

POLICY AND PROCEDURES:

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

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JPTA COVID-19 SAFETY GUIDEBOOK

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COVID-19 REENTRY: SCHOOL POLICIES/PROCEDURES GUIDEBOOK

RE: OVERVIEW

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at J Paul Taylor Academy (JTPA), in addition to the policies and procedures contained in the School's Student/Family and/or Employee Handbooks, and other School policies/procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the School's Student/Family Handbook, Employee Handbook, or other School policy/procedure, the **policy in this Guidebook shall control**.

Violation of these policies/procedures may subject students/staff to disciplinary action. Parents/guardians, visitors and other persons who refuse to adhere to School policies and procedures shall be required to immediately leave School premises.

The School will abide by all current federal and state public health orders applicable to schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. **To the extent anything herein conflicts with a public health or executive order, the public health/executive order shall control.**

RE: STAFF AND STUDENT ONLY BUILDING ACCESS

To maximize the safety of students and staff, assist with potential contact tracing and to minimize sanitizing practices, **only staff, students and authorized Las Cruces Public School personnel may enter the building** and must practice current social distancing practices. Any other individual may only enter the building with explicit permission from the School's administration and will be subject to all building entry protocols/practices.

RE: HEALTH SCREENING, MASKING AND SELF-ISOLATION/QUARANTINE PROCEDURES

Screening. In addition to the School's regular security and other visitor screening procedures, the School shall screen any person wishing to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School, and shall deny on-campus access to anyone, including any School employee, volunteer, student, parent, visitor, contractor, or any other person, as appropriate, based on

the person's answers to the screening questions required by the School for entry to School property/events. These questions are available at:

https://www.ahcancal.org/facility_operations/disaster_planning/Documents/COVID19-Screening-Checklist-SNF-Visitors.pdf; or

<https://www.ama-assn.org/practice-management/sustainability/use-COVID-19-screening-script-when-reopening-your-practice>

It is key that individuals and parents of students self-monitor. If you or your child are exhibiting any COVID-19 symptoms or have been in contact with any COVID-19 positive individuals, please quarantine. This practice is key to minimizing the spread. If your child is in quarantine, please notify the school, indicating the last date of exposure and the absences will be excused and your child will enter a full-remote learning environment until the end of quarantine (10 days unless deemed otherwise by NMDOH).

Further, the School shall conduct temperature checks for all persons seeking to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School and shall deny entry to anyone with a temperature of 100.4 degrees Fahrenheit or higher.

The School shall maintain a daily log of all persons entering the School who are not students at the School, or School employees. The name, telephone number, and date of entry shall be logged for each School visitor, contractor, volunteer, parent, or any person other than a currently-enrolled student at the School, or a School employee. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by April Larcher and Alejandra Del Plain, the front office staff at the School.

