsite. The costs associated with Internet and telephone service will be the sole responsibility of the employee unless Further, the employee understands that Hobbs Municipal Schools is not responsible for the operation or troubleshooting of remote networking environments.
- Hobbs Municipal Schools-owned data, software, curriculum, equipment, facilities, and supplies will be properly protected and secured. Hobbs Municipal Schools-owned data, software, curriculum, equipment, and supplies will not be used to create employee-owned software or personal data. Hobbs Municipal Schools' software or curriculum will not be duplicated. Products and programs developed while remote teaching for Hobbs Municipal Schools will become the property of Hobbs Municipal Schools.
- In the event of Hobbs Municipal Schools-owned equipment failure or malfunction, the employee will immediately notify Hobbs Municipal Schools' CAI Department via Happy Fox, so that the equipment may be repaired or replaced, as necessary. In the event of delay in repair or replacement, or any other circumstances under which it would be impossible or impractical for the employee to remote teach, the employee will be assigned other work and/or assigned to another work location, at the sole discretion of Hobbs Municipal Schools.
- Upon separation of employment, Hobbs Municipal Schools' equipment will be returned to the CAI Department or Human Resources within five (5) business days, or within a timeframe previously arranged and agreed upon by the employee's supervisor or CAI Director and Employee.

Work Hours and Compensation

- The employee's time and work accomplished at the remote workplace will be subject to validation by the employee's supervisor.
- Schedule changes may be made at the supervisor's discretion. In every case, the operational needs of Hobbs Municipal Schools will take precedence over remote learning arrangements.
- Work hours, leave, and vacation schedules will conform to existing policies and procedures in the Hobbs Municipal Schools Employee Handbook.

Thursday, July 30, 2020

Safety and Liability

- Hobbs Schools does not assume liability for loss, damage, or wear of employee-owned equipment. The employee is responsible for proper operation of Hobbs Municipal Schools' equipment and will be liable for any damage or loss caused by employee's intentional wrongful or negligent act. The employee is not required to insure Hobbs Municipal Schools-owned property, however, any loss of Hobbs Municipal Schools property that is paid by the homeowner's policy will be reimbursed to Hobbs Municipal Schools.
- The employee will designate a workspace within the remote workplace and will maintain this workplace in a safe condition – free from hazards and other dangers to the employee and equipment.
- Employees are subject to the same Hobbs Municipal Schools policies, regulations, and procedures, regardless of the work location.
- The employee will notify the supervisor immediately in case of injury that occurs while conducting Hobbs Municipal Schools business in the remote work location designated in this document.

Employee Duties and Obligations

- The employee will be held responsible for official documents and will be subject to disciplinary action up to termination for any loss of these documents that is attributable to the employee's actions or negligence.
- The employee will be held responsible to ensure all documents, such as grading of student work, attendance records, etc, are processed in a timely manner and not hindered by the employee's location away from campus.
- The employee is expected to participate in "***all designated virtual meetings***." The employee is expected to report to his supervisor's office with a minimum of twenty-four (24) hours, when advance notice is scheduled; unless the need to meet with the employee is ***urgent*** and a twenty-four (24) hours' notice is not possible, employee is expected to meet in person at the designated office as soon as possible.
- The employee will comply with all applicable laws, policies, regulations, and instructions regarding ethics, conflicts of interest, and confidentiality.
- The employee will participate in all required remote surveys, legislative inquiries, reports, or analysis relating to remote learning for Hobbs Municipal Schools.
- The employee will comply with all Hobbs Municipal Schools rules, policies, regulations, procedures, instructions, remote teaching guidelines. The employee understands that violation of such may result in disciplinary action, up to and including discharge/termination of employment.

Thursday, July 30, 2020

Administrator Resource for Classified Employees in the Remote Learning Model

August 4th, Secretary Stewart issued a "Staff Reporting Remote Learning Memo stated, "*For certain work that may only be performed on school premises, schools and districts may require staff to physically report to the building.*"

This is the guidance from the district being provided at this time, if we receive additional guidance from the state we will let you know. Likewise, use this document as a resource to look at how you are using your staff. Do not send this to your staff.

- Pick-up or drop-off for work packets.

- Record themselves reading books and share with students via our online classroom.

  - Comply with dress code expectations during the preparation of any pre-recorded session or live session

  - Protect student privacy and confidentiality

- Coordinate (bilingual paras) for student support and communication with parents.

- Under the direction of the teacher, support families and students in accessing and participating in remote learning

  - Phone calls to check in with students to facilitate, record, report attendance issues- excessive absenteeism, tardies.
  - If classified employees are asked to conduct phone check-ins with families, it is recommended that a script be provided and classified employees be oriented to clear boundaries of the communication, since this type of direct communication with families is typically not a recommended role for classified employees, but rather is the role of teachers and special educators.
  - The explicit, scripted message developed by the principal or district should directing inquiring parents to the appropriate faculty member or administrator contacts. This message should mirror whatever message went to parents already about who to contact related to their child's special education or bilingual program.
  - Classified employees need to know what to do if parents contact them or ask them special education program or service related questions when they are having approved remote instructional contact.

The teaching goes on. – Mitch Album

- o Provide small group zooms for tiered intervention the same as they do in the classroom under the supervision of a teacher or administrator.
- o Support **HOLA** teacher with monitoring reports online and student progress and bring to attention of teacher for HOLA teachers who have heavier load of students.

    - Administrators can create logins or assign classified employees as Co-teachers.

- Distribute meals.

- Pre-record story where they (librarian or bilingual paraprofessionals) read books to students so they are available asynchronously; all videos must be previewed by certified staff member. (***Elementary Optional***)
- Implement social connections online (e.g., via a videoconferencing platform) among a student with a disability and classmates with or without disabilities.
    - o While classified employee may be helping arrange and facilitate such student-to-student connections, they can again follow recommended practice as if they were in school, by stepping back as much as possible, so as to not dominate the social interaction or inadvertently interfere with peer interactions.

- Respond to an email if a student reaches out, provided the classified employee cc's the teacher on the response and keeps the conversation superficial without providing specific academic direction. Through our Prek guidelines they also suggested the same thing but with parent questions through written chats with scripted answers maybe from a FAQs list.

- Join a Google Classroom to follow teaching and learning

Classified employees ***may not*** initiate or host meetings with students individually or in small groups without principal or teacher guidance or approval. Specifically, they may not:
- Provide direct, initial instruction
- Initiate 1:1 virtual sessions with students
- Make comments on student work
- Respond to questions that students post on Google Classroom
- Correspond directly with parents (without cc'ing the teacher or principal).

