Taos Municipal Schools
COVID-19 Safety Protocols

These Safety Protocols, jointly created and agreed to by the parties, are in accordance with the Memorandum of Understanding between TFUSE Local 1450 and Taos Municipal School District (TMSD) regarding the terms and conditions affected by the COVID 19 pandemic and school entry directives by the NMPED during the COVID-19 pandemic and the State’s public health emergency.

The purpose of these protocols is to ensure consistently high safety and screening standards at all sites and to limit variation from one site to the next. While we understand that the particulars of a specific site may require slightly different implementation of safety and screening protocols, the overall standards for safety and screening should remain consistent at all sites.

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1. TMSD Bus Safety Protocol

- TMS will follow PED requirements for transporting students
- To increase airflow, buses equipped with top vents will keep them open at all times during bus operation when weather permits unless, at the discretion of the driver, open windows are creating a physical safety risk. Also, one window at the back of the bus, and the window adjacent to the attendant’s seat, will be kept open (at least to the first quarter notches in the frame) at all times when weather permits. The seat with the open window at the back of the bus will be kept vacant when possible.
- Students will line up with 6-foot social distancing.
- Elementary students will be accompanied by parents at the bus pick up location. Parents will remain until student is cleared to board the bus.
- To the maximum extent possible, the district will strive to limit riders to one student per seat, or less if able to seat riders every other seat, or following PED guidelines and if necessary, due to capacity, siblings will share seats.
- Buses shall only transport students when stocked with adequate PPE.
  - The district will equip each bus with a hand sanitizer dispenser.
  - The district will stock each bus with an adequate supply of facemasks for students to wear if they don’t have masks of their own. (The supply list will be reviewed weekly. There will be a stock at the bus barn to draw from)
  - The district will supply each bus with an adequate supply of disinfecting supplies (included on supply list).
- TMSD will follow PED guidance for assigning bus attendants or other additional staff to support with safety and screening of students. The attendant will:
  - screen each rider for temperature at or above 100.0 with a no-touch thermometer,
  - direct each rider uses hand sanitizer when boarding,
  - direct students to wear a facemask before boarding bus (distribute masks to students as they enter the bus if needed),
  - direct each student to sit in a specified seat. The bus will load from the back forward.
- Remind each rider to wear the mask so that it completely covers the nose and mouth.
- Enforce proper social distancing and use of PPE.
- Bus driver will disinfect seats, surfaces, and windows between routes according to district protocol with assistance from the bus attendant.
- No rider exhibiting a temperature of 100.0 or higher will be allowed on the bus.
- No rider exhibiting any symptoms during screening will be allowed on the bus.
- No rider who refuses to wear a mask properly over the nose and mouth will be allowed on the bus.
- Riders who violate PPE or social distancing requirements will be subject to discipline and may lose bus privileges.
- If circumstances arise in which a student refuses to follow safety requirements, the bus driver will radio the transportation office with a predetermined “code” to notify the building there is a need to have a building administrator to meet the bus.
- Parents of riders who are no longer allowed on busses will be notified by the transportation office and will need to make alternate arrangements.
- Eating, drinking, and any other activity that would cause a rider to remove PPE, are prohibited at all times while on the bus.
- Students will be reminded regularly not to touch each other or any “high-touch” surface, especially windows and seat backs.
- Drivers and attendants will not touch riders unless an emergency situation occurs and then create and incident report.
- If a student exhibits signs of COVID-19, including a 100.0 or above fever, and the student’s parent leaves before the student is cleared to load, the student will be placed in an assigned seat with maximum PPE available. The driver will notify the building using a “code” to alert the need to have an administrative (or designee) or medical staff member available to take the student from the bus when it arrives at the school.
- The driver and/or attendant shall notify the transportation office if PPE supply is low or an attendant is not present.

