



Campus Operating Plan

2022-2023 School Year

Updated January 2023

Introduction

In this document, you will find resources and information regarding Escuela del Sol Montessori operating policies. Escuela's original operating plan, the Covid Operating Plan, was created in response to the global COVID-19 pandemic in order to provide guidance and support in providing in-person learning for our students while maintaining a commitment to community health.

As the pandemic enters a new phase, we continue to see a wider variety of illnesses that had gone relatively dormant during the height of the pandemic. As such, a document dedicated solely to the mitigation of COVID-19 that excludes many other illnesses no longer serves our community. In response, we are transitioning to a Campus Operating Plan which will include more details about our illness policy, visitors on campus, and more.

With careful and thorough attention to guidelines provided by state and federal authorities, these updated policies and procedures for the 2022-2023 school year further our organization's commitment to our community. This document is intended to explain the procedures Escuela will employ to continue its mitigation of COVID-19 and other illness-related risks at school as well as provide clarity for pick-up and drop-off procedures, and other procedures to ensure campus safety and support the learning environment.

THANK YOU for your support and your collaboration.

Kate Chavez, Executive Director

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Key Updates (January 2022)

New protocol for picking up students outside of typical dismissal times ([p. 5](#))

Clarification on Escuela's visitor policy ([p. 5](#))

Illness: Changes in requirements for returning to school after illness ([p. 8](#))

COVID-19 Response: Elimination of Test-to-Stay Policy, with updated exposure guidelines ([p. 10](#))

Student Drop-off and Pick-Up Procedures

To aid in campus safety and to preserve the learning environment, only staff, students, and invited visitors are allowed into the interior of campus during regular school hours.

Before Care

Before Care (pre-registration* only; NO drop-in): 7:30-8:00 a.m.

*A minimum of 24 hours notice and office approval is required.

Before care must be coordinated in advance and will take place in your student's classroom. They may assist in preparing the room for the day, or read a book from their classroom's library. Families registered for Before Care may park and walk their student to their classroom.

Regular School Day

Arrival: 8:00 - 8:30 a.m.

Regular Classroom Hours: 8:30 a.m. - 3:00 p.m.

Departure: 3:00 - 3:30 p.m.

Arrival Procedures:

Toddler and Primary

Toddler and Primary students will be dropped off in the south parking lot, on Granite, following the procedures outlined below. Toddler and Primary students will enter through the south gate. Students with a sibling in Elementary may also be dropped off with that older sibling in front of the Harwood building on 7th, if their sibling is willing and able to walk them to class.

- Pull all the way forward in the drop-off zone.
- Staff will walk to your car to greet your student(s). We ask that children remain seated with their seat belts fastened.
- Your student will be invited to unbuckle the seat belt or you may assist them in getting out of the car as needed.
- As soon as your student is safely away from the vehicle, pull up to await your turn to exit the drop-off area.
- Refrain from walking your student to the gate from your car when in the drop-off line. Traffic and parking lot safety is our utmost concern.
- Please do not unload students in the driveway or street when in the pick-up line. Wait for a staff member to approach your car before unbuckling your student.

Elementary and Jr. High

Assisted Arrival for all classrooms will be from 8:00 - 8:30 a.m.

Elementary students will be dropped off in front of Harwood, on 7th, and Jr. High students will be dropped off at the Jr. High House, on 6th, following the procedures outlined below. Jr. High students with an Elementary sibling may be dropped off in front of Harwood and then walk through campus to the Jr. High House.

- Stop at the farthest spot in the drop-off zone.
- As soon as your student is safely away from the vehicle, you may pull up to await your turn to exit the drop-off area.

Late Arrival - All Levels

Late arrival should be communicated in advance with the main office and Classroom Guides whenever possible.

Please follow this procedure:

- If you arrive after 8:30, park and call the office (505-242-3033). We will meet you **at the Blue Gate** to sign your student in and walk them to their classroom.
- For campus safety and to ensure all students are properly signed in, all student arrivals must be facilitated by the office. ***Please do not walk your student onto campus if they are arriving late.***

Dismissal/Departure Procedures, Half-Day and Regular School Day

Half-Day departure for Toddler and Primary students takes place from 12:15 - 12:30 p.m.