Hobbs Schools Online Boundaries Protocol

Please review the protocols below as a guidance document on how Hobbs Schools will conduct online learning for the remainder of the school year.

General Expectations PreK-12 Instruction

Communication

- Set-Up an appropriate and adequate work environment at home, be appropriately dressed and be available for parents and students between 1:00pm - 3:00pm Monday-Friday.
- If a student has difficulty accessing your platform, the teacher will need to support the student/ family via email, teleconference, phone calls, etc.
- Loss of face to face contact for an extended period can be an issue for some students. All staff can assist in maintaining student wellness by making weekly, individual contact with students and parents, via video, phone call or any of the district approved online platforms.
- **Be flexible, responsive and positive**. Students will be affected by the closure in different ways. Expect to receive late submissions or responses at various times, possibly no response at all (which is a warning sign and should be further investigated to your campus social worker and building principal).
- *"One-to-One "* Live Video Conferencing with a single student is prohibited. Please include an another adult and/or two students for accountability and liability.
    - o   Utilizing classified staff to be video partners on live calls is an excellent idea."
- Begin posts & emails with a warm and friendly introduction (video greetings or flipped video lessons are encouraged).
- Model digital etiquette including:
    - o   Muting the mic before entering a session
    - o   Keeping the background clutter free
    - o   Pay attention to lighting
    - o   Minimize background noise

Collaboration

- Teachers are expected, through online conversations (e.g., Zoom) to participate in their grade level, CPT or content PLCs to collaborate and meet the needs of students once a week. (This is outside of the 2 hour 1:00pm – 3:00pm office hours.)
- Contact your building principal to schedule optimum time to visit your campus, when necessary.

The teaching goes on. – Mitch Album

The purpose of this protocol is to provide all staff members with information to increase their awareness of their role in protecting students from abuse and inappropriate conduct by adults and prevent misunderstandings which could result from unintended boundary invasions.

<u>**APPEARANCES OF IMPROPRIETY**</u>

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable, these activities must be pre-approved by the appropriate administrator. If not pre-approved, the staff member must immediately report the occurrence to the principal, human resources or any other appropriate administrator.

- Conducting ongoing, private conversations with individual students that do not have an educational purpose, are unrelated to school activities or the well-being of the student, and that take place in locations inaccessible to or not observable by others.
- Being alone with an individual student (including online chat) out of the view of others or in an inaccessible location, except in the context of school counselors providing professional counseling support services, teachers working with students in an afterschool setting or during testing, or a school nurse providing medical services to a student.
- Inviting students for social contact off school grounds or on a social platform without the prior knowledge and express permission of the parent/guardian and an appropriate administrator.
- Social networking with students for non-educational purposes.

Staff members are expected to be aware of the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with the appropriate administrator whenever they are unsure whether particular conduct may constitute a violation of this protocol.

<u>**ELECTRONIC COMMUNICATION**</u>

Hobbs Municipal Schools supports the use of technology to communicate for educational purposes. However, employees acting in their capacity are prohibited from inappropriate online socializing, phone calls, texting, conference calling, instant messaging, or use of any other telecommunications device, or from engaging in any conduct that violates the law, policies or other generally recognized professional standards. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Nothing in this Policy prohibits employees, faculty, staff or students from the use of approved educational websites if such sites are used solely for educational purposes.

Electronic and online communications between staff members and students must be transparent, contemporaneously accessible to administrators and parents/guardians, and professional in content and tone. Such communication must be professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning. Staff members must restrict one-on-one electronic communications with individual students to accounts, systems, and platforms that are provided by and accessible to the or with the prior express permission of the appropriate administrator and the parent/guardian.

As with in-person communications, staff members shall avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing, and frequency of the communication;
- Whether there was an attempt to conceal, shield, or misrepresent the nature of the communication from administrators and/or parents/guardians;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and/or
- Whether the communication contained sexual innuendo, such as for purposes of grooming the student for victimization.

Parents/guardians are encouraged to have access to their children's social networking and digital communication devices and to supervise their children's use of these methods of communication in order to discover improper contacts which may violate this policy. Parents and guardians are encouraged to report any suspected violations of this policy by a staff member to the principal, human resources or any other appropriate administrator for investigation and necessary intervention.

The teaching goes on. – Mitch Album

<u>Hobbs Schools Online Boundaries Protocol</u>

Please review the protocols below as a guidance document on how to continue to provide support to your campus for the remainder of the 2019-2020 school year.

<u>General Expectations for Classified Personnel</u>

On March 13th, Secretary of Education Ryan Stewart sent out guidance for alternate work expectations for school staff members during closure period:

Schools and districts should still be meeting the expectations for social distancing, complying with the Governor's public health order, and managing employee needs. These expectations can be met through telework, video/teleconferencing, and live reporting to work under controlled circumstances. Generally, **all staff should be considered available to participate in activities that contribute to the ongoing improvement of the educational process** *and/or to assist with ongoing services to be provided by the school district or charter school (i.e. cafeteria services, health services, staffing district call centers, community support, and student/family support).*

Classified (paraprofessionals, librarians, pe, art, music and other support staff not certified) will be asked to assist your building principals in the transition to *Remote Learning* for the remainder of the school year. As education is continued, we will continue to focus on how we can "*minimize people contact*" during Governor Lujan's executive order to exercise social distancing.

The following are duties you may be requested to perform, on a rotational schedule, by your supervisor for the remainder of the 2019-2020 school year, which include:

- ✓ collecting student materials for parent pick-up

- ✓ Office support such as phone calls and/or email(s) during working hours

- ✓ Remote Learning Assistant

  - Complete follow-up weekly parent calls on behalf of teachers regarding assignments.

  - Listen in as an extra-adult on an online lesson meeting when a teacher has to meet with individual/small group students online.

- ✓ Completion of mandatory trainings

- ✓ Breakfast/Lunch Meal Support (Scheduled for the remainder of the year).

The purpose of this protocol is to provide all staff members with information to increase their awareness of their role in protecting students from abuse and inappropriate conduct by adults and prevent misunderstandings which could result from unintended boundary invasions.

