

Kha'p'o Community School

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



Date Implemented: August 17, 2020

Date Revised (1): October 29, 2020

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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), NM Department of Health, Bureau of Indian Education, Santa Clara Pueblo Emergency Operations Center and Santa Clara Pueblo Tribal Government. This is a working document, and regular updates will be made to this plan based on information provided by the CDC and applicable tribal, federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well being of our families and employees the following guiding principles have been put in place:

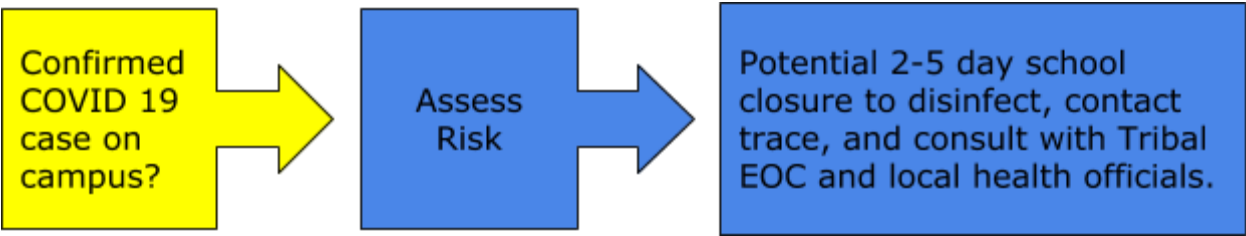
- 1. EMPLOYEE AND STUDENT SAFETY MEASURES
- 2. HEALTH GUIDELINES
- 3. SPREAD LEVELS
- 4. SUPPORT FOR FAMILIES

TRIBAL EMERGENCY OPERATIONS CENTER

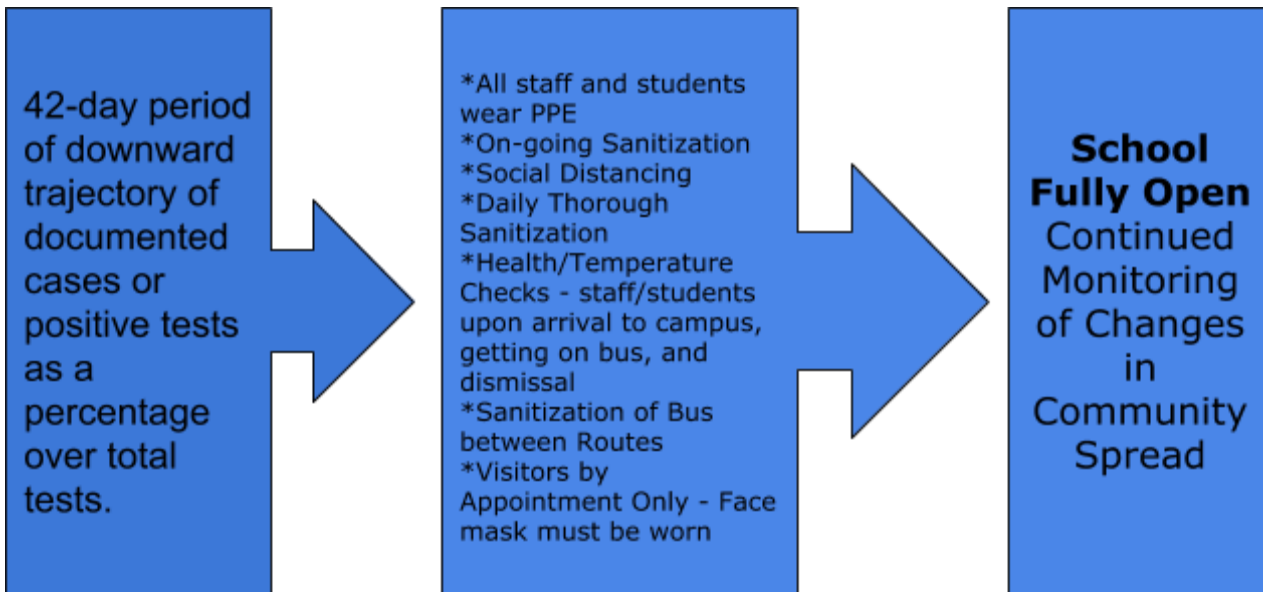
KCS is currently operating in emergency operations status due to the COVID 19 pandemic conditions. As a result, KCS is a representative of the Emergency Operations Center (EOC) under Santa Clara Pueblo. We operate in accordance with requirements through the EOC and verify emergency response conditions through that structure while under these conditions.