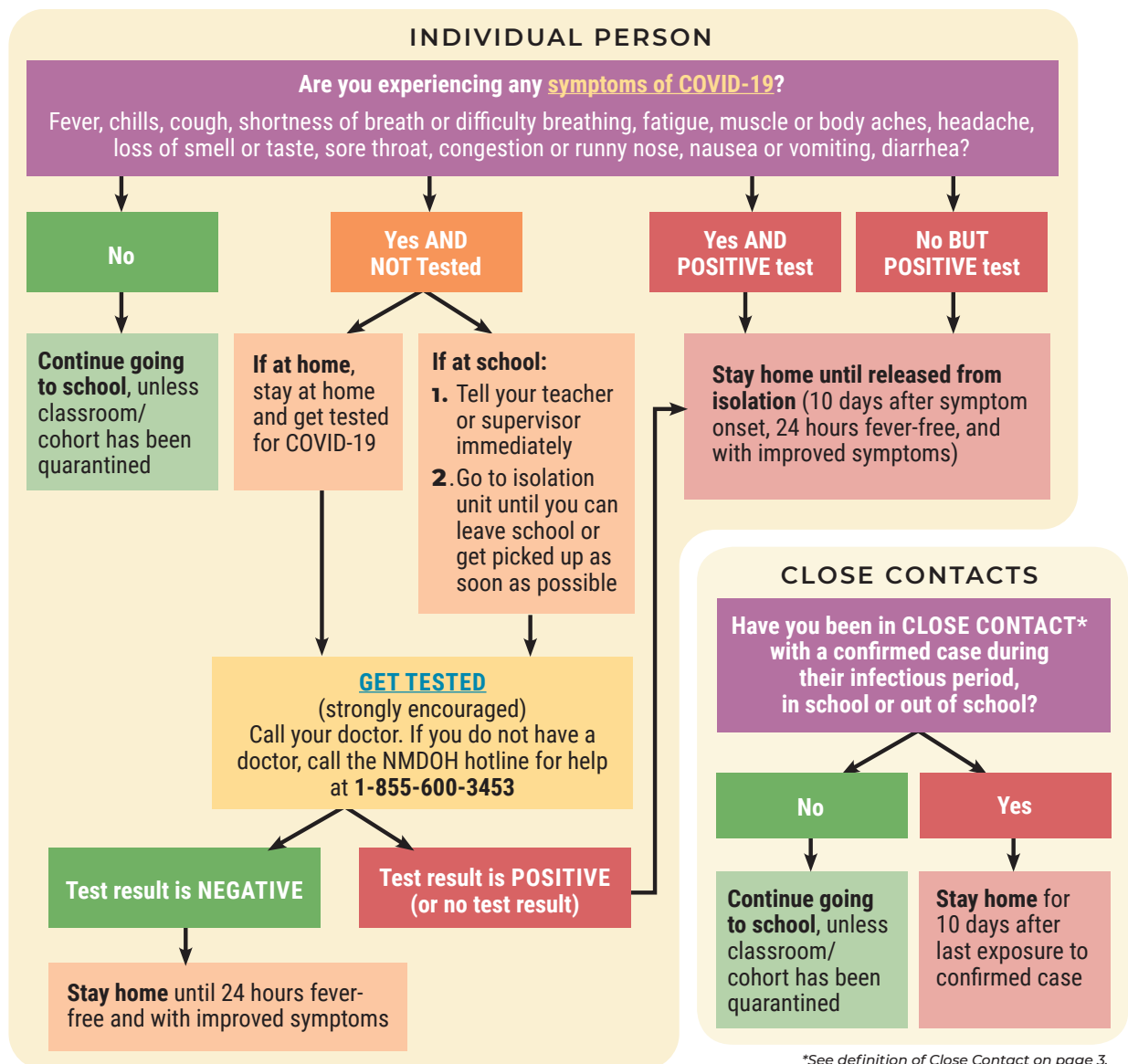
Masking. Any person entering the School premises or who is participating in or attending a School-related activity must wear a mask or similar protective face covering, covering the nose and mouth, at all times, except while eating or drinking. This does not apply to any person who provides written proof from a health care provider that the person has been advised by a health care provider not to wear a face covering.

Each School employee will be provided two cloth masks for personal protection. In the event of prolonged and close exposure, a surgical or N95 mask will be provided. Students who cannot bring their own face coverings for use at School should notify the School (teacher or front office) who will arrange for face coverings to be provided.

Self-Isolation/Quarantine Procedures.

For purposes of this document: Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. The terms are sometimes used interchangeably as COVID-19 infection is not always easily determined.

Any person who is denied access to School premises or in-person events because he or she has a close contact, positive COVID-19 test or the results of the school screening or temperature check requirements herein or as required by the State of New Mexico, shall be required to follow the guidelines according to the state's "School Quarantine/Isolation Decision Tree."



Other Considerations during quarantine/isolation:

- (a) Attend School from home, or work from home to the extent that work can be performed remotely with the permission of the Executive Director. Any School employee engaged in a period of self-isolation or quarantine required under this Policy/Procedure who is not able or permitted to work from home shall use annual and sick leave or, if eligible, leave under the Emergency Paid Sick Leave Act. See *related policy*
- (b) In the event the temperature check is the ONLY criterion that triggers a quarantine, the individual may return under the following circumstances:
 - a. An appropriate medical provider identified the likely cause of the fever; and
 - b. The appropriate medical provider writes a note or letter stating the cause was identified and he or she believes the individual is free of any contagious illness, including COVID-19; and
 - c. The individual is now without a fever.

If a School student or employee has contact with any person, including a household member, while that person is required to engage in a period of quarantine under any applicable executive order, the student or employee shall engage in a ten (10)-day period of quarantine from the date of last contact with that person before returning to the School and/or participating in School-related in-person events.

Students/parents and staff must notify the Executive Director if he/she knows that he/she has been exposed to others who have tested positive for COVID-19. The School will keep this information in confidence to the extent that this does not conflict with orders and directives of the DOH and/or PED.

The School shall adhere to DOH and/or PED guidelines and shall work with state and local health officials with respect to contact tracing.

