

DON CECILIO MARTINEZ/UNION ELEMENTARY
Full Re-Entry Plans and Procedures
For Staff and Students

Behavior

- It is the expectancy that **ALL** students will follow the expectations of the WLVS Student safety procedures. Failure to adhere to the Code of Conduct/Safety Procedure plan could result in a change to the student's instructional delivery model at the discretion of the administration.

Healthy Facility

We have worked hard to ensure that our building is and will continue to be clean and sanitized with the appropriate disinfectants and procedures. The following are examples of our plans.

- Regular and Special Cleaning Schedules
- Adequate and Appropriate Materials and Supplies
- Staff Development for Best Practices in Covid-19 Prevention
- Handheld Individual Foggers
- Outside Cleaning Service - Available as Needed
- Installation of Hand Sanitizing Stations
- Providing of Sanitization Supplies to Classrooms and Offices
- Plexiglas sheets will be located at high traffic areas such as the office.

Beginning of the School Day:

- Students will be greeted and directed into the building or escorted to the playground dependent on the weather. Students are required to walk directly to their respective classrooms. **NO Bathroom or Water STOPS!**
- Teachers, who are not on duty, **Must** be in their classrooms by 7:45 a.m. to receive students. **Note: We will not be able to accept students until 7:45 a.m. No exceptions.**
- All students and staff will be required to wear masks inside the building throughout the school day.
- Only district personnel will be allowed in the school site. **Parents will need to call and make appointment to enter the building. NO EXCEPTIONS**

Hallway Traffic

- Two-way traffic will occur in several instances throughout the day. Hallways will be clearly marked to indicate the expected traffic patterns. Teachers will walk students to the cafeteria to retrieve their lunch and out to the recess field at the appropriate times.

Classroom Environment:

- Hand Sanitizer will be available in all classrooms.
- Classrooms and common areas are set up 3-6ft of social distancing, or to the greatest extent possible
- Air purifiers will be checked out in the office by the teacher
- Disinfectant supplies will be provided to each teacher and these supplies will be stored properly in a secure location within the classroom for use by the teachers and custodians only.
- Masks available and utilized by all staff and students. NO EXCEPTIONS
- Water fountains in schools will not be used due to the CDC restrictions.
- Students will take required breaks that allow students to wash their hands and use hand sanitizer at the allotted time.
- Windows/doors will be opened daily and doors to the hallway will remain opened continuously.
- When allowable teachers can conduct instruction outside.

Recess

- Students will have recess daily. Classes will utilize recess equipment that is easy to clean and disinfect. Recess rules will be created by each grade level. **The schedule below must be followed to avoid overcrowding.** 2nd Grade will use the ADA ramp doors for exiting and entering the building. 3rd Grade will use either the back doors closest to their classrooms or the front main doors. 5th Grade will use their classroom doors.

Lujan 1:15	Marquez/Trujillo 2:00
Gallegos/Kelly 1:30	Grano/Arguello 2:15
Chavez/Sanchez 1:45	Pacheco 2:30

Maestas/Encinias 2:15
Griego/Montano 2:30

Restroom

- Restroom usage will be staggered to avoid too many students in the restroom at one time. Students will be permitted to use every other stall, urinal, and sink. Signage will be posted in each restroom reminding students to sanitize their hands. Restrooms will be cleaned and sanitized frequently. There are sanitizing stations located outside each restroom. Teachers will be required to spray down the bathrooms after each use. Please note: Students may go to the restroom individually if absolutely necessary.
- 2nd Grade students will use the bathrooms in the west wing only
 - Sanchez-8:20 and 9:45
 - Gallegos/Kelly- 8:35 and 10:00
 - Lujan- 8:50 and 10:15
 - Chavez- 9:10 and 10:30

- 3rd Grade students will use the bathrooms in the main hallways only.
Pacheco- 8:20 and 9:45
Grano- 8:35 and 10:00
Trujillo/Marquez -8:50 and 10:15
- 5th Grade
Encinias- 8:20 and 10:00
Maestas- 8:35 and 10:15
Griego/Montano 8:50 and 10:30

End of School Day:

- Dismissal will entail duty staff to monitor, and guide pick up students to their respective form of transportation all while maintaining the 3-6ft social distancing to the greatest extent possible.
- Bus pick-up will be carried out in the same manner.