SCHOOL DECISION TABLE

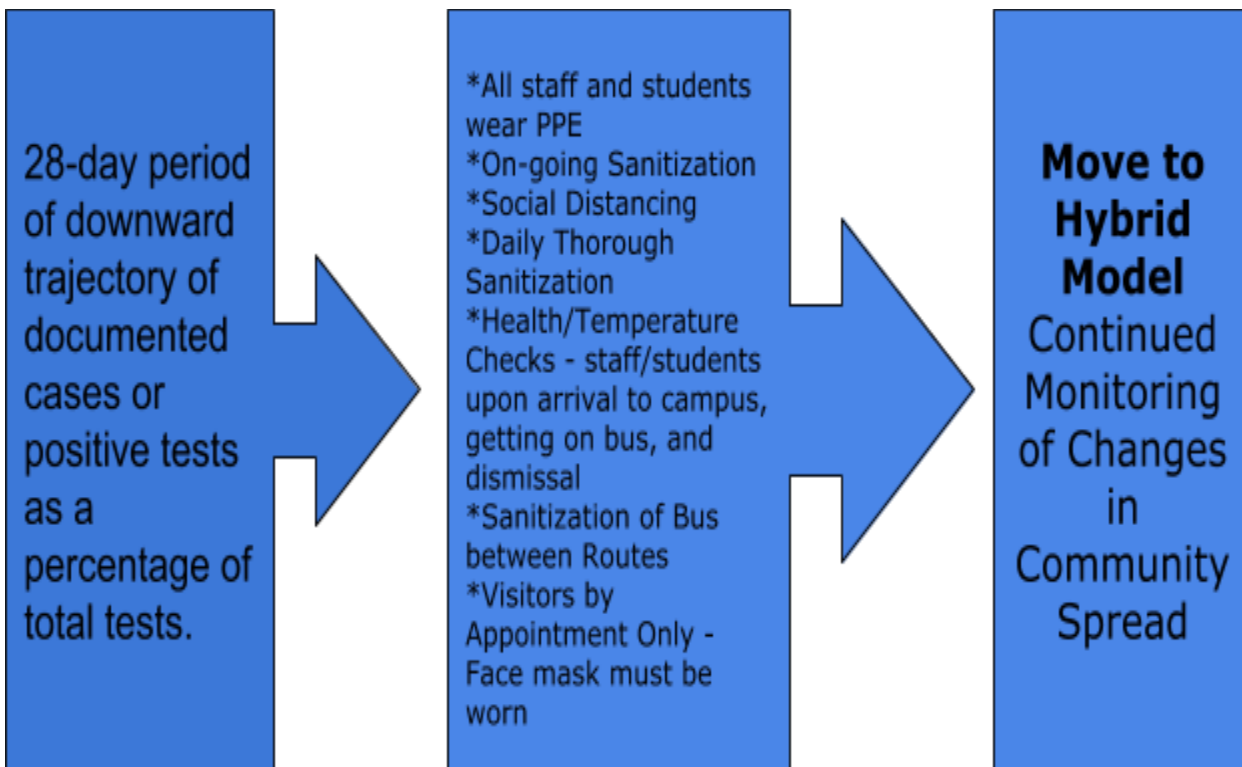
Regardless of Community Spread



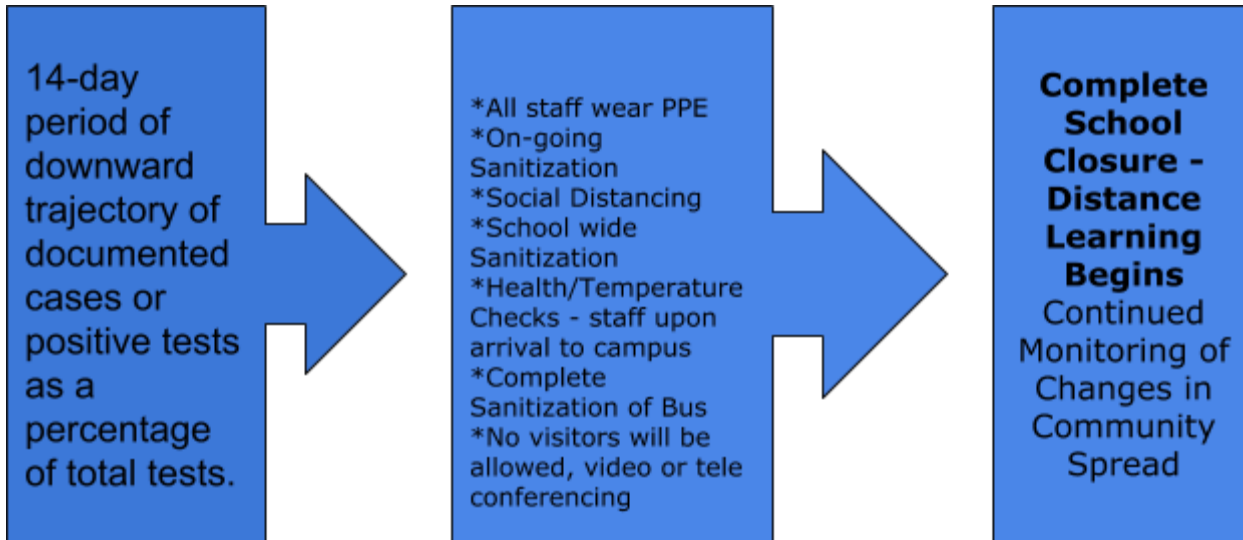
No Community Spread



Minimal to Moderate Community Spread



Substantial Community Spread



*White House/CDC Reference: Guidelines Opening Up America Again

*Conditions determined by the Pueblo of Santa Clara and its emergency operating procedures

*Community refers to Santa Clara Pueblo and surrounding communities within Rio Arriba and Santa Fe County.

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE, STUDENT, VISITOR SAFETY

EMPLOYEE AND STUDENT SCREENING

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a daily screening when onsite which includes a temperature reading and answering a set of questions related to COVID-19 symptoms.

Employee screening will include:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Fever or Chills
- Repeated shaking with chills
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Congestion or runny nose
- Nausea or vomiting
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19
- Out of State travel and did they self quarantine for 14 days

Student screening will include and be completed by school personnel:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Fever or Chills
- Repeated shaking with chills
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Congestion or runny nose
- Nausea or vomiting
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19
- Out of State travel and did they self quarantine for 14 days

Parents need to remain in the car and wait until screening is completed for students before they leave. Students displaying any of the above symptoms with or without a fever will not be allowed on campus. Arrangements will be made for the student to participate in instruction for the day virtually.

All screening information will be kept confidential by Kha'p'o Community School.

VISITORS ON CAMPUS

Kha'p'o Community School will not allow normal visitation to our campus until reopen date. Only identified Kha'p'o Community School staff are allowed on campus during preparation for reopen.

All visitors will be required to schedule an appointment. Depending on the status of the school, meetings may happen in person or through a teleconference or videoconference format.

For in person appointments, the visitor will be requested to complete a temperature check and a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **Non-Staff - COVID 19 Personal Checklist & Self-Declaration Form**

NON-STAFF SERVICE PROVIDERS, CONTRACTORS AND VOLUNTEERS

Kha'p'o Community School has various non-staff service providers, contractors, and volunteers who provide services for the school. These individuals will be required to follow the same precautionary measures as KCS staff. Upon entering campus they will be requested to complete a temperature check and a simple screening questionnaire.