School day departure for all classrooms takes place from 3:00 - 3:30 p.m.

Families will be allowed to come onto campus to retrieve their students:

- Toddler, Primary, and Elementary families are welcome to enter through the Blue Gate (using this gate code) and walk to the space outside their student's classroom for pick up between 12:15 and 12:30 (for Early Childhood) and from 3:00 to 3:20 (all levels).
- Students who are not enrolled in Extended Day or Art & Sol classes will be in the plaza with a member of the admin team at 3:20 p.m. for pick-up.
 - If we're unable to be in the plaza due to unfavorable weather, students will remain in their classrooms until 3:30 p.m. **(1/2023)**
- When picking up your student from the plaza, you must check in with a staff member holding a tablet to ensure your student is signed out. **(1/2023)**

Pick-Up Location Details:

- **Toddlers** can be picked up just outside their playground. A Guide will walk your student and their belongings to you at the playground gate.
- **Primary** students can be picked up outside their classroom. A student "greeter" will be ready to meet you and let your student know that it is their time to leave. Thank you for your patience as they practice this important job :)
- **All Junior El** students can be picked up from the portal on the south side of the Junior El building. We'll orient you to this space when you come for Classroom Visits in August. A student greeter will also be there to meet you and let your student know it's time to go, a coveted job and wonderful opportunity to practice Grace & Courtesy and keep track of information.
- **Senior El** students can be picked up from the hallway outside Senior El. A greeter will meet you just outside the classroom and will let their classmates know when their rides are here.
- **Jr. High** students will be dropped off and picked up at the Jr. High House.

Early Departure

Updated 1/2023

Early departure must be scheduled in advance with the main office (505-242-3033), and your student's Classroom Guides. Please follow this procedure:

- Notify the office and Classroom Guide in advance (24 hours if possible).
- Buzz the office upon arrival in the South Lot.
- A member of the admin team will remotely unlock the gate for you to enter campus.
- Proceed to your student's classroom
- When you arrive at your student's room, let the Classroom Guides know you have arrived and then wait outside the classroom for your student to come out.

Extended Day

Extended Day (**pre-registration* only; NO drop-in**): until 5:00 p.m.

*A minimum of 24 hours notice and office approval is required.

Students registered for Extended Day can be picked up between 3:45 and 5:00 p.m. from the Toddler playground, Primary White Room, or Junior Elementary West. To pick up your student between the hours of 3:45 and 5:00 p.m., follow the procedures outlined below.

Park in the south parking lot and enter campus through the blue gate to pick up your student.. No visitors will be allowed inside the classroom. Adults who come on campus to pick up a student must wait outside the classroom; a staff member will bring them outside.

Visitors to Campus

Updated 1/2023

Visiting campus during the school day must be scheduled in advance with the office, either by phone (505-242-3033) or email (office@edelsol.org).

Visitors are defined as, but not limited to, individuals on campus tours, guest speakers, maintenance repair technicians, and tutors.

All visitors must check in through the front of Harwood, sign in on the Visitor Log, and don a Visitor sticker/pin/lanyard on their person for the duration of their time on campus.

Pets on Campus

Updated 1/2023

In consideration of individuals with fear of animals, and for the safety of our students and staff, family pets (dogs, cats, snakes, lizards, etc.) are not permitted within the Blue Gates. Exceptions will be made for pet classroom visits with pre-approval and prior arrangements with the office. In compliance with the Americans with Disabilities Act (ADA), service dogs are allowed to accompany their human.

Delays and Closures

Escuela follows APS decisions regarding delays and closures. If APS is closed or on an abbreviated schedule due to severe weather or poor driving conditions, Escuela will follow suit. If APS is on a 2-hour delay, all classes (Toddler, Primary, Elementary, Junior High) will begin at 10:30 a.m. There will be no early morning childcare. Do not arrive before 10:00 a.m., as there will be no teachers on campus before this time. In the event of a snowstorm during the day it may be necessary to close early. We will utilize our text messaging alert system to contact families and share updates.