2. TMSD Site Entry Protocol

- Each site will designate a Rapid Response team to create building specific safety protocols.
- Building entry at designated entrances ONLY.
- A walk-through temperature scanner, or a staff member with a no-touch thermometer, will be stationed at each designated entrance at student start of day. Only one designated person will operate the no-touch thermometer.
- Each entrance will be equipped with a no-touch hand sanitizer dispenser. If dispensers are unavailable, the site entry screener will dispense hand sanitizer to each person entering the building.
- Everyone entering the building must have a face covering or they will be denied entry. Students and staff will be provided face covering if necessary.
- All building entrances will be locked except for designated locations at student arrival time. Each entrance will be staffed by an appropriate number of personnel trained by the school nurse on how to screen all persons entering the site.
- Visitors wishing to enter at any other time must have an appointment.
- A phone number for visitors to call and request to be screened and let into a site will be posted on all designated entrances.
- The site entry screeners will:
  - screen visitors for symptoms with a symptom questionnaire,
  - perform a visual symptom check for all students and staff,
  - observe each person’s temperature with a no-touch thermometer or walk-through temperature scanner,
  - instruct each person to use hand sanitizer before continuing into the building,
  - distribute masks to students and staff who don’t have masks as they enter the building,
  - instruct each person to properly wear a face mask that completely covers their nose and mouth before entering the site.
- Parents will have a signed assurance document for the student on file
- Staff will self-screen before leaving home each morning and upon entry into site and follow site specific procedures.
- No person with a temperature of 100.0 or higher will be allowed to enter any site.
- No person who refuses to wear PPE will be allowed to enter any site with the exception of students with IEP or 504
modifications that make them exempt, or persons with ADA accommodations.

- No person who exhibits any symptoms during screening will be allowed to enter any site.
- Students who are denied entry for any reason, or who do not pass the screening, will be placed in a designated supervised holding area. Parents will be notified that they must immediately take custody of their child.
- Any person who leaves the site and later returns will need to be screened again before reentry is granted.
- Employees may remove their masks only when they are alone in their assigned space. Otherwise, employees must properly wear their masks over their nose and mouth whenever they are moving around the building, in groups of two or larger, or entering another employees space.

3. **TMSD Classroom Safety and Disinfecting Protocol**

- Each classroom will be measured to determine maximum occupancy with 6-feet of social distance between each person. Maximum occupancy will be posted on the classroom door.
- Only the maximum classroom occupancy will be allowed while state social distancing rules are in place.
- As per PED, the HVAC system will comply with PED guidelines on or before PED deadline. As weather permits, employees shall have autonomy to create enhanced air circulation in their rooms after consultation with the building supervisor and facilities director.
- The HVAC system will be inspected and maintained in accordance with the Taos Maintenance SOP and PED guidelines.
- Each classroom will be equipped with adequate disinfecting supplies and hand sanitizer.
- All desks will be in rows with students facing the same direction except for classes that serve students with instructional needs that require an alternate arrangement.
- Before entering the classroom, all students will disinfect or wash their hands.
- Students will be reminded of handwashing, social distancing, PPE protocols at least daily and when behavior is observed.
- Eating, drinking, and any other activity that would cause a student to remove PPE in the classroom, are prohibited at all times except during designated meal periods (breakfast, lunch, and snack).
- While in a classroom, and when transitioning in hallways, all students will maintain a 6-foot social distance and wear a facemask that completely covers their nose and mouth, with active monitoring by staff.
- Students will not be permitted to leave the classroom except with a pass from a teacher or administrator. Only one student will be allowed out of class at a time.
- All staff will be engaged in daily sanitizing of high exposure areas or shared items in their work area (door knobs, computers, textbooks, lab equipment, and student equipment/ playground equipment, etc.).
- All staff will have specific protocols to clean classroom equipment and supplies along with timelines.
- Daily deep cleaning of each building will occur after hours by a team of custodians.

4. **TMSD Meal, Passing Period, and Breaks Protocol**

- Each building will create a meal protocol to meet the needs of the building and students, while adhering to all the necessary safety protocols (social distancing, hand washing, etc.). This plan will include: location and distribution of meals, no food sharing, closed campus, no offsite food delivery for anyone.
- Students will always remain in their assigned areas (classes) except to go to the restroom.
- Students will wear PPE and maintain a 6-foot social distance at all times during passing periods.
- Passing periods may need to be lengthened and / or staggered to allow time for teachers to disinfect classrooms. A plan for dividing hall duty and disinfecting duty among staff will be developed at each site.
- Students who are taken outdoors for breaks and recess will be allowed to remove their masks if allowed by the NM Public Health Order and as long as they maintain a 6-foot social distance.
- To increase safety in all buildings, staff are instructed to enforce social distancing and PPE requirements.
- Each building will create a bathroom use protocol to meet the needs of the building and students while adhering to all necessary safety protocols (social distancing, hand washing, etc.)
5. TMSD Discipline Protocol