TRAVEL RESTRICTIONS

Kha'p'o Community School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the Executive Director. We encourage staff to not travel outside of the state but if they do, a COVID test will be required and shown as negative to return onsite or isolate for a 14-day remote status for work duties.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Kha'p'o Community School employees, students, parents, and visitors should practice staying approximately six feet away from others and eliminating contact with others.

- Traffic Flow (when students return onsite) – Taped lines on the floor will mark the walking direction throughout various areas throughout campus in order to maintain the social distancing requirement of six feet
- Interactions/Gatherings – Non-essential/informal meetups and visiting will be avoided while staff are onsite
- Meetings - All meetings will be held virtually through Google Meet. In person meetings are dependent on the mode in which school is in session.
- Parent Meetings - Meetings will be scheduled by appointment and at that time it will be determined if the meeting can be held virtually using Google Meet, by teleconference, or in person. During Distance Learning, no in-person meetings will occur.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE will be needed to prevent certain exposures and is required to be worn at all times by staff and students while onsite. PPE can include:

Masks/Shields: Face masks/shields are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Bodysuits: Bodysuits are an important part of employee and student protection.

Please note that social distancing should still be practiced even with the use of gloves and masks/shields.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

*****PPE will be provided for all staff and students on campus.**

PERSONAL ITEMS ON CAMPUS

Staff will be encouraged to limit personal items brought on to campus to a book bag, purse/backpack/handbag, jacket, and a lunch container. Students will be allowed a jacket and plastic binder. All personal items belonging to staff and students must be kept in their personal workspace. The school is not responsible for items that may be identified to be cleansed due to COVID cleaning done at the school.

PERSONAL WORKSPACE/CLASSROOM

Kha'p'o Community School staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students will not be allowed to visit another classroom outside of their team or grade level for social

purposes. Instructional staff may travel to another classroom to provide instructions and support per established schedules. Each employee will have a cleaning kit assigned to their area. Employees will disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. Every room on campus will have a sign in sheet with name, date and time. Anyone entering the room will need to sign in.

CLASSROOM SAFETY PROCEDURES

Teachers and staff will ensure that safety protocols are in place to ensure the safety for all present in the learning space and that learning can continue. Classroom Safety includes FACE pre-k and adult programs.

- (a) All students and teachers will wear face shields and/or face masks as appropriate, with exceptions for medical reasons (exceptions to wearing PPE will require a doctor's note). These will be worn except when eating and drinking.
- (b) Teachers will disinfect common areas when entering in the morning.
- (c) Teachers will disinfect common areas when leaving in the afternoon.
- (d) Teachers will keep classroom doors closed during school hours to promote air flow, if both classes in a building pod are onsite. OR, teachers will only use handicap door buttons to open doors during the school day.
- (e) Students will have individual, self-contained work spaces that allow for six feet of social distancing with classroom peers. Social distancing guidance will result in a six foot distance between any two people.
- (f) Teachers will arrange student desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing) when possible.
- (g) Staff and students must avoid greetings that involve physical contact, such as shaking hands. Use alternative ways to greet people.
- (h) Teachers will develop methods for participating in dialogue or communicating needs (such as hand signals).
- (i) Teachers will establish clear procedures for how to move about the classroom and when outside the classroom to ensure social distancing is maintained. Teachers may consider using visual aids (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- (j) Teachers will ensure that when working with students in small groups, that practices are COVID safe, no larger than 2 students and the teacher will keep record of who is in which groups. Teachers will do their best to maintain consistency within the groupings to minimize contact with others.
- (k) Teachers will ensure participants aren't sharing water bottles, food, or other items.
- (l) Teachers may use visual schedules to non-verbally communicate needs, intents, etc.,.
- (m) Teachers will instruct students in "Protocols for Taking Care of Individual, Self-Contained Work Spaces" (i.e. "What do I do every day to ensure that my work space is safe and clean?")
 - How Do You Keep Your Materials Clean and Safe?
 - 1) Desk
 - 2) Technology
 - 3) Bottled Water
 - 4) Pens, Pencils, Markers, Crayons, Etc.,
 - 5) Binder maintenance and usage (teaching skills around organization; communication with families).
 - 6) Personal items such as supplies and jackets will be kept in designated work space.
- (n) Teachers will communicate and follow a protocol for students with non-COVID and COVID-related illness - bloody nose, upset stomach, etc.,.
- (o) Teachers will implement scheduled breaks for fresh air and movement, in alignment with a school wide schedule. Teachers will communicate and reinforce school wide safety expectations for communal outdoor spaces.
- (p) All classrooms should have lessons that teach social skills incorporating KCS Core Values. These lessons will support students in learning different safety protocols for the classroom space.
- (q) Teachers will have a protocol for submitting work.