Paperwork/records relating to employee/student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by School Administration in confidential, segregated, locked files as medical records.

RE: IF SOMEONE FEELS SICK AT SCHOOL

If you feel unwell before school or work, you must stay home and follow attendance notification requirements. Students/staff who become unwell while at School must do the following:

- Students must notify a staff member that they feel unwell who will in turn notify Administration. Staff must notify Administration.

- Persons who feel unwell and exhibiting symptoms of COVID-19 on campus shall immediately be taken to a designated outdoor area or isolation room (only when outdoor space is not reasonable or appropriate) to separate them from others. The Executive Director shall determine the isolation room should an indoor space be necessary. The art room is currently the default isolation space. School healthcare staff shall conduct COVID-19 screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus.

See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf>

- Parents/guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, the School shall call for ambulance transportation to a healthcare facility. Ill employees will be encouraged to not drive themselves home and the School will assist in contacting employees' emergency contact for transportation needs.
- Students/staff feeling unwell must contact the DOH Coronavirus hotline for next steps (1-855-600-8453), and will be required by the School to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform the School of the results of any testing. The School shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- The School shall inform the DOH, staff, and School families immediately of a possible case of COVID-19, while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws. Students/employees shall not be identified to the School community by name, and shall avoid, to the extent reasonably feasible, making other references that would permit the community to deduce the person's identity. While the School cannot prevent speculation, it will take reasonable steps not to contribute to it.
- The School, in coordination with the DOH, will determine if the remaining students/staff in the cohort associated with the ill individual or other student cohorts and staff must be sent home and whether a recommendation to quarantine is necessary.
- Parts of the School facility used by a possible COVID-19 positive sick person shall be closed and remain unused for 24 hours and shall not be used thereafter until thorough cleaning and disinfection has occurred.
- DOH/health officials will work with the School to identify individuals exposed to the infected person and test them for COVID-19.
- The School shall immediately contact DOH to activate contact tracing. Students/staff who are notified by DOH via contact tracing must follow all directives of DOH.
- Students/staff with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until they demonstrate to the School that they

have met DOH criteria to discontinue home isolation according to the Public Education Department's "School Quarantine/Isolation Decision Tree".

RE: TRAVEL (UNOFFICIAL – UNDER REVIEW)

~~**PAST VERSION SHOWING EDITS: School employees shall not travel out of state for School-related business until further notice.**~~ All students, families, and School employees are strongly encouraged to minimize unnecessary travel while school is in session and attending in-person instruction. ~~ing out of state on personal business. Any School employee who engages in personal out of state travel shall report the nature, extent, and details of the travel to the Executive Director before traveling or, if advance notice of the out of state travel is not possible because of unforeseen, emergency circumstances, as soon as possible after the travel begins. For as long as executive/DOH order 2021-006 or similar order remains in place, Any student or unvaccinated employee who engages in and returns from out of state or international any travel where the student or employee has been in close contact with other Individuals who have not or potentially have not regularly practiced COVID safe practices is encouraged to engage in a ten (10)-day period of quarantine prior to upon return to New Mexico before returning to the campus or attending in-person School events, whether or not they are exhibiting any health symptoms.~~

Clean Version: All students, families, and School employees are strongly encouraged to minimize unnecessary travel while school is in session and attending in-person instruction. Any student or unvaccinated employee who engages in any travel where the student or employee has been in close contact with other Individuals who have not or potentially have not regularly practiced COVID safe practices is encouraged to engage in a ten (10)-day period of quarantine prior to returning to the campus or attending in-person School events, whether or not they are exhibiting any health symptoms.

RE: SCHOOL FACILITY CLEANING

All School facilities and buildings operated by the School must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency.

See, e.g., <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

Staff shall be required to keep and provide daily checklists or similar verification that facilities have been cleaned in accordance with these DOH guidelines. Further, staff shall comply with any/all cleaning/maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA) as it applies to their position or duties.

RE: SOCIAL DISTANCING ENFORCEMENT

All large group gatherings are not allowed at this time on School premises or during School-related events. Outside of class, students/staff/visitors shall not congregate in groups larger than 5, or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the School's area.

Students/staff/visitors must maintain proper social distancing practices to the greatest extent possible.

Where possible/practical, meetings/conferences shall be held virtually or in small groups with maximum social distancing.

Staff shall closely monitor and enforce social distancing requirements.

The following social distancing practices may vary based on the current health and executive orders: <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>

Drop-Off/Pick-Up.