Student Medications

Our staff can only administer medication with written permission from a parent or legal guardian. Medication must be given to the student's Guide and must be in the original container labeled with the student's name, name of medication, dosage, and time it is to be given. Only prescribed medications such as antibiotics and medications for chronic problems such as asthma will be given, and only when the appropriate form is on file. Medical authorization forms are available in the [Parent Portal](#).

Make sure that the office and the classroom teachers are aware of any health conditions such as special diets, allergies, etc., your student may have. Contact the office to initiate or update an Allergy Action Plan.

Nut-Free Campus

Escuela del Sol is a nut-free campus; this includes not only peanuts but all tree nuts as well (cashews, pistachios, almonds, walnuts, pecans, macadamias, piñon/pine nuts, hazelnuts, etc.) We ask that you do not send snacks OR lunches that contain any form of nut. (Please remember that every granola bar, whether the ingredient list includes nuts or not, most likely contains trace amounts due to shared processing/packaging facilities.) We understand that for some families nuts are a staple and a great source of protein, but for others, exposure to tree nuts can be a matter of life or death. Thank you for your understanding and cooperation in this matter.

Reporting Absences

Student absences and changes in schedule must be communicated with the office and Classroom Guides by completing the [Student Absence Form](#).

Illness Policies and Procedures

Escuela del Sol Montessori has and will continue to comply with local health officials to help protect the whole school community. School procedures are designed to complement other community mitigation strategies to protect everyone and minimize disruption to teaching and learning.

This document was compiled using the guidelines and recommendations for schools and childcare programs published by the CDC, NMPED (New Mexico Public Education Department), the ECECD (Early Childhood Education and Care Department), and NMDOH (the Department of Health). Escuela's operating procedures meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

Background information regarding Licensing and Governance

For clarity, please remember that the ECECD is the State's licensing agency that oversees and licenses all our Early Childhood programs; those are Toddler and Primary programs for students ages 18 months through Kindergarten.

NMPED (the Public Education Department) has no licensing authority for independent schools. It governs K – 12 public school programs. Escuela del Sol stays up to date with all NMPED guidelines, opinions, and informational materials, using this to enhance and strengthen our practices. The current NM public health mandate, however, requires that private schools must follow COVID-19 safety guidance put forth by NMPED.

Health Screening

Daily health screenings are important to help reduce the transmission of COVID-19 and other illnesses. While utilized during the height of the COVID-19 surge, submitting an electronic daily Health Screening form is no longer required. Should it become necessary, Escuela reserves the right to reinstate this requirement.

No individual is permitted on campus who is exhibiting symptoms of COVID-19.

Student Screening Prior to Arrival

Families are encouraged to be on the alert for signs of illness in their children and must keep them home when they are sick or exhibiting symptoms. Staying home when sick is essential to prevent the spread of COVID-19 infections and other illnesses to others. If a student is a close contact with someone who has tested positive for COVID-19, the office should be notified.

A student at school who is not feeling well or who has a contagious rash or ailment such as “pink eye” will be sent home.

The following is a list of symptoms to guide you in deciding whether your student should be sent to school. **Do not send your student to school on days when any of the following symptoms are present or were present the night before:**

- **Fever (temperature over 100.4 °F)**
- **Rash**
- **Persistent cough**
- **Discharge of discolored or profuse amounts of mucus from the nose**
- **Earache**
- **Diarrhea**
- **Impetigo**
- **Pink eye**
- **Vomiting**
- **Sore throat**
- **Live head lice or nits**
- **Loss of taste or smell**
- **Headache**
- **Muscle or body aches**

Returning to School Following Illness

Updated 1/2023

Students who have been kept home due to **illness where COVID-19 is suspected** (see diagram below) may return to school if:

- they are fever-free without the use of symptom-reducing medication for at least 24 hours;
- are feeling well enough to participate actively in the classroom and on the playground; and,
- provide a negative PCR test, two OTC rapid antigen tests taken 24-48 hours apart, or a note from a medical professional [via this form](#).