- Upper Grades: leverage Google Education Suite for virtual assignments whenever possible.
 - Lower Grades: utilize online math curriculum, online curriculum resources and instructional packet assignments that can be returned.
- (r) Teachers will incorporate Social Emotional Learning (SEL) / Trauma-Informed Strategies to create a welcoming environment (see suggestions below in this document).
- Welcoming Procedures
 - Engaging Strategies
 - Optimistic Closure Strategies
 - Collaboration with School Counselor
- (s) For outdoor / recess time, teachers and classes will adhere to school plans for designated play areas.
- (t) To ensure that there will be limited risk of outside contamination, students will have a set of materials for school and a set of materials for home, so that materials do not need to be taken back and forth between house and school.
- (u) A receptacle will be kept outside of the classroom for returned homework. All paperwork will be collected by the teacher in 24 hour intervals.
- (v) A sign in sheet will be placed by the door for visitors to sign in for tracing purposes.

RESTROOM USAGE ON CAMPUS

Restrooms within classroom pods, gym, and resource building are utilized by students and staff. Capacity for usage is limited to one person at a time. Maximum capacity signs will be posted at entrances of all restrooms.

Teachers and staff will avoid taking multiple groups to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). To ease the stress of bathroom traffic flow, bathrooms will become unisex within classroom pods.

Teachers will maintain a sign out log of student use per day. Staff and students will follow COVID-19 handwashing guidelines as posted in the bathrooms. Students will wash their hands after usage with soap and water and use hand sanitizer upon reentry into the classroom.

Cleaning supplies will be provided for employees to wipe down all high touch areas after use.

Custodial staff will monitor and clean the restrooms at designated intervals throughout the school day.

RECESS

Recess will be provided to students on campus on a staggered schedule and/or assigned areas on the playground. Students may be allowed to use identified equipment, which will be sanitized daily. Students will sanitize their hands prior to beginning recess and after recess. Social distancing will be implemented and monitored. Teachers and/or staff members may set up organized play to encourage socialization with social distancing in place.

WATER AND WATER FOUNTAINS

Water bottles will be provided for students to have while on campus. Student bottled water will be kept in each students' personal workspace.

Students, staff or visitors will not be allowed to use water fountains.

HOME VISIT SAFETY PROCEDURES

Home visits may be one way to ensure communication with parent/s and student/s. If the school is in a total distance learning format it is encouraged to use phone calls or a virtual mode of communication such as Google Meet. However, if a home visit is deemed necessary the following procedures will be implemented:

- Complete a tracing log - to include date, home visited, person/s in contact with during visit.
- Sanitize hands prior to entering the home.
- Wear a mask.
- Limit physical contact.
- Enact social distancing.
- After exiting, sanitize hands and objects used during visit.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Kha'p'o Community School staff has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Kha'p'o Community School Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– Kha'p'o Community School will be monitoring the number of employees in various areas throughout campus while the risk of infection exists and begins to diminish.

Conference Room – Capacity limit and reservation sheet will be placed on the conference room door. Only essential meetings or identified usage will be allowed. Google Meet as a virtual option will be encouraged.

Boardroom– Boardroom usage will be limited to use by up to 6 employees with prior reservations. Use of the refrigerator and microwave in the boardroom will not be allowed for use until further notice.

Copiers

- Office copier will be for front office staff use only.
- Conference room copier - A schedule for use will be developed for other staff and teachers.
- Users of either copier will be required to sanitize high touch areas prior to use and after.

