

COVID 19  
Safeguard and Procedures  
Central Primary  
Bloomfield School District

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## **Staff Arrival**

***All staff must be screened on a daily basis, including temperature check and review of potential symptoms. All sites must work with state and local health officials to have a plan for contact tracing.***

NMPED Requirements for Reentry

### **Central Primary's Procedures for staff arrival as follows:**

1. With the exception of eating and drinking, staff will be required to wear a mask at all times when in the school building, unless they are alone inside their own classroom/office. **Staff are not required to wear masks when they are outside as long as they maintain a social distance of at least three feet. Staff should keep their masks with them while they are outside in case they need to be closer than three feet to a student or staff member and so that they are able to begin wearing their mask before they enter the school building.**
2. Upon arrival, all staff will be required to have their temperature checked via thermal scanner before entering the building. Staff will be required to log temperature reading for contact tracing purposes.
3. Staff with a temperature reading of 100.4 or higher will be sent home.
4. Staff must complete the RUVNA Health Screen prior to going to work.

### **Screening and surveillance protocols**

***Watch for COVID-19 symptoms: fever; cough; shortness of breath; sore throat; headache; muscle pain; chills; repeated shaking with chills; loss of taste or smell. Screen school staff and bus drivers daily with contact-free thermometers. Record and keep the results to allow for proper contact tracing. Isolate people with symptoms.***

NMPED Requirements

## **STAFF RADIOS:**

Staff should turn on their radio as one of their morning routines. Staff should have their radios with them all day. At the end of the day, turn off the radio and place it in the charger to charge overnight.

## **Parents/Visitors**

Access will be restricted for nonessential visitors and volunteers. Full building access will be limited. Parents and visitors will be asked to wait outside until a staff member can come out to screen them. No one with a temperature of 100.4 or higher will be allowed to enter the building. Face masks/coverings will be required.

## **Student Arrival**

### **Bus Stop Procedures**

All students riding Bloomfield School District Transportation will be required to wear a mask before boarding school transportation. Additionally, all students are required to wear masks while riding the bus.

### **Student Drop Off Procedures**

The student drop off area will be at the front of the school. Two staff members will be on duty each day. Student masks will be provided to any student that is in need of a mask. Additional student masks are available in the office and the nurse's office. Masks must be worn by all students.

Students will exit their vehicle with their mask on and walk around the east side of the building to enter the playground area. Students will go to their designated playground area.

In the event of an uncooperative parent/guardian, the parent will be directed to park and wait to speak to one of the administrators. Staff will use their radio to request parent support by an administrator.

### **Morning Crosswalk Procedures**

In the event of an uncooperative parent/guardian, the parent will be directed to park and wait to speak to one of the administrators. Staff will use their radio to request parent support by an administrator.

Students must wear a mask to enter the campus. Student masks will be provided to any student that is in need of a mask. Additional student masks are available in the office and the nurse's office. In the event of an uncooperative student, staff will use their radio to request support by an administrator.

### **Playground Expectations and Procedures**

Classrooms will be assigned to a designated playground area that they will utilize throughout the school day. Classrooms may only use the assigned playground area until COVID-19 restrictions are lifted.

**North Pod students will be playing on the North Playground ONLY**

**South Pod students will be playing on the South Playground and field ONLY**

- Social Distancing will be enforced.
- Students are not allowed to play tag.
- Sports equipment will not be allowed until COVID-19 restrictions are lifted.
- Students will not be sent to the red bench or remain in the classroom during recess. Shadow passes may be utilized if students need a consequence during recess.
- Social distancing rules are required when lining up at the end of recess.

### **Sick Students and Isolation Room**

Any student that becomes ill with any COVID 19 symptoms while at school will need immediate isolation. The staff member will call the nurse's office and request assistance. Health staff will notify administration and then go to the classroom to assist in escorting the student to the isolation room

(Bobcat Den) in the Historic Wing. In certain situations, it would be necessary and appropriate to use radios to call for assistance. In this situation, we will use CODE Bobcat to alert designated staff. DO NOT SHARE THE INFORMATION ABOUT THIS CODE WITH YOUR STUDENTS. This is confidential and private. We must follow all FERPA and HIPPA Laws when handling a possible COVID-19 case. Staff will follow the district procedures in handling the student. Parents will be contacted and the student will be sent home. Contact tracing will be performed and those who may have been exposed will be notified.

Students should practice social distancing.

Students may still use the equipment according to equipment guidelines.

Play that is not allowed for now:

Tag is not allowed.

### **Entering Building from Playground/Recess Procedures**

At the end of recess, students will line up on the designated social distance marked spaced (Bobcat Paws) lines where their teacher is already waiting to immediately take the students directly to their classrooms. Allow students to wash their hands or use hand sanitizer once in the classroom.

### **Breakfast in the Classroom Procedure**

Students will use hand sanitizer (handwashing, in the classroom sink if possible, at teacher discretion). Students will practice social distancing while waiting to wash their hands.

While wearing serving gloves, the teacher will distribute breakfast to students who are seated at their desks (students will not be allowed to take breakfast items from the breakfast tubs or from a table).

Students will remove their masks to eat breakfast.

Students will put on their masks after eating and practice social distancing while discarding breakfast trash.