The office must be notified when an individual has tested positive for COVID-19. Any individual who has tested positive for COVID-19 may return to campus after completion of the isolation period provided they are symptom-free. They will be required to wear a mask indoors until day 10 and until a negative antigen test is achieved, whether or not this surpasses the 10-day quarantine window.

Experiencing **ONE SYMPTOM** COVID-19 is SUSPECTED

- Cough
- Shortness of breath
- Difficulty breathing
- Olfactory disorder (inability to taste and/or smell)
- Confusion or change in mental status
- Persistent pain or pressure in the chest
- Pale, gray, or blue-colored skin, lips, or nail beds (depending on skin tone)
- Inability to wake or stay awake

Experiencing **TWO SYMPTOMS** COVID-19 is SUSPECTED

- Fever
- Chills
- Rigors
- Myalgia
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose

Any individual with symptoms of an **illness other than COVID-19** (including, but not limited to: Hand Foot and Mouth, Ringworm, Pink Eye, Strep Throat, etc.) should seek a diagnosis from a medical professional. A list of common school illnesses and symptoms is available for reference [here](#).

- An individual diagnosed with an illness that has non-Covid symptoms must follow the guidelines for the diagnosed illness for returning to school. For most, though not all cases, this means 24 hours fever-free without fever-reducing medications and a reduction in symptoms. *If you are not certain, please check with your student's medical provider.*
- Families must notify the office if a student is diagnosed with a communicable disease.
- **As with all illnesses, if a student is not well enough to play outdoors and interact actively with other children, the student is too sick to come to school.**

The greatest factor in keeping our community healthy is that Escuela families continue to keep children home when they have been experiencing any symptoms of illness.

Staff Self-Assessment Prior to Arrival at School

All staff members will conduct a self-assessment prior to arrival at school. If a staff member self-identifies as having symptoms listed in the screening criteria above, they will contact the designated administrator, **not come into work**, and follow the procedures in the section: COVID-19 Symptoms at School - Staff.

Screening of Students at School

Teachers will make a visual inspection of their students for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If a student exhibits any of these symptoms or runs a temperature at any point during the day, parents will be required to pick up their student immediately.

Chronic Illnesses

Updated 1/2023

If a student has a chronic health condition (allergies, migraine, dermatitis, etc), a note from a medical provider stating the condition and symptoms may be sent to the office to aid staff in determining when a student is ill and needs to be sent home. Whenever in doubt, Escuela staff will err on the side of caution.

Additional Procedures to Mitigate the Spread of Illness

Hand Hygiene

Washing hands can keep our community healthy and prevent the spread of infections from one person to the next. All students and staff will engage in hand hygiene at the following times, at a minimum:

- Arrival to the classroom and after breaks
- Before and after each work choice
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors

Cleaning and Disinfecting

Escuela del Sol Montessori follows the national standards for cleaning, sanitizing and disinfection of educational facilities for children provided by the CDC, ECECD, NMPED, and the NMDOH.

Toddler and Primary: Each student's bedding is kept separate and stored in individually labeled containers. Cots and mats are labeled for each student. Bedding will be sent home to be cleaned weekly on Fridays.

Illness Symptoms and Cases in School

Illness Symptoms at School - Students

If symptoms of an illness begin while at school, the student will be sent home. Sick individuals will be kept separate as much as possible and must wear a mask until they are picked up.

- Classroom staff will follow these procedures:
 - Classroom staff will inform the office of the symptoms exhibited.
 - Additional cleaning in the classroom will be handled by teachers.
 - Office staff will contact parents to immediately come pick up the student.
 - Ill individuals must wear a mask until picked up.
 - A staff member will supervise the student until their adult arrives. Once the student's adult arrives, the office should be called to alert them of their arrival. The student will be brought to the blue gate.
- If a student develops symptoms consistent with COVID-19, Escuela del Sol will follow all ECECD and NMPED guidelines concerning requirements for self-isolation, quarantine, testing, and returning to campus. Consistent with all such requirements, an individual may be requested to provide a medical

professional's note and/or a negative COVID-19 test clearing the individual for their return. All medical information will be kept strictly confidential.