HEALTH AND WELLNESS PROTOCOLS

SUSPECTED COVID 19 CASE

If an employee or student becomes ill on campus, he/she will immediately report to the **Wellness Coordinator's isolation room** and the **Suspected COVID 19 Case Form** will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The Wellness Coordinator must complete the **Suspected COVID 19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The Wellness Coordinator and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The Wellness Coordinator will direct the ill employee to leave work or call the parent of the student to be picked up and go home.

- The Wellness Coordinator and campus supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee/student should not be provided.*
- Advise employees that they may have been in contact with a suspected employee or student and to carry out self-screening every morning, and based on the results, contact the Wellness Coordinator.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

In a suspected COVID 19 case (onsite or reported case from staff or families), the EOC will be informed, internal contact tracing will be conducted to determine if any staff or students have been potentially exposed, and next steps will be determined such as possible staff/student testing at an identified site. Santa Clara Pueblo's EOC will be informed and involved throughout the process.

PROTOCOL FOR RETURN TO WORK OR SCHOOL

Employee Protocol:

- If an employee becomes ill at KCS or if another person is exhibiting symptoms of COVID 19, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You will be asked to submit a healthcare provider's note before returning to work.

If an employee has been diagnosed with COVID 19, the employee may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 7 days have passed since symptoms first occurred
- If the employee has symptoms that could be COVID 19 and does not get evaluated by a medical professional or tested for COVID 19, it is assumed that the employee has COVID 19 and may not return to work until the three criteria listed above have been met.

Student Protocol:

- If a student becomes ill at KCS and is exhibiting symptoms of COVID 19, the parent/guardian will be called to pick up the student. The parent will be encouraged to take the student to the nearest health center. Students will be assigned to the isolation room and escorted out by Wellness Coordinator when the parent arrives for pick up.
- Students returning to school will be asked to submit a healthcare provider's note before returning to school.

If a student has been diagnosed with COVID 19, the student may return to school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. There has been an improvement in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 7 days have passed since symptoms first occurred
- If a student has symptoms that could be COVID 19 and the student does not get evaluated by a medical professional or tested for COVID 19, it is assumed that the student has COVID 19 and may not return to school until the three criteria listed above have been met.

GUIDANCE IF EXPOSED TO COVID 19

While we all hope to avoid exposure to illness from COVID 19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following as an employee:

1. Quarantine yourself in a specific room away from others in your home for at least 14 days.
2. If you are required by KCS or the EOC, to quarantine or isolate as a KCS staff, it will be determined by your supervisor if you can still remote in for work
3. Contact the following (in order of priority), let them know you have been exposed to COVID 19, then follow their instructions.
 - a. Your healthcare provider
 - b. Kha'p'o Community School's HR department
 - c. Your supervisor
 - d. KCS will inform the EOC to determine appropriate next steps
4. Your supervisor will work with HR to determine appropriate next steps.
5. Adhere to the KCS HR Policies and KCS stated procedures.
6. In case of an emergency, call 911 and let them know you have been exposed to COVID 19, then follow their instructions.

Please do the following as a parent/guardian:

1. Quarantine the family member/s in a specific room away from others in your home for at least 14 days.
2. Contact the following (in order of priority), let them know that someone in the household has been exposed to COVID 19, then follow their instructions.
 - a. Your healthcare provider
 - b. Kha'p'o Community School's Wellness Coordinator
 - c. Kha'p'o Community School's Executive Director
3. The Wellness Coordinator will provide appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID 19, then follow their instructions.