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The teaching goes on. – Mitch Album

Using ZOOM

ZOOM

Watch the follwing video for instructions:

Click the Zoom image

Screen Share Meetings

Share an open application on your desktop, make annotations, or allow others to operate your mouse by doing one of the following:

- Click **Start without video**.
- When scheduling a meeting, under **Video** select **Off** for Host and Participant.
- While in a meeting, select the **Screen Share** button on the **ZOOM menu bar**.

Mute	Start Video	Manage Participants	New Share	Pause Share	Annotate	More

ID: 103-892-526 ■ Stop Share

To stop screen sharing, at the top of the screen, click **Stop Share**.

Video Meetings

Create a meeting that starts automatically by doing one of the following:

- Click **Start with video**.
- When scheduling a meeting, under **Video** select **On** for Host and Participant.

Zoom - Pro Account
WW Willie Wildcat ▾   ⚙ Settings

Start with video   Start without video

Join   Schedule

Share screen

Home   Meetings   Contacts   Chats

Schedule a Meeting

1. Click **Schedule**.
2. In the **Topic** box, give the meeting a name.
3. Enter meeting start time, duration, and time zone.
4. Select video/audio options:
5. Select meeting options:
   - Require meeting password
   - Enable join before host (recommended)
6. Select a calendar type:
   - iCal or Outlook
   - Google Calendar
   - Other Calendars
7. Click **Schedule**.
8. Copy and paste the meeting invite in an email or other form of communication and send to your participants.

ZOOM TIPS

Hosting meetings

Select the Enable join before host option to allow your attendees to enter the meeting before you are there.
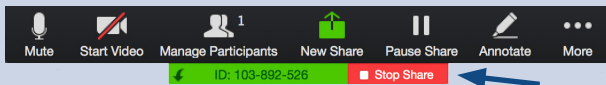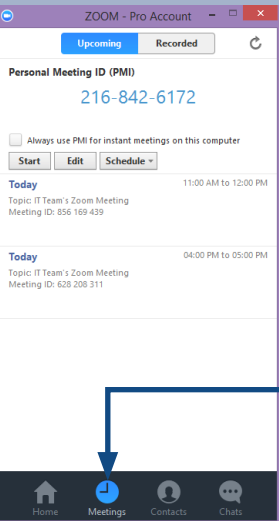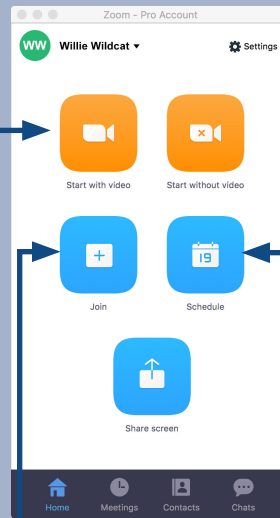
Select the Other calendar option to display information about the scheduled meeting that you can copy and paste into a meeting invitation.

Use the Mute all and/or Mute on Entry option to help prevent disruptive noisy feedback when someone joins your meeting. Click the Manage Participants button on the ZOOM menu bar and then click Mute All or More and then Mute on Entry. Don't worry, participants can unmute themselves.
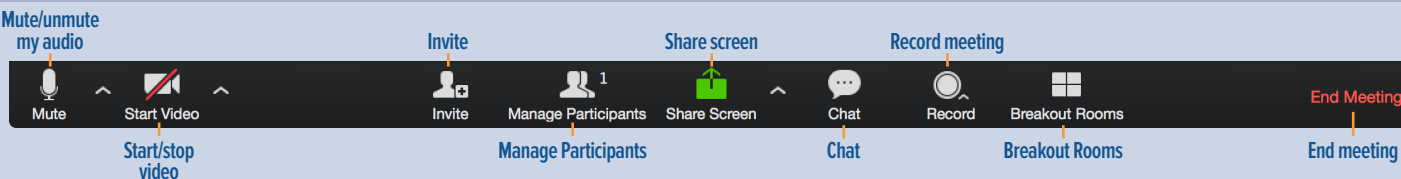
Joining meetings

Install ZOOM software before meeting begins. Click the link in the meeting invitation, launch ZOOM, and then download and install the ZOOM software. Participants are not required to have a ZOOM account in order to join a meeting.

Mute your microphone to avoid feedback when joining a meeting by clicking either the Mute/unmute my audio button or the Audio options button on the ZOOM menu bar.

Don't have a microphone? Join a meeting with a phone using the teleconference number given in the meeting invitation. Alternatively, use Chat on the ZOOM menu bar to send messages to meeting participants.

ZOOM - Pro Account

| Upcoming | Recorded |

Personal Meeting ID (PMI)

216-842-6172

☐ Always use PMI for instant meetings on this computer

Start | Edit | Schedule ▾

Today   11:00 AM to 12:00 PM
Topic: IT Team's Zoom Meeting
Meeting ID: 856 169 439

Today   04:00 PM to 05:00 PM
Topic: IT Team's Zoom Meeting
Meeting ID: 628 208 311

Home   Meetings   Contacts   Chats

Join a Meeting

1. Click **Join**.
2. Enter the meeting ID and your name.
3. Click **Join**.

Invite attendees to a live meeting

1. Click **Invite** on the **ZOOM menu bar**.
2. Chose an email service.
3. Add invitees to the email and send it.

Open Scheduled Meeting

1. Click **Meetings**.
2. Hover over appointments to see buttons.
3. Click the **Start** button.

Record a meeting

1. Click **Record** on the **ZOOM menu bar**.
2. Click **Stop Recording** to end recording.

Allow others to record meeting

1. Click **Participants** on the **ZOOM menu bar**.
2. Hover over participant's name.
3. Click **Allow Record**.

Hand off the host

Make another participant the meeting host by doing the following:

1. Click **Manage Participants** on the **ZOOM menu bar**.
2. Hover over a participant's name and then click **More**.
3. Click **Make Host**.