Illness Symptoms at School - Staff

Staff are required to monitor their health and to perform daily self-assessment for symptoms of illness. Staff exhibiting symptoms of possible COVID-19 at school are required to:

- Immediately don a mask.
- Leave the campus immediately.
- Obtain a COVID-19 test (either a PCR or two OTC antigen tests taken 24-48 hours apart).
- Follow the recommendations of their healthcare provider.
- Employees may not return to work until return criteria as per CDC and NMDOH are met.
- All medical information will be kept strictly confidential.

COVID-19 Guidelines

Escuela Covid Officer

Elizabeth Marcilla, Administrative Director, is Escuela's designated Covid Officer.

All questions regarding COVID-19 should be directed via email to ElizabethM@edelsol.org.

Face Coverings/ Masks

Per the [Governor's Executive Order](#) issued February 17, 2022, and current guidance from ECECD, and NMPED, masking at school indoors is no longer mandatory and all masking policies may be determined by each individual school district. As of March 7, 2022, masking both indoors and outdoors is optional for all individuals, except in the following cases:

- If a student becomes ill during the day or exhibits any COVID-19 symptoms, they must go home immediately and wear a mask until they are picked up.
- If a classroom has a positive case, students and staff will be required to wear a mask for 10 days after exposure.
- If an individual has an off-campus exposure, they must wear a mask for 10 days subsequent to exposure.
- If the CDC moves Bernalillo County back into the Red zone, Escuela reserves the right to require universal masking indoors.

COVID-19 Testing at School: Test-to-Stay

Updated 1/2023

Test-to-Stay is no longer recommended by NMPED and is no longer campus policy. Instead, individuals who are exposed to COVID-19 are required to wear a mask for 10 days and test on Day 6.

COVID-19 Vaccination: Student Vaccination Protocol

Escuela highly recommends that every student receive their COVID-19 vaccinations and boosters as soon as they are eligible. We request that families share proof of vaccination status to be kept on file with the school office.

Families may submit their student's vaccination status upon completion of their vaccination series via the [Vaccination Verification Form](#). Information about receiving vaccines for children can be found at VaccineNM.org

Classroom COVID-19 Close Contact

If COVID-19 is confirmed in a student or staff member in a classroom community, the school will strictly abide by all reporting requirements implemented by NMDOH, the NMPED, and the New Mexico Environment Department and follow their directives. This may include the following actions to be taken by school administration:

- Ensure the positive individual immediately dons a mask, is isolated/sent home and that all isolation and other procedures are followed before returning to school.
- Contact all required entities, including Child Care Licensing, to report the presence of COVID-19 at our school.
- Notify staff and parents/caregivers that a member of the classroom has been diagnosed with COVID-19. Confidentiality will be maintained.
- Students and staff in the affected classroom must wear masks during the subsequent 10-day period.
- Perform enhanced cleaning, sanitizing and disinfecting in accordance with CDC guidance.
- Notify the school community that a student in the school (not their classroom) has been diagnosed with COVID-19. Confidentiality will be maintained. School community notifications will be shared via the Parent Portal.

Returning Following Positive Test

Any individual who has tested positive may return to campus after completion of the isolation period provided they are symptom-free, per [CDC guidelines](#). They will be required to wear a mask until two (2) negative antigen tests are achieved, taken 24-48 hours apart, regardless of if this surpasses the general 10-day isolation window.

Communication from Escuela del Sol to Enrolled Families

General Communications

Escuela del Sol utilizes MailChimp to send community updates, including but not limited to the school's weekly e-news, classroom communications, and policy updates.

Illness Communications

Escuela del Sol Montessori will communicate with families via email if their student has been in close contact with someone at school who has tested positive for COVID-19, or diagnosed with another infectious disease. Updates for the greater school community will be posted in the Parent Portal.

Parent Portal

The Parent Portal is utilized to share information with currently enrolled families and staff. Community health updates, school references, and reporting forms are all available in the Parent Portal. It is password protected in order to share internal information with enrolled families. Please email the office for the password.