*****In every case, names of individuals suspected of COVID 19 or diagnosed as being positive with COVID 19 will be kept confidential as a right to know through emergency preparedness processes.**

PROTOCOL TO FOLLOW IF COVID TESTING WAS REQUIRED OR DIRECTED TO QUARANTINE/ISOLATE BY KCS OR EOC

1. Notify your supervisor immediately if you were directed to quarantine/isolate or get COVID tested by EOC.
2. COVID testing requires you to isolate for 14 days or until you receive a negative test result. As a staff member, results should be reported to HR and the Executive Director.
3. Parents should report potential COVID exposure or positive COVID test results to KCS Health and Wellness Coordinator.
4. If a staff member is notified of potential COVID exposure or positive COVID test results by a parent or community member please notify the Executive Director immediately.
5. To quarantine/isolate means that you remain in your house and do not physically interact with anyone outside of your household for the duration of the 14 days or until you receive your negative results.

*****In every case, names of individuals suspected of COVID 19 or diagnosed as being positive with COVID 19 will be kept confidential as a right to know through emergency preparedness processes.**

PROTOCOL FOR NON-COVID 19 ILLNESS/INJURY

For all other student health concerns such as stomach aches, bloody noses, or injury the following protocol will be followed.

1. Staff personnel will complete a Nurse Pass.
2. Staff personnel will call the Wellness Coordinator to notify her of student and concern.
3. Staff personnel will sanitize area/items.
4. Wellness Coordinator will pick up student from classroom. Classrooms will have a designated area for pickup.
5. Wellness Coordinator will assess the situation and determine if the student can return to class or needs to be sent home. Possible reasons to be sent home, but not limited to: fever, vomiting, diarrhea, redness/irritation of throat, extreme coughing, discolored mucus/phlegm, bloody nose, injury
6. If it is determined that the student needs to go home, the student will remain with the Wellness Coordinator until the parent arrives for pick up.

FIRE, SHELTER IN PLACE AND BUS EVACUATION DRILLS

KCS will conduct fire, shelter in place, and bus evacuation drills as required by local, state and federal mandates.

FACILITIES

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Use will not be allowed
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards, laminator	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Wellness Center	Triage area, isolation room	At the end of each use/day

<p>Common Areas</p>	<p>Cafeteria, Conference room, Gym, Common Areas</p>	<p>At the end of each use/day; between groups</p>
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The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly by all employees.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive and/or has been exposed to someone who has been identified positive for COVID 19 based on testing.

SIGNAGE

Signage will be placed throughout the offices and school.



PREVENTIVE MATERIAL INVENTORY

1. Confirm school has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

TRANSPORTATION

BUS DRIVERS/BUS PROTOCOLS

- Bus driver must not report to work if he suspects he is sick or if he has symptoms such as fever or difficulty breathing, or has been in contact with other people who have any confirmed respiratory illness or disease within the last 7 days.
- Bus driver and/or assigned staff must disinfect the buses at a minimum:
 1. Right before starting a route
 2. Right after route/s are completed
 3. In between routes
 4. Wipe handrail after each student enters and exits bus
- All students and adults will be required to wear masks.
- Bus will be filled from back to front with one student per seat. As COVID 19 cases decrease in the county capacity per seat will increase to two students.
- A second staff member will be assigned to bus routes. This individual will be responsible for completing the temperature/health check of each student prior to getting on the bus.
 - A student with a fever will not be allowed to get on the bus. The parent/guardian will be notified.
- Student Expectations:
 - Participate in temperature/health check
 - Sit on assigned seat
 - Face forward and keep hands and feet to self
 - Limit conversation
 - Do not visit with neighbors
 - Food and drinks are not allowed
 - Do not take out any items while on bus
 - Cell phone usage is not permitted
- Parent Expectations:
 - Parents are not allowed to approach bus
 - Parent/caregiver needs to be available at bus stop
 - Pick up and drop off locations cannot be changed at this time
 - If pick up and drop off location needs to change, it will become the responsibility of the parent to make arrangements to drop off and/or pick up child/ren at the school.

GSA VEHICLE USAGE

- For use of a GSA vehicle, a request must be submitted following the established timeline. Request should include requestor's name, date to be used, destination and names of who will be in vehicle
- Vehicles assigned to staff for daily use must document date, destination, and names of who is in the vehicle during time of use.
- PPE must be worn by all passengers in the vehicle
- Vehicle must be disinfected by requestor prior to and after usage.