View recorded meetings

1. Click **Meetings**.
2. Click **Recorded**.
3. Hover over meetings.
4. Click **Play Video**.

ZOOM MENU BAR

Mute/unmute my audio · Mute
Start/stop video · Start Video
Invite · Invite
Manage Participants · Manage Participants
Share screen · Share Screen
Chat · Chat
Record meeting · Record
Breakout Rooms · Breakout Rooms
End Meeting · End meeting

Hobbs Municipal Schools: Approved Student Communication Platforms

These are the approved student communication platforms for the rest of the year. Zoom will be a primary resource for our teachers to use. **Complete the Zoom mini trainings and at least one of the other resources that you need additional support.**

Platform	Capabilities/ Strengths & Features	How-to Video/Info	Misc. Information
Remind	This is a way for the teacher to communicate with parents and students without using their cell phone number. Communication can happen via computer or cell phone.	Getting Started for Teachers Add people to your class Join a class	Compatible with any Chrome Browser Free app download available from: Google Play, App Store (Apple), Chrome Web Store, Android
Google Classroom	Google classroom allows you to have easy access to post & share products from Google Docs and Google Drive. Instant collaboration between students & teachers outside the classroom. It is a simple set up & you can easily track a student's progress.	Getting Started Slide Show Create a Class. Adding Students and Guardians. How to Add Materials. Linking Grades. How to translate google classroom to Spanish Setting Up A Co-teacher . Additional Resources Google Classroom Cheat Sheet Getting Started Handout	Available from any Chrome Browser Download from: Google Play, App Store (Apple), Chrome Web, Amazon Kindle
Zoom	Zoom is a video conferencing tool. It allows users to connect through video, audio chat or dial in. Users can easily share screens as they connect.	Zoom Scheduling A Meeting Meeting Controls Recording Playback w/Audio	Zoom will waive the 40 minute limit for school districts but you must go to the website and enroll your email domain. Departments must whitelist this feature for both students and staff.
GroupMe	This is a way for the teacher to communicate with parents and students without using their cell phone number. Communication can happen via computer or cell phone.	GroupMe Tutorial GroupMe App Guide	
Classroom Dojo	Existing Classes Only	Existing Classes Only	Existing Classes Only

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	**5.** is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
2. has been advised by a health care provider to self-quarantine related to COVID-19;	**6.** is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;	
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1422 REV 03/20

Expanded FMLA Employee Request Form

(In response to COVID-19)

To request leave on the basis of the Expanded Family and Medical Leave of Act (FMLA+), please complete the following request form and submit to Human Resources.

Please note, leave under FMLA+ can only be used to care for the employee's child when the employee is unable to work, or telework, due to the closing of the child's school, place of care, or unavailability of the regular day-care provider due to a public health emergency with respect to COVID-19. FMLA leave requests for any other reason fall under the normal FMLA guidelines.

Employee Name (print clearly): _____

Requested Leave Start Date: _____   Estimated End Date: _____

Time off work is expected to be (select the most appropriate box):
   ❑ For a continuous block of time (several continuous days, weeks or months off work).
   ❑ For a reduced work schedule (change in work schedule needed—fewer hours per day or fewer hours per week).
   ❑ On an intermittent basis (periodic time off that is not usually expected to be the same days or time off from week to week

In addition to this form, please also submit the following:
   • Documentation supporting the closure as stated above
   • FMLA affidavit of family relationship.
   • If child is over the age of 14, written documentation as to why you require special accommodations to care for the child

If the company is able to accommodate, based on your position and job duties, would you be able to telework?
       YES   NO (If no, provide a written statement as to why)

Determination of eligibility for leave under the FMLA, and/or additional documentation or clarification of documentation, may be required prior to making a final FMLA determination to approve or deny an FMLA leave request. Please contact Human Resources with any questions.

Employee Signature: _____   Date: _____

Manager Signature: _____   Date: _____

HR Signature: _____   Date: _____

Request for Emergency Paid Sick Leave

(In response to COVID-19)

To request emergency paid sick leave as provided under the Families First Coronavirus Response Act and Hobbs Municipal Schools Emergency Paid Sick Leave Policy, please complete the following request form and submit it, along with the required documentation, to the human resources department as soon as possible before leave commences.

Employee Name (print clearly): _____

Department / Location: _____ Manager: _____

Requested Leave Start Date: _____ Estimated End Date: _____

The amount of emergency paid sick leave being requested is _____ hours.

The reason for this emergency paid sick leave request is (check the appropriate reason below):

	Reason	Required supporting documentation
❏	1) I am subject to a federal, state, or local quarantine or isolation order related to COVID–19.	A copy of the quarantine or isolation order (may not be applicable for "essential workers")
❏	2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID–19.	Documentation from a physician's office clearly defining your need to self-quarantine
❏	3) I am experiencing symptoms of COVID–19 and seeking a medical diagnosis.	A copy of your scheduled medical appointment followed by documentation once complete
❏	4) I am caring for an individual who is subject to either number 1 or 2 above.	Affidavit of family relationship AND supporting documentation from corresponding reason above
❏	5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID–19 precautions.	Documentation from school or caregiver verifying closure AND an Affidavit of family relationship AND a written statement that no other person can or will be providing care during the requested time. If the child is over 14, further documentation is required to support the request.
❏	6) I am experiencing another substantially similar condition specified by the secretary of health and human services.	Documentation describing condition AND supporting information from the secretary of health and human services

If Hobbs Schools is able to accommodate, based on your position and job duties, would you be able to telework?

      YES   NO (If no, provide a written statement as to why)

By signing below, I confirm the above is true and that under no circumstances am I able to work. Should my circumstances change, I will notify the HR department immediately. Any falsification of these records will lead to progressive discipline, up to and including, termination.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

HR Department Rep. Signature _____ Date _____

Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
	Sore throat
	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
	Diarrhea, vomiting, or abdominal pain
	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

cdc.gov/coronavirus

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

cdc.gov/coronavirus
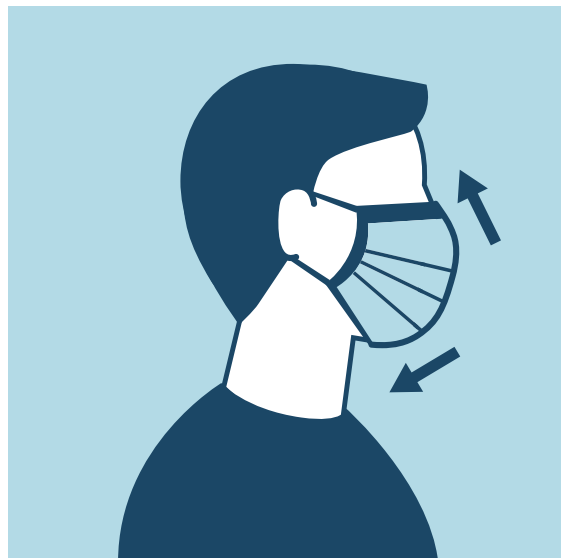
Proximity to Employee with Symptoms

Good evening,

A member of our staff, whom you were most recently in close proximity, (within 6 feet for more than 15 minutes), has developed symptoms for Covid-19. The faculty member tested today on _____ and has not received the results.