How to Reach Us

Escuela del Sol Office, office@edelsol.org 505-242-3033

Kate Chavez, Executive Director of Escuela/Harwood, Kate@edelsol.org

Elizabeth Marcilla, Administrative Director, ElizabethM@edelsol.org

Jodie Martinez, Business Manager, Jodie@edelsol.org

Dana McCabe, Early Childhood Level Director, Dana@edelsol.org

Sarah Louderbough, Elementary Level Director, Sarah@edelsol.org

Tanesia Hale-Jones, Jr High Level Director + Adolescent Guide, Tanesia@edelsol.org

Carmela Chavez Liberman, Media and Communications, Carmela@edelsol.org

Elora Daniels, Administrative Services Coordinator, Elora@edelsol.org

Gloria Lucero, Administrative Assistant, Gloria@edelsol.org

Escuela Fax 1-800-317-4752

Harwood Art Center, info@harwoodartcenter.org 505-242-6367

Julia Mandeville, Chief Programs Officer, Julia@harwoodartcenter.org

Jennifer DePaolo, Director of Outreach, Jennifer@harwoodartcenter.org

Jordyn Bernicke, Associate Director of Engagement, Jordyn@harwoodartcenter.org

Helen Juliet Atkins, Associate Director of Opportunity, Helen@harwoodartcenter.org

Dani Belvin, Director of Education, Dani@harwoodartcenter.org

WEBSITES:

Escuela, www.escueladelsol.org

Harwood, www.harwoodartcenter.org

EMERGENCY NUMBERS:

Joseph Marcilla, Facilities Manager 505-315-0033

After-hours school-related emergencies 505-397-8665

Common School Illnesses and Symptoms

Croup (also called: laryngotracheobronchitis): barking cough, fever, hoarseness, and labored or noisy breathing.

Fifth Disease (also called: erythema infectiosum, parvovirus B19): most identifiable by a facial rash that looks as if the cheeks were slapped. Sore throat, slight fever, upset stomach, headache, fatigue, and itching may also be present.

Chickenpox (also called: varicella): most characteristic symptom is an itchy, blister-like rash on the skin. Fatigue, fever, loss of appetite, headache, itching, sore throat, or swollen lymph nodes may also be present.

Conjunctivitis (also called pink eye): redness, itching, and tearing of the eyes. It can also lead to discharge or crusting around the eyes. Sensitivity to light is also a common symptom.

Hand Foot and Mouth (also called coxsackie): Most identifiable by sores in the mouth and a rash on the hands and feet. Fever, sore throat, feeling unwell, irritability, and loss of appetite may also be present.

Head Lice: itching, visible lice on the scalp, and lice eggs (nits) on the hair shafts. Please inspect your student's scalp daily and treat accordingly. If you find head lice, please inform the office.

Herpes Simplex Keratitis (also called HSV): Eye pain, redness, blurred vision, sensitivity to light, and watery discharge.

Impetigo (also called school sores): Red sores that form around the nose and mouth. The sores often rupture, ooze for a few days, then form a yellow-brown crust.

Respiratory Syncytial Virus (also called RSV): Symptoms are similar to mild cold symptoms, including congestion, runny nose, fever, cough, and sore throat.

Strep Throat (also called streptococcal pharyngitis): sore throat, fever, swollen lymph nodes in the neck, headache.

Roseola (also called Sixth Disease): several days of high fever, followed by a rash. The rash may appear as many small pink spots.

Whooping Cough (also called pertussis): cough that sounds like "whoop," runny nose, nasal congestion, and sneezing.

Gastroenteritis (also called stomach flu): Diarrhea, cramps, nausea, vomiting, and low-grade fever are common symptoms.

Norovirus: diarrhea, vomiting, nausea, stomach pain, dehydration, fever, headache, and body aches. Children who are dehydrated may cry with few or no tears and be unusually sleepy or fussy.

Ringworm: Most commonly identified as a red, scaly ring-shaped area, which typically presents on the buttocks, trunk, arms, and legs accompanied by itchiness. May also present as a clear or scaly area inside the ring, slightly raised, expanding rings, a round, flat patch of itchy skin, and/or overlapping ring.

Glossary of Terms

For clarity and consistency throughout all of our communications please refer to the definitions below.