# **Transitions**

## **Bathroom Procedures**

Classroom bathroom breaks are still allowed while practicing social distancing and wearing masks. Grade-level teams should schedule/coordinate classroom bathroom breaks to avoid having more than one classroom utilizing the bathrooms at a time to allow for social distancing.

Do not send more than one student at a time per gender bathroom when allowing individual restroom breaks.

## **Going to the Nurse Procedures**

Minor health concerns/injuries i.e., scratches, dry lips, a loose tooth, should be addressed in the classroom.

Use the classroom telephone to consult with the school nurse to determine if a visit to the nurse's office or a classroom visit by the school nurse is needed for major health concerns/injuries.

Students who have a possible head injury, or more concerning non COVID symptoms, the nurse should be called. School staff should use the classroom telephone to notify the nurse that the student is on his/her way to the office and the reason for the visit.

Use your best judgement and err on the side of caution.

Students requiring daily medications will be sent after the nurse is notified.

## **Water Breaks**

School will encourage students and families to send a water bottle to school every day. Students can refill their water bottles in the classroom at the classroom sink with supervision. Classrooms that do not have a sink, water bottles can be refilled at the water bottle stations.

## **Snack Time**

Students may bring an individual snack daily from home to eat during snack time. Classroom community share snacks are not allowed at this time. Do not store food in your classroom. Breakfast items must either be returned in breakfast tote or eaten that day by the students.

### **Sign in for Adults at Classrooms**

Any staff entering a classroom will sign in on the clipboard by the door.

## **Lunch Procedures**

Grade-level cohorts will be divided by pods. The North Pod will go to the cafeteria first. The South Pod will go to the playground first.

North Pod Teachers will have their students wash their hands in the classroom sinks (second grade teachers will use the bathroom/pod sinks). North Pod teachers will walk their students to the cafeteria. The assigned lunch duty staff will be waiting to receive the students.

South Pod teachers will walk students to the designated playground. The assigned lunch duty staff will be waiting to receive the students.

Students will be given 20 minutes to eat in the cafeteria and 20 minutes to play at recess. Lunch duty staff will be responsible for rotating students to provide both lunch and recess. Cafeteria staff will clean tables in between the rotation of pods.

**Do not leave students unattended. Make sure that lunch duty/recess duty staff have a visual of your students before leaving.**

All students will be picked up by teachers at the end of the lunch block from the playground.

### **While in the cafeteria:**

- Students are to follow designated entrances and exit flow paths.
- Tables will be marked to designate student seating. Students are to sit 3 feet apart.
- Students will remove masks to eat.
- Students will practice social distancing when dismissed to the playground.



## **Disinfectant and Sanitizer**

Your classroom has been provided with a spray bottle of disinfectant and a spray bottle of sanitizer.

## **End of Day**

### **Special Education Teachers:**

Each special education teacher, Leila Montoia, Irene Gabrillo, Jazzle Bangud, and Janina Amarila, will pick up her own special transportation student(s) from his/her general education classroom at 2:50. Students are to remain in the classroom, at their desks until the special education teacher arrives to pick up the student(s). She will bring the student(s) to the special transportation bus. After her student(s) are on the bus, the special education teachers report to the front of the building to assist with pickup students.

### **Crosswalk**

Walkers will be picked up by the crosswalk staff, Lori Brightman, Lourdes Morales, and Jackie Harris at 2:55. Students are to remain inside of their classrooms, at their desks until the crosswalk staff arrive to pick up the students.

### **Pickup Students**

Students will be picked up by Specials Teachers, Marleen Dugger, and Vida Brown at 2:55. Students are to remain inside the classroom, at their desks until the pick up duty staff arrive to pick up the students. Students will join the line following social distancing measures. Students will be taken outside to sit on grass or under the pavilion in the line with the teacher's name. Students are to sit 3 feet apart while waiting for their vehicle. Students should be wearing masks. Student name plates have been placed in your mailboxes. Please plan on using a Sharpie to write your student's first and last name with teacher code large enough for staff to read. Please have your pick up students carry this out with them on the first day to give to their parents. We purchased enough for every family to

have a sign even if they are not a daily pick up. We encourage all families to keep the name tag in their car for emergency pick up needs.

**Vida Brown and Melissa Brown- 2nd grade students**

**Marleen Dugger and Jan Venzor- 3rd grade students**

**Laura Moore and Tami Bekes- 1st grade Students**

### **Bus Students**

In order to reduce cross contamination, teachers will be taking their own students to the buses this year. Teachers will have these students line up in their classroom. We will not be using the pod to line up this year. Teachers will walk their students in a line through the bus line stopping to let students on their assigned bus. Teachers should line up their students based on their bus number. We will be giving you the bus line order as soon as transportation shares that with us. Once a teacher's class is 100% boarded with success, the teacher may go inside. **Remember to follow social distancing guidelines and do not let students run to the buses. They are to be taken through the line by their teacher.**

### **Student Nutrition Program**

All Bloomfield Students will be able to receive free breakfast and lunch again this year. We will also have a grab and go behind BHS for anyone between the ages of 1-18 years old (they don't have to be enrolled) This will start 8/16/21 Monday-Friday from 10:00-11:00 am. (no service on school holidays).