You may have been in close proximity to this individual without proper face protection, and if you develop any symptoms of Covid-19, it is advised that you follow the attached CDC guidelines. At this time, please take precautions: wear a mask, social distance and wash your hands.

- If you develop symptoms or continue to have a concern regarding your health, please follow the CDC attachment guide.
  - o Contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.

Click on link to schedule a Covid-19 test with the Department of Health
https://cvtestreg.nmhealth.org/

Your office space will be sanitized and we are asking you to work from home for the rest of this week, until we receive results from the employee's test.

Proximity to an Employee's Test Returns Positive

Good afternoon,

The employee with whom you were most recently exposed to on _____ tests results indicating the employee was positive for Covid-19. Do not report to work; You should quarantine for 14 days from _____ (**10** days for isolation and the first initial **4** days for the incubation period). The day you are able to return to work is **_____**, presuming between _____, you are symptom and fever free.

  - o It is advise that you get tested. Click on link to schedule a Covid-19 test with the Department of Health https://cvtestreg.nmhealth.org/
  - o If symptoms develop, contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.
- In the meantime, if your position allows for you to work from home, please continue to do so if you are physically able and you will not be considered absent from work.
- Each employee, as afforded by the Family First Cares Act, can receive up to 80 hours (2 weeks) of coverage, if unable to work.
  - o When the forms, which are attached, are completed, the days that you are absent from work, as a result of Covid-19, will be added to your sick leave and coded accordingly. If you are able to work remotely and engage with your supervisor, you will not need these days.

Whether you turn in paper work for sick leave coverage or not, when you return to work, please report to HR to drop off the forms and be cleared.

Proximity to Someone at home (close proximity) with Symptoms

Good afternoon,

Thank you for contacting your building principal who in turn contacted human resources with your exposure to Covid-19. As was shared, _____ is when symptoms may have manifested in your family member who tested positive for Covid-19 on_____.

As you were in close proximity when symptoms manifested on the _____, you may have been exposed. You will need to isolate for 14 days (**10** days for isolation and the first initial **4** days for the incubation period). If you develop any symptoms of Covid-19, it is advised that you follow the attached CDC guidelines.

- If you have not made arrangements to be tested, please click on link to schedule a Covid-19 test with the Department of Health https://cvtestreg.nmhealth.org/
- Also, you can contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.
- If you test Negative, and are symptom free from this date of notice,_____2020, and specifically fever free from _____, you will be eligible to return to work _____. If you manifest any symptoms before the initial 14 day exposure window expires, please contact human resources, after you have contacted your physicians, to update us of your condition.

- If you test positive, that does not change your initial exposure window of 14 days which may have initiated on _____. If you are *fever and symptom free* during these 14 days, you would be eligible to physically report to work on _____. If however, you develop symptoms before the _____, your 10 day window of exposure would start-over from the date of the onset of symptoms.

In the meantime, if your position allows for you to work from home, please continue to do so if you are physically able and you will not be considered absent from work.

If you are symptom free from this date of notice, _____, 2020, and specifically fever free between _____, you will eligible to return to work. _____.

Each employee, as afforded by the Family First Cares Act, can receive up to 80 hours (2 weeks) of coverage. When the forms, which are attached, are completed, the days that you are absent from work, as a result of Covid-19, will be added to your sick leave and coded accordingly. If you are able to work remotely and engage with your supervisor, you will not need these days.

Whether you turn in paper work for sick leave coverage or not, when you return to work, please report to HR to drop off the forms and be cleared.

Negative test result Can I Return to Work:

Good afternoon,

The employee you were most recently exposed to on _____ test results indicated their test was negative. A negative test result for this test means that Covid-19 was not present in the specimen at the time of the test. However, a negative result does not rule out COVID-19 and should not be used as the sole basis for determining if you are able to return to work.

Again, a negative result means the test did not find coronavirus at the time of the test. You do not need to self-isolate if your test is negative, as long as:

- everyone you live with who has symptoms tests negative
- everyone in your support (close, frequent contact) bubble who has symptoms or tests negative
- you were not told to self-isolate for 14 days by physician or department of health
- you feel well – if you feel unwell, stay at home until you're feeling better.

If you have experienced fever, or other reoccurring symptoms, actively monitor your health, isolate and refrain from working for the remaining 14 days.

If you are fever and symptom free for the next 24 hours and you do not need to isolate, you may return to work with appropriate PPE.

Positive Test Results:

If your test is positive, you must self-isolate.

If you had a test because you had symptoms, keep self-isolating for at least 10 days from when your symptoms started.

- If you had a test but have not had symptoms, self-isolate for 10 days from when you had the test.
- Anyone you live with, and anyone in your support bubble, must self-isolate for 14 days from when you start self-isolating.

Close Proximity to Someone who was exposed to Covid-19

Good afternoon,

A member of our staff, whom you were most recently in close proximity, (within 6 feet for more than 15 minutes), has a family member who has been identified as positive for Covid-19. The faculty member has not tested nor received the results.

You may have been in close proximity to this individual without proper face protection, and if you develop any symptoms of Covid-19, it is advised that you follow the attached CDC guidelines.

At this time, please take precautions: wear a mask, social distance and wash your hands. The employee Is not symptomatic, "but just exposed" so you may continue to work. You are not required to isolate at this time.

- If you develop symptoms or continue to have a concern regarding your health, please follow the CDC attachment guide.
    - Contact your primary care physician or the Department of Health at 575-397-2463 to arrange for a COVID-19 test and/or provide a doctor's note for other treatment-specific guidelines.

Click on link to schedule a Covid-19 test with the Department of Health
https://cvtestreg.nmhealth.org/

PreK Reentry Plan
As guidelines change this document will be updated

1. **Days and Hours of Operation:** Please note that required instructional hours remain at 450 or 900 in accordance with your funding. The new public health order requires remote learning until September 8. Per the Governor's order, it is possible to bring children into the classroom in groups of five children with one adult during this period of remote learning. Please provide the schedule of remote learning for preschool children. Include:
   a. reading time with family; 30 min
      i. daily with suggested text/books for reading and discussions.
   b. suggested outdoor time;
      i. daily for 30 minutes 2x per day with suggested activities for outdoors as well as free play
   c. creative time, etc.;
      i. 1 hour per day with suggested activities for creative time: art, pretend play, building, etc….
   d. online learning – no more than one hour per day to include interactive activities
   e. learning packets; 20 min per day
      i. i.e, fine motor skill practice, SEL activities, etc…
   f. whether you will bring children into classrooms in small groups of five children with one adult.
      i. We will not be bringing in small groups of students onto the campus at this time.