Remaining open during the ongoing pandemic: School operates Monday - Friday unless otherwise noted. All procedures, including arrival, departure, and classroom time, are modified to respond to health and safety recommendations arising from the COVID-19 pandemic. Only staff, students, and invited visitors are allowed into the interior of campus during regular school hours. Proper mask use, social distancing, and other safety and hygiene protocols will continue to be enforced as age appropriate.

Partial or Temporary Closure: Escuela will follow the most current guidelines and recommendations. Details regarding which programs will close and for how long depend on the particulars of the event and guidance from ECECD, NMPED, and/or the NMDOH. Escuela del Sol will work to keep classrooms open whenever possible.

Masks: Masks are well-fitting face coverings to go over the nose and mouth; they are meant to contain respiratory droplets and protect other people in case the wearer is unknowingly infected but does not have symptoms. Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets. Cloth masks should only be worn when paired with a surgical mask or with a surgical-grade filtration device, such as a PM2.5 filter. Preferred masks include KN95s or equivalent. Masks are not recommended for children under the age of 2, or for people with some disabilities. Other prevention actions (such as improving ventilation) should be used to avoid transmission.

The following face coverings are **not** substitutes for face masks:

- Masks that have exhalation valves or vents
- Bandanas or scarves
- Neck gaiters (also known as a neck fleece)
- Face shields (unless they are hooded, or start at the forehead and wrap around the face from ear to ear and extend to the chin)
- Single or double-layer cloth masks that have no additional filtration

Quarantine: Quarantine is used to keep someone who might have been **exposed** to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. **Currently, CDC does not recommend quarantining after a COVID-19 exposure, but rather that exposed individuals wear a mask for 10 days and test on day 6.**

Isolation: Isolation is used to separate people **infected** with the virus (those who are sick with COVID-19, and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Proof of Vaccination Status: Proof of vaccination can be logged **using this form**. An image of the vaccination card can be uploaded on the form, or the card can be shown to a member of the administrative team.

Fully Vaccinated: Per NMPED guidance, Escuela will follow the CDC recommendations and consider vaccines "up to date" when an individual has received all approved doses of a COVID-19 vaccine including boosters, when eligible. Children are considered fully vaccinated against COVID-19 two weeks following receipt of their final dose.

Confirmed Case: A person who has tested positive for COVID-19 by laboratory or at-home antigen testing.

Community Health Screening Form: An **online screening form** that must be completed for all students before they arrive on campus. Note: As of August 2022, screenings are no longer required but may be reinstated if necessary.

Assisted Arrival: All students dropped off during regular school hours. Detailed procedure in the arrival section.

Close Contact: An individual who has cumulatively spent fifteen minutes or longer within six feet of a confirmed COVID-19 case with or without a mask during a 24-hour period. Under NMPED guidance, there is an exception: "the close contact definition excludes students (but not staff, teachers, adults in pre-K-12 setting) within 3 to 6 feet of an infected student where (1) both students were engaged in consistent and correct use of well-fitting face masks; AND (2) other K-12 prevention strategies were in place."

Surveillance Testing: Weekly COVID-19 testing previously required by NMPED and ECECD for a certain percentage of students and any staff members not up-to-date on their vaccination. **Weekly surveillance testing is no longer required by NMPED. (1/23)**

Test-to-Stay: A rapid antigen COVID-19 testing program for all individuals exposed to COVID-19 that shall be implemented at least three days per week following notification of close contact. Intended to maintain in-person learning for students and staff who remain asymptomatic. Individuals with Covid exposure will now be asked to test at home and must submit test results via the [online form](#) by 7:45 a.m., prior to arrival on campus. **NMPED no longer recommends Test-to-Stay; exposed individuals are now required to wear a mask for 10 days and to submit an antigen or PCR test on Day 6 after exposure. (1/23)** Per ECECD and CDC guidelines, children under two are not required to wear a mask when they have been exposed to COVID-19.

Post Covid-Positive Protocol: Any individual who has tested positive may return to campus after completion of the isolation period provided they are symptom-free, per [CDC guidelines](#). They will be required to wear a mask until two (2) negative antigen tests are achieved, taken 24-48 hours apart, regardless of if this surpasses the general 10-day isolation window.