Drop-off and Pickup times will be staggered to reduce inadvertent congregation of people.

Arriving at School. The school requests that all individuals in the vehicle wear a mask upon arriving at School and, when reasonable, open car windows to increase ventilation. Upon arrival to School, a staff member will take each student's temperature prior to him or her exiting the vehicle. In the event a student has a temperature above 100.4, he or she must stay in the vehicle and may not enter school grounds. When the student(s) exit(s) the vehicle, he or she must report directly to the classroom by entering the OUTSIDE entrance to the classroom. Hallways are NOT to be used during arrival and departure from School. Students will be supervised in their classrooms upon arrival and until the beginning of the academic day.

Departing School. Each car will have a sign that designates their student's grade and name and it will be placed on the dashboard in the passenger side of the vehicle so that it's visible through the windshield.

At the end of the academic day, student cohorts will depart their classrooms using the outside classroom door and shall not use the hallways. Students will line up outside in lines ~~that are marked~~, keeping each line more than 6 feet from the other lines and separating students by more than 6 feet from any other student. Students will be called from their holding place to go to their vehicle once their ride has arrived and is in a safe location to load.

Walk-up Departure. Parents/guardians who wish to walk up to pick up their child may do so. A student who knows that he or she will be walking with a parent/guardian may ask staff if he or she can wait near the gate where the student will rendezvous with a parent/guardian. Social distancing lines will be practiced near that exit in a similar fashion to the above protocol.

Students Walking To and From School. Students who are walking to and from School must have parent permission filed with the front office prior to the student being able to leave the School premises unsupervised. As with all students these students are expected to practice social distancing and following all health and executive orders.

See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>

Hallway Usage. Students/staff/visitors must maintain proper social distancing while in the hallways and stay to the right to maintain flow while walking down the hallways. Only one classroom at a time may be in the elementary hallways and will designate their presence in hall by placing a sign outside their classroom door so that other classrooms know that they need to wait until access is available.

Restroom Breaks. Classes will take restroom breaks one at a time using the Hallway Usage protocol and a schedule will be made to help organize the times. Maximum bathroom occupancy will be posted on each bathroom door and observed at all times. All partitioned bathroom stalls shall be accessible, and every other sink and urinal will be designated inaccessible in order to maintain social distancing. Students waiting outside the bathroom shall wait along the hallway wall on the designated spots which are placed 6 feet apart. Students will be encouraged to not touch the walls. Each student must wash his or her hands during each bathroom break prior to returning to the classroom (or other School activity)

Class Cohorts and Classrooms. A class cohort is designed to keep the same group of students and teacher(s) isolated from the other groups in order to minimize cross contamination in the event a cohort member becomes infectious. This maximizes the ability

to contain and conduct contact tracing. Commonly touched surfaces such as doorknobs will be cleaned regularly and should only be touched by the teacher as much as is reasonable.

Within classrooms, desks shall be spread out as much as possible and will be organized in a way where social distancing can be practiced to the greatest extent possible. Hand washing stations are available in each room to allow ample opportunities for students to maintain high levels of hand hygiene.

Shared Spaces, Devices and Classroom Manipulatives. All spaces will have maximum person signage posted to help support safe numbers within each space. Staff and students are expected to observe these signs and not exceed the capacity of any space.

Devices will be shared minimally. Staff are encouraged to “print” to copy machines and minimize copying documents to help minimize potential cross contamination from any devices. Hand sanitizer will be available near commonly used devices and staff/students are expected to wash hands in the event hand sanitizer is not available. Shared computers will be used minimally to minimize device contamination and minimize screen time while in the school building. Any device that is utilized must be sanitized by the user immediately after usage.

Classroom Manipulatives will be used with caution and each teacher who uses manipulatives within his or her classroom will be responsible for sterilizing the manipulatives as quickly as reasonable after usage.

Middle School Class Rotation. The middle school hallway is a confined space. Therefore grades will stay in cohorts within the same classroom for the entire day and teachers will rotate between the grade-level rooms for instruction. Students must enter through the outside door to the classroom upon arrival and there will be signs to designate room assignments. Teachers must wash hands prior to switching spaces and may use the hallway in order to switch rooms and maintain supervision.