We will ask that you submit your days and hours of instruction when you begin your hybrid model.

2. Please describe your remote learning days, including
   a. the name of your district's learning platform;
      i. World of Wonders will be utilized to create and share lessons through the communication tool ClassDojo with parents.
   b. the proposed schedule of learning activities will consist of a combination of the following daily
      i. Social-emotional
      ii. Outside learning time
      iii. structured literacy
      iv. mathematics
      v. Science/Social Studies
      vi. Music/Movement
      vii. Writing
      viii. Family time
      ix. Creative time
   c. if learning packets will be provided to families and the approximate time required to complete the activities - 20 minutes daily (this is indicative of only activities on paper; parents will also be given activities that will not require paper but interaction and movement by the student.
   d. devices and educational software or programs provided

World of Wonders digital access once tablets have been received for online

e. how the educational assistant will participate?
   i. small group zooms, answering parents in chat boxes
f. how the teacher will individualize instruction?
   i. teachers may zoom with students as long as the parent is present during the zoom
g. how the evidence-based curriculum will be delivered;
   i. videos, zoom and recordings
h. how services required by a child's IEP will be delivered
   i. Ancillary Time – Zoom groups/scheduled In person therapy
i. use of the resources from the WNMU Canvas site.
   i. Videos/activities for SEL, Science, Art; trainings

3. What is your plan for ongoing communication with families? Please include:
   a. plan for virtual home visits
      i. Communication with parents will be required weekly, with tiered communication implemented based on student progress/work through Zooms and ClassDojo
         1. Teachers will offer multiple opportunities for zoom meetings in small groups as well as individually
   b. method for determining families' access to technology, including internet access
      i. Part of the registration process was identifying the need or not for a device as well as internet access
   c. how you will orient children and parents/caregivers to the use of digital devices, remote learning platform, and learning packets
      i. The first full week of school parents will have their student work on packets, the second week will be another packet but this will be the week(provided devices are in) for training parents and students on digital platforms and accessing lessons online. We want parents and students to try sample lessons, devices and platforms to troubleshoot issues prior to going live digitally.
   d. how you will orient children and parents/caregivers to the learning schedule, and how will they be notified if a change must occur
      i. Through orientation parents will be introduced to the remote plan and what they can expect that includes establishing routines and predictable structures with what is assigned.
   e. the plan to complete screenings, including developmental, social-emotional, physical, vision, and hearing screenings. Explain how you will communicate results to families and, if needed, ensure the referral; and,
      i. Some screenings can be partially completed during remote only, other parts of screenings will need to wait for in person and some can be scheduled for in person screening. Once we begin HYBRID any screenings not completed will be made a priority to complete.
   f. the link to your website posting of the updated Family Handbook.
      http://www.hobbsschools.net/UserFiles/Servers/Server_6/File/Kerri%20Stone/NM%20PreK%20Family%20Handbook.pdf

If the items below are in your updated handbook, please only indicate the page number. You do not need to type information that is in your handbook.

PreK Reentry Plan

This plan will be attached to the handbook on our website by a link as the PreK Reentry plan. Updates will be automatic as changes are made. i.e., when we begin HYBRID model.

4. Please describe your remote learning days, including   see Page 2
   a. the name of your district's learning platform;
   b. the proposed schedule of learning activities, e.g. social-emotional, structured literacy, mathematics;
   c. if learning packets will be provided to families and the approximate time required to complete the activities;
   d. devices and educational software or programs provided;
   e. how the educational assistant will participate;
   f. how the teacher will individualize instruction;
   g. how the evidence-based curriculum will be delivered;
   h. how services required by a child's IEP will be delivered;
   i. use of the resources from the WNMU Canvas site; and,
   j. how you anticipate the plan will change if the health emergency requires that your district move to a fully remote learning model.

5. What is your plan to support children with developmental delays and disabilities?
   a. How will you ensure that each child receives the services in the IEP?
      i. Ancillary time – regular schedule as available; scheduled in person therapy, zoom when the best option. How will this occur during remote learning days if this is part of your hybrid model? Students will receive services whenever possible while on campus during HYBRID model; when must do during remote time will schedule in person, zoom.
   b. Will some children with IEPs attend school in person during the remote learning time?
      i. Yes - Autism students
   c. How will you ensure that the referral and evaluation process for a child with a suspected delay or disability occurs within IDEA timelines?
      i. Communication with parents to connect via email, text and/or zoom. Scheduled in person when necessary to evaluate.

6. Please describe your plan for teachers to participate in coaching and to complete FOCUS training requirements. Include any specific assistance you would like your coach to provide. Virtually through zoom until back fully. Coaching assistance as of right now to continue to reach out to teachers and principals regarding required trainings as well as continued support regarding any needs or thoughts that may arise.

Please inform both Brenda Kofahl and your Early Childhood Instructional Coach when there is a major change in your reentry model.

SPECIAL EDUCATION DEPARTMENT REOPENING PLAN

HYBRID

ELEMENTARY	SECONDARY
RESOURCE STUDENTS **GRADES: K, 1ST, 2ND and 3RD** ● Receive resource time stated in IEP either push-in or pull-out ● ReadWorks-Reading, Connections-Math, PathBlazer-Reading and Math ● Ancillary Time –Regular schedule with Wednesday Zooms if necessary/Possible co-treat	**RESOURCE STUDENTS** **GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH** ● Regular schedule for two days-Regular Resource class ● 2 days at school-Rewards-ELA and Inside Algebra and Transmath-math (MS and 6th-8th Geometry-Transmath) (11th-12th Inside Algebra) ● Three days at home – MyPath/Transmath ● Ancillary Time –Regular schedule and Zoom session with in-person groups/ Possible co-treat
RESOURCE STUDENTS **GRADES: 4TH and 5TH** ● Priority when they are at school ● Two days at school – ReadWorks-ELA, Connections-Math ● Three days at home – PathBlazer ● Schedule Zoom sessions to monitor progress on Wednesdays ● Ancillary Time –Regular schedule and Zoom sessions with in-person groups/ Possible co-treat	**INCLUSION STUDENTS** **GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH** ● Regular schedule for two days, in class resource ● Three days at home – MyPath reading and math ● Ancillary Time –Regular schedule and Zoom sessions with in-person groups/ Possible co-treat
D-LEVEL, MEDICALLY FRAGILE, AUTISM PROGRAM **GRADES: K, 1ST, 2ND, 3RD, 4TH and 5TH** ● Four days at school ● Stay in program – no inclusion time ● Unique program using the SeeSaw platform ● Ancillary Time-Regular Schedule	**D-LEVEL, MEDICALLY FRAGILE, AUTISM PROGRAM** **GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH** ● Four days at school ● Stay in program – no inclusion time ● Unique program using the SeeSaw platform ● Ancillary Time –Regular schedule
CHAMPS **(WILL ROGERS)** ● Four days at school ● 4 days in CHAMPS ● Ancillary Time –Regular Schedule	**INDEPENDENT STUDY STUDENTS** **(HEIZER AND HIGH SCHOOL)** ● Four days at school ● Students will stay in the program ● Ancillary Time –Regular schedule