Breakfast and Lunch:

- Students will eat breakfast in their respective classrooms.
- Lunch will be in the cafeteria using the recommended distancing or to the greatest extent possible. When allowable students will eat outside, and additional mitigation practices are recommended for any congregate breaks

Sick Students in School:

- If a child or staff member exhibit any of the following symptoms, staff members will immediately be escorted to the isolation room and sent home. Parents will be called to pick up their child. Some symptoms may include:
 - New Loss of taste or smell.
 - Congestion or runny nose.
 - Cough
 - Fatigue
 - Muscle or body aches
 - Sore throat
 - Headache
- If parents do not respond or refuse to come for their child, then the procedure on which government agency should be notified to have the child removed from the site and seek proper medical attention. For now, it is CYFD.

- Students will agree to wear a mask to cover nose and mouth all day, except when breaks are given to eat.
- Parent must have students on site not before 7:30 a.m. **No exceptions!**
- **Parent will drop off students at the rear of Don Cecilio Martinez and the Side of Union Elementary**
- It is recommended that students bring their own water bottle as the water fountains will not be in use.
- Staff will direct students to their classroom/playground where their classroom teacher will take charge of him/her.
- Should a student begin to feel ill they will be sent to the COVID-19 isolation room for screening. Should a student show signs of COVID-19 they must be picked up within one hour.
- Students will agree to sanitize hands with soap and water or hand sanitizer thoroughly and frequently throughout the day.
- Students will agree to maintain a physical distance of six feet from other people in communal spaces on and off school grounds during school related to the greatest extent possible.
- Students will agree to stay to the right in the hallways, maintaining a physical distance of 6 feet from others to the greatest extent possible.
- Students will agree to walk immediately to their next classes during passing times without stopping in the hallways.
- Parents will agree to monitor their child(ren) for symptoms of COVID-19 including taking their temperature and will contact their local health center if they have COVID-19 symptoms. If students are not feeling well parents will keep their child(ren) home and contact the office.
- If tested positive for COVID-19 parents will notify the school to ensure all contact tracing is done to help prevent the spread of infection to the greatest extent possible. Timeline for returning to in-person will be determined in collaboration with site administration and the District Nurse.
- Students must carry their Chromebooks with them at all times.
- Lunch and breakfast will be provided for the students and they will eat in the cafeteria, following all rules of behavior.
- Recess will be scheduled for all students on the playground and students will follow all safety rules.
- Parent will pick up the students promptly at 3:00 p.m. **No Exceptions.**

Note: This will be in effect beginning Tuesday, April 6, 2021 on a weekly basis. If parents or students do not follow these safety procedures, then the student/students will be returned to fully online instruction. Under the current COVID-19 Emergency all of these safety procedures must be strictly followed.

Don Cecilio Martinez & Union Elementary

Mask Refusal Intervention Plan

ALL CHILDREN/PERSONS ENTERING THE BUILDING ARE REQUIRED TO WEAR A MASK

Anyone seeking to enter the building without a face mask will be directed to the PPE station outside the building or to the Principal or designee at school entry ways. No one can enter the building without their mask on.

FIRST OFFENSE – FOR NOT WEARING A MASK	TEACHER OR STAFF MEMBER PROVIDES A POSITIVE REMINDER IN REFERENCE TO SCHOOL PROCEDURES & REMINDS OF EXPECTATIONS.
SECOND OFFENSE – FOR NOT WEARING A MASK, OR CONTINUES TO RESFUSE AFTER FIRST REMINDER	Verbal warning (2nd verbal) with additional information and demonstration of how to correctly wear a mask.
THIRD OFFENSE – FOR NOT WEARING A MASK, OR CONTINUES TO RESFUSE AFTER SECOND REMINDER	Written warning/write-up and parent phone call with notification that next offense will subject student to being sent home for virtual learning for the remainder of the year.
FOURTH OFFENSE	Student will be sent home for virtual learning for the remainder of the school year.

****If a student DELIBERATELY coughs or spits on another student and/or staff member, police will be called, and parents notified, and the student will be required to complete the school year via virtual instruction.**