- Students who violate social distancing and PPE requirements will be given one warning. On the second offense, the teacher will notify the site supervisor and the student will be removed from the classroom.
- A student who willfully coughs, sneezes, spits, or breathes, on any staff member or student, or who willfully disregards social distancing or PPE requirements, will be suspended from school and allowed to return only after a behavioral contract is signed by the student and parent.
- Students who are suspended more than twice for discipline issues related to improper use, or willful disregard, of safety standards will be placed on a 100% remote learning plan.
- Willfully spitting or coughing on another person at a school site will be treated as an assault and law enforcement will be contacted and a report will be filed.
- A parent or visitor who commits such an assault will be banned from entering any district building for the rest of the school year. Law enforcement will be contacted and a report will be filed.
- An employee who commits such an assault will be placed on paid administrative leave pending a district investigation of the incident and may have disciplinary documentation placed in his or her file.

6. TMSD Onsite Illness Protocol

- TMS will follow PED requirements for onsite illness with students and TMS COVID Flowchart for Reporting and Rapid Response to Positive COVID-19 and/ or Close Contact or COVID-Like Symptoms. All COVID-19 test results will be kept confidential by the district.
- Staff members who develop symptoms while on site must immediately notify their supervisor, whereupon they will be sent home immediately. The district may direct the symptomatic staff member to get a COVID-19 test and to provide a copy of the results to the district.
- The district will notify the appropriate public health authorities of positive case counts among students and staff in a timely fashion. Without naming specific individuals, the district will be transparent regarding COVID-19 occurrences with the Federation and community.
- All rooms where symptomatic staff and students have been will be cleaned in accordance with PED, CDC and DOH guidelines.
- The district will follow all PED and DOH contact tracing guidelines.
- Employees shall refer to TMS COVID Flowchart for Reporting and Rapid Response to Positive COVID-19 and/ or Close Contact or COVID-Like Symptoms. [FLOWCHART ATTACHED]

7. TMSD Leave Protocol

- Employees are entitled to EPLSA, FFCRA, and FMLA according to the specific criteria identified in Section 7 of the COVID-19 Safety MOU between TFUSE and TMSD.

8. TMSD Protocol for Employees Who Are or Who Might Be at Risk of Severe Illness

- Pursuant to Section 8 of the COVID-19 Safety MOU between TFUSE and TMSD, an employee at risk of severe illness may request alternate work arrangements.
- Alternate work requests will be coordinated through the human resources office. [REQUEST FORM ATTACHED]

9. TMSD Protocol for Employees Who Serve Early Childhood Students, Students with Severe Disabilities, and Students in their Homes

- Employees who serve students aged Pre-K through third grade, who serve students with
people with disabilities, and/or who serve students through home visits may request to wear N-95 masks and/or a face shield and gowns.
- Opportunities to disinfect will be built into the daily schedule for these employees.
- Coverage will be provided to staff members who come in contact with a student's saliva or other bodily fluid so that they can change and disinfect.
- Custodial staff will be on call during the day to these classrooms to perform cleaning and disinfecting during course of the school day.
- The district will continue to develop the SEL plan that includes the mental health and wellness of educators who serve students with disabilities as well as all staff in need of such services.

Co-Developed and Agreed upon:

By:  
Dr. Lillian Torrez  
Superintendent  
Taos Municipal Schools

By:  
Francis Hahn  
President  
Taos Federation of United School Employees

EFFECTIVE DATE: November 9, 2020
Taos Municipal Schools

Flow Chart for Reporting and Rapid Response to Positive COVID-19 Test and/or Close Contact

8/11/2020
Employee tests positive for COVID-19 or comes in close contact with a COVID-19 positive person

Employee immediately notifies their direct supervisor

Director of Human Resources contacts Employee to gather information related to the Families First Coronavirus Response Act

HR collects paperwork and places employee on leave until declared "recovered" by DOH or a "Return to Work" document from their physician. Employee will provide HR with either a "Declared Recovered" document from DOH or a "Return to Work" document from their physician

*Isolation is used to separate anyone sick or infected from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

**Close Contact is when a person wearing a surgical or cloth mask has close contact, <6 feet and >3 minutes with a person who has tested positive for COVID-19 who is also wearing a surgical or cloth mask.

***Quarantine is used to separate people who might have come in contact with a person infected with COVID-19 from others. People in quarantine should stay home, separate themselves from others, monitor their health and follow NM DOH guidelines.
Reporting Employee

Reporting employee will not report to work, will self-isolate*, and await further instructions from NM Department of Health (NMDOH) and Director of Exceptional Programs

Employee will provide a list of close contacts to the DOH and Director of Exceptional Programs to assist in contact tracing. Confidentiality will be maintained at all times.