RE: TRANSPORTATION

Parents are strongly encouraged NOT to carpool, and to transport only their student(s) to and from School. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

RE: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS

Students and employees with underlying medical conditions as defined by the CDC, https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html, and/or employees over the age of 50, and/or those who live with someone who is in a high-risk category, should contact the School's Executive Director prior to returning to campus, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction. The School will maintain such discussions and documentation in confidence and in segregated, locked files as medical-related records and information. Student accommodations and modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures. Personnel accommodations shall be addressed in compliance with ADA and OSHA requirements. See *also Emergency Paid Sick Leave and Extended Family Medical Leave Policy*. The School aims to be as flexible as possible in making alternative arrangements.

RE: FIELD TRIPS

Until further notice, School field trips necessitating vehicular transportation to indoor or outdoor locations will be discontinued. Walking field trips to outdoor locations where social distancing can be maintained may occur, subject to prior scheduling and approval by School administration and parents/guardians.

RE: MEALS/FOOD ON CAMPUS

During remote learning. Meals will continue to be provided to eligible students through the School. Meal pickup will take place in the pickup/drop-off line where School personnel will bring the food to the vehicles. Individual(s) in the vehicle must stay within the vehicle. Please contact the front office for further information. Masks must be worn and social distancing must be maintained during meal distribution.

Until further notice, no eating in the classrooms; snacks will be provided outside unless weather is not permitting, and administrative approval has been granted.

During mealtimes on campus. Students and staff are required to maintain social distancing requirements and to wear masks before and after eating. Students must wash their hands before and after eating.

Until further notice, all meals will be delivered to the classroom cohort in their respective assigned location outside. On rare occasions when weather conditions are extreme and permission has been granted by Administration, students may eat indoors in classrooms while maintaining COVID safe practices to the greatest extent possible.

Cleaning/ disinfection. of tables, high-touch surfaces and School meal sites will be conducted throughout the day. Students must manage their own trash and wash their hands after meals.

Half-days: For students on campus, breakfast will be provided at departure time. Wednesday lunches will be provided to students who are on campus on Tuesday afternoon and other families may pickup on Wednesday.

RE: EXTRACURRICULAR ACTIVITIES (Not currently in effect, but could become the equivalent action for after-school “sports club” or another similar activity.)

The School shall follow the current NMAA guidelines regarding extracurricular activities, including sports:

<https://www.nmact.org/2020/07/nmaa-guidance-for-return-to-play-phase-1-updated-to-include-use-of-weight-rooms/> While JPTA does not offer “sports”, some students participate with the local district. In such cases, the parent/student should consider examining the LCPS protocols that are relevant and in place for school sports within the LCPS district.

RE: RECESS AND PHYSICAL EDUCATION

Time for recess **shall not** be reduced, eliminated, withheld or be used as a student disciplinary measure. Students engaged in exercise during recess or Physical Education must utilize face coverings, unless the restriction is lifted by health and executive order. Current social distancing requirements must be observed during these times. Playground equipment shall be regularly cleaned and disinfected. A schedule will be available for students and teachers for usage of School facilities for recess. Currently, and unless ordered otherwise, classes may take a “mask break” outside where students must be at least 10 feet apart prior to taking off masks and may not move within 10 feet of any other student. This time is intended as mask break time and not as play time as the likelihood of close contact during play is too high while masks are removed.

See the below policy for ***In-building Reentry Protocol*** for more details regarding recess.

RE: ACADEMICS AND ATTENDANCE FOR SUCCESS

Students are expected to attend in-person or remote instructional programs, as provided by the School, each day. Attendance will be officially recorded and reported to the PED for days in which students are physically present at School. For days in which students participate in a remote learning program, the School is required to track student participation. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Hybrid Model. For hybrid learning models in which students attend in-person classes on some days of the week and participate in remote learning on other days of the week, accurate attendance data for in-person classes shall be documented. Students will not be marked as present or absent for classes they were not expected to attend in-person. For example, if a student has in-person classes on Monday and Tuesday and remote learning Wednesday through Friday, the School's attendance for this student will only be marked and reported for Monday and Tuesday. However, teachers will still track participation and engagement data for remote learning days, as determined by whether or not students participate in online instructional activities like Zoom or Google classroom. This data shall be kept at the School site.

If campus is closed. For the purposes of determining the attendance intervention tiers of support in the Attendance for Success Act, or identifying chronically or excessively absent students, participation in offsite instructional activities during any period of campus closure will **not** be considered. However, students are expected to participate in remote learning during any campus closure period(s) as scheduled. Data regarding the submission of schoolwork and participation in online activities will be counted as participation or engagement data and used to support student learning and engagement with instructional content. Teachers will track whether or not students are logging on to online instructional activities. The School will monitor those students who are not participating or engaging with online instructional activities and provide supports as appropriate.