ONLINE ONLY

ELEMENTARY	SECONDARY
RESOURCE STUDENTS **GRADES: K, 1ST, 2ND, 3RD, 4TH and 5TH** ● Pathblazer-Reading and math ● Teachers/Paras will hold scheduled Zoom meetings with students (groups of students) to complete resource time ● Ancillary Time –Zoom groups/Co-treat	**RESOURCE STUDENTS AND INCLUSION STUDENTS** **GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH** ● MyPath for reading and math ● Teacher will hold scheduled Zoom meetings with students to complete resource time according to IEP (Wednesday, before school, after school, during prep) ● Students could Zoom into the class period ● Paraprofessionals will Zoom with inclusion students ● Ancillary Time – Zoom groups/Co-treat

D-LEVEL, MEDICALLY FRAGILE, AUTISM PROGRAM	D-LEVEL, MEDICALLY FRAGILE, AUTISM PROGRAM
● Four days at home ● Unique program using the SeeSaw platform ● Ancillary Time –Zoom/Scheduled in-person therapy	● Four days at home ● Unique program using the SeeSaw platform ● Ancillary Time – Zoom/Scheduled in-person therapy

Notes	
ELEMENTARY	**SECONDARY**
When your teachers participate in the Pathblazer training, make sure the resource teacher attends. **D-Level, Medically Fragile, Autism, and CHAMPS teachers will be trained in SeeSaw.** **Students that have Assistive Technology devices will keep them and will be assigned a Chromebook.** **Training will be scheduled for sped staff to review PPE procedures, etc.**	**Sped teachers will participate in a MyPath training.** **D-Level, Medically Fragile, Autism, and CHAMPS teachers will be trained in SeeSaw.** **Students that have Assistive Technology devices will keep them and will be assigned a Chromebook.** **Training will be scheduled for sped staff to review PPE procedures, etc.**

Updated 7/20/2020

English Learner REOPENING PLAN

HYBRID	
ELEMENTARY	**SECONDARY**
ELD REQUIREMENTS Prioritized these grades **GRADES: K, 1ST, 2ND and 3rd** ● Service 　○　45 min daily English Instruction ● Resource- 　○　if pulling during ELA/Math "**Wonders"** 　○　If pulling during non ELA/Math- **Language Power** ● Attempt to pull outside of classroom ELA/Math **GRADES: 4TH and 5TH** ● Service 　○　45 min daily English Instruction ● Resource- 　○　**Wonders** - During face-to-face days- 　　　**Imagine Learning** on remote learning days ● May need paper packets for some students on remote days if not internet access ***Students coded in Skyward as normally would**	**ELD REQUIREMENTS** **GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH** ● Service 　○　45 min daily English Instruction ● Resource 　○　ilit/google classroom (no Edgenuity course that is appropriate) ***Students coded in Skyward as normally would**
BILINGUAL REQUIREMENTS **GRADES: K-5th** ● Service 　o　BEP2 Students 45 min daily Spanish Language Arts (in addition to the 45 ELD) ● Resource- 　o　Maravillas ● Google Classroom- May need paper packets for some students on remote days if no internet access- ***Students coded in Skyward as normally would**	**BILIINGUAL STUDENTS** **GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH** ● Service 　○　45 min daily Spanish Language Arts ● Resource 　○　Google classroom (no Edgenuity course that is appropriate) 　○　9-12 Galeria ***Students coded in Skyward as normally would**
Screening ● Regular EL screening guidelines apply 　o　Within 30 days for first month 　o　Within 20 days after	**Screening** ● Regular EL screening guidelines apply 　o　Within 30 days for first month 　o　Within 20 days after

FULLY ONLINE ONLY (NOT HOLA)	
ELEMENTARY	**SECONDARY**
ELD REQUIREMENTS **GRADES: K, 1ST, 2ND, 3RD, 4TH and 5TH** ● Service time 　o　K-1- 30 min weekly	**ELD REQUIREMENTS** **GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH** ● Service 　o　45 min daily

o 2-12 45 min weekly ● Resource- Imagine Learning ● Teachers will hold scheduled Zoom meetings weekly- to support Social and Emotional Learning and Speaking Standards - documentation log of zoom meetings- Can cross campus zoom together with another class to support appropriate zoom protocols ***Students coded in Skyward as EL1**	● Resource- Students enrolled in regular ELA Edgenuity course with classroom teacher (ELD specific students ilit/google classroom) ● Teacher will hold scheduled Zoom meetings weekly- to support Social and Emotional Learning and Speaking Standards - documentation log of zoom meetings ***Coded in Skyward as EL1 if receiving weekly zoom Coded as IELDPS if not**

BILINGUAL REQUIREMENTS
● Service time
    o   K-1- 30 min weekly
    o   2-12 45 min weekly
● Resource
    o   Maravillas
● Google Classroom-May need to prepare paper packets for those with no internet
● Teachers will hold scheduled Zoom meetings weekly- to support Social and Emotional Learning and Speaking Standards -(in Spanish) documentation log of zoom meetings- Can cross campus zoom together with another class to support appropriate zoom protocols
	BILINGUAL REQUIREMENTS
	● Service
	    o 45 min daily
	● Teacher will hold scheduled Zoom meetings weekly- to support Social and Emotional Learning and Speaking Standards - documentation log of zoom meetings
	● Google Classroom-May need to prepare paper packets for those with no internet
	    o 9-12 Galeria

Screening(Tentative Guidance)
● K-1-
 	
    o   **WIDA Remote Screener** launches July 16th via zoom
 	
● 2-5
 	
    o   **WIDA Remote Screener** launches Early August more information to come
 	
*I have asked if we will be allowed to schedule face-to-face screenings if we adhere to social distancing protocols- waiting for response
 	
*it is unclear if these screeners will count as screening or if students will need an official screener when they return.
	Screening(Tentative Guidance)
	● **GRADES 6th-12th**
	
	    o **WIDA Remote Screener** launches Early August more information to come
	
	*I have asked if we will be allowed to schedule face-to-face screenings if we adhere to social distancing protocols- waiting for response
	
	*it is unclear if these screeners will count as screening or if students will need an official screener when they return.