Employee will continue to self isolate and contact NMDOH at 1-855-600-3453, Option 2 for further instructions or if they have any questions or concerns.

When the employee is no longer considered infectious, The NMDOH will provide a "Declared Recovered" document to the employee or a "Return to Work Document" from their physician. Employee provides a copy to HR and Director of Exceptional Programs.

*Isolation is used to separate anyone sick or infected from others by staying in a specific "sick room" or area and using a separate bathroom (if available).
Employees in Close Contact with a person diagnosed with COVID-19

Employees who have come in "Close Contact"** with a person testing positive for COVID-19 must report to their immediate supervisor, will not report to work, will self-quarantine*** for 14 days, and await further instructions from NM Department of Health (NMDOH) at 1-855-600-3453, Option 2.

If close contact becomes symptomatic, they must get tested for COVID-19. If positive, follow guidelines for "Immediate Report of COVID Positive to Supervisor".

**Close Contact is when a person wearing a surgical or cloth mask has close contact, <6 feet and >3 minutes with a person who has tested positive for COVID-19 who is also wearing a surgical or cloth mask.

***Quarantine is used to separate people who might have come in contact with a person infected with COVID-19 from others. People in quarantine should stay home, separate themselves from others, monitor their health and follow NM DOH guidelines.
Exceptional Programs Department

Exceptional Programs Director receives notification of employee with positive COVID-19 or close contact with a positive COVID-19. Confirms with DOH, reports to Superintendent, Director of Human Resources, Supervisor and Director of Facilities.

Director of Exceptional Programs follows up with DOH and OSHA and assists in contact tracing efforts.

Director of Exceptional Programs receives from employee a copy of DOH "Declared Recovered" document or "Return to Work" document from their physician.
Operations Department

Facilities Director is notified by the Supervisor

The Facilities Director closes off the affected facility/facilities for 24 hours before anyone is allowed to enter

After 24 hours custodial staff enters the building and deep cleans and disinfects the facility/facilities
Human Resources Department

Director of Human Resources receives notification of employee with positive COVID-19 from Supervisor

Director of Human Resources collects paperwork and places employee on leave**** until "Declared Recovered" by DOH and provides employee with appropriate forms related to The Families First Coronavirus Response Act

Director of Human Resources will send official "Return to Work" letter to Employee, Superintendent, Director of Exceptional Programs and Supervisor. All documents related will be placed in employee's HIPPA protected pocket of the Personnel File
Expanded FMLA Employee Request Form
Regarding Leave to Care for a Child Whose School/Place of Care is Closed Due to COVID
(In response to COVID-19)

To request leave based on the Emergency Paid Sick Leave Act (EPLSA) or Expanded Family and Medical Leave of Act (FMLA+), please complete the following request form and submit to the Human Resources Department and the Finance Department/Benefits.

Please note, leave under EPLSA/FMLA+ can 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.

In addition, the COVID MOU negotiated between TMS and TFUSE states in relevant part:

“Pursuant to the Emergency Paid Sick Leave Act (“EPLSA”), employees shall have up to 80 hours of employer paid sick leave [for]:

c. If the employee is caring for their child whose school or place of care is closed for reasons specifically related to the COVID-19 public health emergency.

The COVID MOU also states:

Additionally, the EPLSA provides that paid leave for the employee’s own illness is at their normal pay rate, and that the pay rate for caring for others is at two/thirds (2/3) their normal pay rate. If the employee’s situation necessitates further leave, they must meet the requirements of the Families First Coronavirus Response Act (FFRCA) or the Family Medical Leave Act for an extended leave. An employee’s accrued leave will not be impacted if the employee takes properly documented COVID-19 leaves pursuant to the EPLSA, FFRCA, or FMLA.

and

In lieu of the leaves allowed for or required under this paragraph 7, an employee will have the option to work remotely if her/his duties may be performed remotely, rather than using leave.

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 your position and job duties can be performed remotely and Taos Municipal Schools can accommodate, would you be able to telework?

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

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

Employee Signature: ___________________________ Date: ________________

Supervisor Signature: ___________________________ Date: ________________

HR Director Signature: ___________________________ Date: ________________

Superintendent Signature: ___________________________ Date: ________________