Medical and other excused absences. Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate School personnel and if relevant documentation is provided as per the existing School attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students

missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

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

Optional Online-Only program. For optional online instructional programs that the School may employ to better meet the needs of some families, and in which families may choose whether or not to participate, attendance will be regularly taken and reported for program participants, and students will be supported with appropriate interventions in accordance with the Attendance for Success Act.

Remote Learning

J Paul Taylor Academy staff will continuously endeavor to ensure that students who remain in complete virtual instruction receive equitable instructional opportunities with students who enter in-person instruction regarding instructional materials, access to appropriate direct instruction, opportunity to ask questions and receive feedback regarding their oral answers and submitted work.

Recognizing that situations and understandings can change rapidly, the school offers the opportunity for students to move from full virtual to in-person instruction and vice versa. Staff requests that families changing from full virtual to in-person instruction provide the school with 24 hours advance notice to ensure that a socially distanced, sanitized learning area can be prepared for the student and the teacher has the necessary resources to welcome the student into the classroom.

SCHOOL EMPLOYEE BUILDING ENTRY GUIDELINES AND AGREEMENT

(In-Building Practices during full remote learning)

School Employee Name: _____

Each employee must sign this document stating that he or she has read and understands all aspects of the “Building Entrance Screening Questionnaire” and “Building Entry Guidelines for School Employees” (this document) prior to the first entrance into the building.

Entering JPTA:

1. All employees must enter through the main entrance.
2. Each employee must enter the building with his or her mask donned.
3. On days where it is known that there are multiple people entering the building, your temperature may be taken as a condition of entrance as it relates to the “Building Entrance Screening Questionnaire”.
4. **Each time an employee enters the building** he or she must review the “Building Entrance Screening Questionnaire” document.
5. Individuals who answer **YES** to any question on the Screening Questionnaire OR refuse to participate in the screening process **must** be denied access to the facility.

While on JPTA Premises:

1. Only School staff may enter the building. Non-staff entrance may be granted by the Executive Director or the Assistant Principal.
2. All employees must practice CDC guidelines for social distancing while on School property, both in and out of the building.
3. Any employees inside the JPTA School building **must wear a mask at all times** with the below **exception**. If wearing a mask creates a real risk to you, notify administration for further guidance.
4. Avoid touching surfaces in order to maximize your own safety and to minimize the spread of germs.
5. While on the premises, if any individual notices or develops any COVID-19 symptoms, immediately contact School administration.

Exception: *This exception is ONLY PERMITTED when no students are expected in the classroom for the next 24 hours.* If an employee is in his or her own domain by him or herself (or with immediate family members) with the door to the hallway closed, he or she may remove his or her mask. If anyone wishes to visit you after you had your mask off, you must don your mask and meet with the individual(s) outside of your domain following all social distancing practices.

Self-reporting: Please help keep each other safe! While on contract with JPTA, if you answer **YES** to any part of the “Building Entrance Screening Questionnaire”, believe you have been infected by COVID-19 or in direct contact with someone infected by COVID-19, you must report the occurrence to the Executive Director. **Failure to self-report may result in your being placed on administrative leave without pay and may result in the imposition of disciplinary action.**

By signing here, you acknowledge that you have read and understand the “Building Entrance Screening Questionnaire”, the “Building Entry Guidelines for School Employees” (this document) and that you are agreeing to these terms as a condition of employment.

Employee Signature

Date

BUILDING ENTRANCE SCREENING QUESTIONNAIRE

IMPORTANT: THE SCREENER SHOULD IMMEDIATELY STOP THE SCREENING AND DENY ACCESS TO ANY INDIVIDUAL WHO ANSWERS YES TO ANY SCREENING QUESTION.

For infection control purposes, I need to ask you a few questions:	
<p>Have you developed ANY of the following symptoms of COVID-19 infection in the last ten (10) days:</p> <ul style="list-style-type: none"> • Fever (either subjective, or measured) or chills? • Cough? • Shortness of breath or difficulty breathing? • Fatigue? • Muscle or body aches? • Unusual headache? • New loss of taste or smell? • Sore Throat? • Congestion or runny nose? • Nausea or vomiting? • Diarrhea? 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, discontinue questions, deny access, and recommend that the individual contact their physician to discuss possible COVID-19 symptoms.</p>
<p>Have you had a positive test for COVID-19 infection within the past ten (10) days?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, discontinue questions, deny access, and recommend that the individual contact their physician to discuss possible COVID-19 symptoms.</p>
<p>Within the last ten (14) days, have you been within six (6) feet for longer than 3 minutes with someone who has suspected or confirmed COVID-19 infection, WITHOUT taking proper precautions like wearing a mask and frequently washing your hands during this contact period?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>



An individual who answers **YES** to **ANY** question on the Screening Questionnaire **OR** refuses to participate in the screening process **must** be denied access to the JPTA School building.