HOLA ONLY	
ELEMENTARY	**SECONDARY**

ELD REQUIREMENTS
GRADES: K, 1ST, 2ND, 3RD, 4TH and 5TH
● Service time
   o K-1- 30 min weekly
   o 2-12 45 min weekly
● Resource- **Imagine Learning**
● Teacher will hold scheduled Zoom meetings weekly- to support Social and Emotional Learning and Speaking Standards - documentation log of zoom meetings
 	
*Students coded in Skyward as EL1
	ELD REQUIREMENTS
	GRADES: 6TH, 7TH, 8TH, 9TH, 10TH 11TH AND 12TH
	● Service
	   o 45 weekly
	● Resource- Students enrolled in regular ELA Edgenuity course with classroom teacher (ELD specific students ilit/google classroom)
	● Teacher will hold scheduled Zoom meetings weekly- to support Social and Emotional Learning and Speaking Standards - documentation log of zoom meetings
	
	*Coded in Skyward as EL1 if receiving weekly zoom Coded as IELDPS if not

BILINGUAL REQUIREMENTS ● Services not available through HOLA	**BILINGUAL REQUIREMENTS** ● Services not available through HOLA

Screening(Tentative Guidance)
● K-1-
   o **WIDA Remote Screener** launches July 16th via zoom
● 2-5
   o **WIDA Remote Screener** launches Early August more information to come
*Screening will vary depending on if the district is in Full Entry or Hybrid model
● Full Entry- Teachers will make appointments for students to test face-to-face following social distancing guidelines
● Hybrid model- will utilize **WIDA Remote Screener**
	Screening(Tentative Guidance)
	● **GRADES 6th-12th**
	   o **WIDA Remote Screener** launches Early August more information to come
	
	*Screening will vary depending on if the district is in Full Entry or Hybrid model
	● Full Entry- Teachers will make appointments for students to test face-to-face following social distancing guidelines
	● Hybrid model- will utilize **WIDA Remote Screener**

PED Guidance for English Learners

Updated 7/20/2020

July and August Back to School Trainings

July 13th	- SOH & WR Abriendo Puertas parent training begins ---through 24th - Intro to Pathblazer,Mypath,and Courseware (8:00-9:00) CO - SPED Secondary in Mypath (9-10) - SPED Coordinators - SPED Elementary in Pathblazer (10-11) - SPED Coordinators - Secondary counselor enrollment training in edgenuity (1:00-2:00)
July 14th	- Edgenuity Courseware manipulation training (9-12) secondary curriculum folks by invite. - Pathblazer manipulation training (1-3:30) elementary curriculum folks by invite.
July 15th	
July 16th	
July 17th	
July 20th	
July 21st	
July 22nd	
July 23rd	
July 24th	
July 27th	- Training for fully online teachers in edgenuity (9-11) all secondary fully online teachers. - Training for fully online teachers in pathblazer (1-3) all elementary fully online teachers.
July 28th	- Follow up help for fully online (8-11:00) all online teachers needing individual help after the initial training. - Lab Manager Training on chrome book check out software - Skyward Training for new Ancillary Staff
July 29th	Southern Heights Positive Action Training-Zoom- all Staff (3hours) (8:00am-11:00am)

	● Lab Managers working in buildings
July 30th	● Southern Heights Positive Action Training-Zoom- all Staff (3hours) (8:00am-11:00am)
July 31st	● SeeSaw training for Special Ed D-Level, Medically Fragile, and Autism teachers
Aug. 3rd	●
Aug. 4th	●
Aug 5th	PathBlazer - Elementary Special Education Teacher - AM
Aug 5th	PathBlazer - Elementary teachers PM - Wendy Haggertson
Aug 5th	Into Math training K and 1st grade teachers
Aug. 5th	● Edgenuity training for all staff (ironing out times and duration) ● Middle & High School Teacher Training Plan
Aug 6th	Into Math training 2nd and 3rd teachers
Aug. 6th	● Edgenuity training for all staff (ironing out times and duration) ● Middle & High School Teacher Training Plan
Aug 7th	Into Math training 4th and 5th teachers
Aug. 7th	● Training for Sign Language Interpreters ● Middle & High School Teacher Training Plan

Wednesday PD

Aug 10th	Teachers' Corner Live EVenits Into Math Opportunities Aug 10 - Aug 31st https://drive.google.com/file/d/1n56lg_-Sht2Vh2OSTb1R98c4lCimKA3M/view?usp=sharing
Aug. 12th	● Middle & High School Teacher Training Plan

Aug. 13th	● [Middle & High School Teacher Training Plan](#)
Aug. 14th	● [Middle & High School Teacher Training Plan](#)
Aug. 19th	Into Math Waggle Math Intervention Training - 2nd AM, 3rd PM
Aug 26th	Into Math Waggle Math Intervention Training - 4th AM, 5th PM
Aug. 26th	Istation 3-5 and new K-2 log in, home connect and using program daily 1.5 hours pm (Tentative date will confirm) 1-2:30pm
Sept. 2nd	
Sept. 9th	
Sept. 16th	Parent conferences
Sept. 23rd	Istation 2 sessions- K-2 and 3-5 1.5 hours pm (separate groups) Data, parent report and using the program (Tentative date will confirm)12-1:30(K-2nd) 2-3:30(3rd-5th)
Sept. 30th	
Oct. 7th	
Oct. 14th	
Oct. 21st	Istation 2 sessions- K-2 and 3-5 1.5 hours pm (separate groups) setting goals and monitoring progress (Tentative date will confirm) 12-1:30(K-2nd) 2-3:30(3rd-5th)
Oct. 28th	