Name of Individual Seeking Access _____ (please print)

Access Determination Approved Denied

Name of Staff Completing Form _____ Date: _____ Time: _____
(Please print)

FORM-RETURN TO WORK VERIFICATION-STAFF POSITIVE

Return to School Verification for Staff with Confirmed COVID-19

This letter serves as documentation that, _____, has completed their isolation period after testing positive for COVID-19 and may return to work according to the New Mexico Department of Health (NMDOH) discontinuation of isolation criteria outlined below and found at <https://cv.nmhealth.org/public-health-screening-and-testing/return-to-work/>.

For staff with confirmed COVID-19 who had symptoms and were not hospitalized and/or not considered immunosuppressed*

My symptoms began on _____ (date). This is considered day zero and does not count towards the 10-day isolation period.

I completed isolation at home and **have met all three** of the following requirements:

- At least 10 consecutive days have passed since my symptoms first appeared (not counting the first day of symptoms);
AND
 At least 1 day (24 hours) has passed with no fever (without the use of fever-reducing medications);
AND
 I have improvement in symptoms

*Anyone that was hospitalized due to COVID-19 or considered to be immunosuppressed should be released by their primary care provider before returning to school or work.

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

The date of my COVID-19 test was _____ (date). This day is considered day zero and does not count toward the 10-day isolation period.

I completed isolation at home starting on _____ (date) and I have met the following requirement:

- At least 10 consecutive days have passed since the date of my COVID-19 test (day of specimen collection; not the day that the test results were returned). Day of test is considered day zero and does not count towards the 10-day isolation.

Print Name: _____ **Signature:** _____ **Date:** _____

School Nurse/Administrator Signature: _____ **Date:** _____

You must continue to follow all COVID-19 safety protocols including wearing a mask, washing hands frequently, and practicing social distancing. Additional information may be found at <https://cv.nmhealth.org/wp-content/uploads/2020/10/EPI-COVID19-Containment-Policies.10.16.20.pdf>.

We are thankful that you may return to work. Welcome back!



Due to the strict requirements for discontinuation of isolation or quarantine, no alterations may be made other than to insert a school or district logo.

FORM-RETURN TO WORK VERIFICATION-STAFF EXPOSED

Return to School Verification for Staff Exposed to COVID-19

This letter serves as documentation that _____, has completed their quarantine period after being exposed to someone that tested positive for COVID-19. They may return to work according to the New Mexico Department of Health (NMDOH) discontinuation of quarantine criteria outlined below and found at <https://cv.nmhealth.org/public-health-screening-and-testing/return-to-work/>.

For staff who were exposed to COVID-19 (Close Contact) by a non-household member

The last date of my exposure to someone outside of the home that tested positive to COVID-19 was _____ (date). This date is considered day zero and does not count towards the 14-day quarantine.

I have met **the following four** requirements:

- It has been at least 14 consecutive days since I had close contact with someone outside of our household that tested positive for COVID-19 (the last day of contact is considered day zero);
AND
- No one else in our family has tested positive for COVID-19 since the date of exposure;
AND
- I have not developed symptoms since the date of exposure;
AND
- I was tested for COVID-19 on _____ (date) and received negative results on _____ (date) (encouraged, but not required)

For staff who live with a household member that tested positive for COVID-19

Date household member became symptomatic _____ (Considered day zero).

OR

Date asymptomatic household member was tested for COVID-19 _____ (Day of test/specimen collection and considered day zero).

I have met **the following five** requirements:

- It has been at least 24 consecutive days since someone in our household tested positive for COVID-19;
AND
- I completed at least 24 consecutive days of home quarantine since my household members symptom onset or the day they were tested for COVID-19;
AND
- No one else in our household has tested positive for COVID-19 during this 24-day period;
AND
- I have not developed symptoms during this 24-day period;
AND
- I was tested for COVID-19 on _____ (date) and received negative results on _____ (date) (encouraged, but not required)

Print Name: _____ Signature: _____ Date: _____

School Nurse/Administrator Signature: _____ Date: _____

You must continue to follow all COVID-19 safety protocols including wearing a mask, washing hands frequently, and practicing social distancing. Additional information may be found at <https://cv.nmhealth.org/wp-content/uploads/2020/10/EPI-COVID19-Containment-Policies.10.16.20.pdf>.



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FORM-RETURN TO SCHOOL VERIFICATION-STUDENT POSITIVE

Return to School Verification for Students with Confirmed COVID-19

This letter serves as documentation that your child, _____, has completed their isolation period after testing positive for COVID-19 and may return to school according to the New Mexico Department of Health (NMDOH) discontinuation of isolation criteria outlined below and found at <https://cv.nmhealth.org/public-health-screening-and-testing/return-to-work/>.

For students with confirmed COVID-19 **who had symptoms** and were not hospitalized and/or not considered immunosuppressed*

My child's symptoms began on _____ (date). This is considered day zero and does not count towards the 10-day isolation period.

My child completed isolation at home and **has met all three** of the following requirements:

- At least 10 consecutive days have passed since my child's symptoms first appeared (not counting the first day of symptoms);
- AND**
- At least 1 day (24 hours) has passed with no fever (without the use of fever-reducing medications);
- AND**
- My child has improvement in symptoms

*Anyone that was hospitalized due to COVID-19 or considered to be immunosuppressed should be released by their primary care provider before returning to school or work.

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

The date of my child's COVID-19 test was _____ (date). This day is considered day zero and does not count toward the 10-day isolation period.

My child completed isolation at home starting on _____ (date) and my child has met the following requirement:

- At least 10 consecutive days have passed since the date of my child's COVID-19 test (day of specimen collection; not the day that the test results were returned). Day of test is considered day zero and does not count towards the 10-day isolation.

Print Name: _____ **Signature:** _____ **Date:** _____

School Nurse/Administrator Signature: _____ **Date:** _____

Your child must continue to follow all COVID-19 safety protocols including wearing a mask, washing hands frequently, and practicing social distancing. Additional information may be found at <https://cv.nmhealth.org/wp-content/uploads/2020/10/EPI-COVID19-Containment-Policies.10.16.20.pdf>.

We are thankful that your child may return to school. Welcome back!



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FORM-RETURN TO SCHOOL VERIFICATION-STUDENT EXPOSED

Return to School Verification for Students Exposed to COVID-19

This letter serves as documentation that your child, _____, has completed their quarantine period after being exposed to someone that has tested positive for COVID-19. They may return to school according to the New Mexico Department of Health (NMDOH) discontinuation of quarantine criteria outlined below and found at <https://cv.nmhealth.org/public-health-screening-and-testing/return-to-work/>.

For students who were exposed to COVID-19 (Close Contact) by a non-household member

The last date of my child's exposure to someone outside of the home that tested positive to COVID-19 was _____ (date). This date is considered day zero and does not count towards the 14-day quarantine.

My child **has met** the following requirements:

- It has been at least 14 consecutive days since my child had close contact with someone outside of our household that tested positive for COVID-19 (the last day of contact is considered day zero);
AND
- No one else in our family has tested positive for COVID-19 since the date of exposure;
AND
- My child has not developed symptoms since the date of exposure;
AND Highly Recommended
- My child was tested for COVID-19 on _____ (date) and received their negative results on _____ (date) (not required for students but *highly recommended*)

For students who live with a household member that tested positive for COVID-19

Date household member became symptomatic _____ (Considered day zero).

OR

Date asymptomatic household member was tested for COVID-19 _____ (Day of test/specimen collection and considered day zero).

My child **has met** the following requirements:

- It has been at least 24 consecutive days since someone in our household tested positive for COVID-19;
AND
- My child completed at least 24 consecutive days of home quarantine since my household member's symptom onset or the day they were tested for COVID-19;
AND
- No one else in our household has tested positive for COVID-19 during this 24-day period;
AND
- My child did not develop symptoms during this 24-day period;
AND HIGHLY RECOMMENDED
- My child was tested for COVID-19 on _____ (date) and received their negative results on _____ (date) (not required for students but *highly recommended*)

Print Name: _____ Signature: _____ Date: _____

School Nurse/Administrator Signature: _____ Date: _____

Your child must continue to follow all COVID-19 safety protocols including wearing a mask, washing hands frequently, and practicing social distancing. Additional information may be found at <https://cv.nmhealth.org/wp-content/uploads/2020/10/EPI-COVID19-Containment-Policies.10.16.20.pdf>.



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