FOOD SERVICE

To reduce the risk of contamination outside food will not be allowed to be brought on campus or delivered. Sharing of food or drink will not be permitted. Breakfast, lunch and snacks will be prepared and provided by KCS. If your child has a food allergy, it is important that you provide written documentation from your child's doctor. A 504 plan will be developed and accommodations will be provided to meet your child's dietary needs.

Below is outlined what the Food Service will look like based on which educational model we will be in due to COVID 19. The models include Distance Learning, Hybrid and On-Site.

Distance Learning

- Breakfast and Lunch will be delivered to all students registered at KCS.
- Delivery will begin at 10:00 am Monday thru Friday during school days.
- Meals will not be delivered on days identified on the calendar as a no school day.

Hybrid

- All students registered at KCS will receive breakfast and lunch.
- Depending on which schedule your child is on will determine if your child will eat on campus or meals will be delivered.
 - Meals on Campus:
 - Students will eat in their respective classroom.
 - Meals Delivered:
 - Delivery will begin at 10:00 am Monday thru Friday during school days.
 - Meals will not be delivered on days identified on the calendar as a no school day.

On-Site

- Students will eat in their respective classroom.

Other precautionary measures:

- Food service staff must not report to work if he/she suspects he/she is sick or if he/she has symptoms such as fever or difficulty breathing, or has been in contact with other people who have any confirmed respiratory illness or disease within the last 7 days.
- Food service staff and anyone providing assistance are required to wear PPE while working in the cafeteria/kitchen and on delivery routes.
- All areas in the cafeteria/kitchen must be sanitized before, during and after use.
- Families will be required to place a box outside the door for food to be placed in.
- Parents are encouraged to notify school if meals are not to be delivered.
- Food Services will be delayed, cancelled, or postponed if ordered by the EOC or KCS determines that it is necessary due to extenuating circumstances.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS, FAMILIES AND STAFF

Kha'p'o Community School's counselor will provide resources for families and teachers to access as alternate learning plans are implemented. The counselor will provide weekly sessions with each grade level to address the group's social-emotional well-being. The counselor also will work with students individually or in small groups to address any well-being needs. Weekly check-ins with families will be completed. Documentation of all student and family contact will be completed.

Resources for Socio Emotional Support for Families

Brain Pop Social Emotional Learning provides many short, animated videos regarding social and emotional issues related to school and home. These align with CASEL's five competencies: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision-Making.

These videos are great for parents and their children to watch together. In addition, there are also some social emotional learning games regarding emotions, perseverance, communication, conflict resolution, goal setting, sleep and fitness.

https://www.brainpop.com/social-emotional-learning/?mkt_tok=eyJpIjoiTW1OalpUSXpNMkU1WIRBNCIsInQiOiI5RThIRURIRjdcL1RuXC96cmR2bIB0THFTaHlib2xpUUFNc0JBKzN4WU5TeE55MVIPV3FyTG1rNIN2MzVZSzlVZEg4b3hLNjgyRnFCU0MVm5tK3dZcmM0RjZqcHRXRlwwaDQwbnZTxc9LTkNJZk0yT0VQa2xpbkhkaHloYjVKcEtJamMifQ%3D%3D

Edutopia provides a Parent’s Resource Guide to Social and Emotional Learning. There are many articles and videos for parents that support learning and skill building in resilience, gratitude, empathy, partnering with schools, bullying, cyberbullying, perseverance, kindness and compassion.

<https://www.edutopia.org/sel-parents-resources>

The Home School Connection flyer will be going home with students on a monthly basis. There may be additional information attached depending on student, family and community needs.

Resources for Social Emotional Learning for Staff

[The SEL Three Signature Practices](#)

(https://schoolguide.casel.org/uploads/2018/12/CASEL_SEL-3-Signature-Practices-Playbook-V3.pdf)

When a team, or a school, commits to using the SEL 3 Signature Practices in an authentic way, they are better able to meet their own learning goals and those of their students while building everyone’s SEL skills to create a positive learning and work environment.

Welcoming Inclusion Activity Engaging Strategies Optimistic Closure

1. Open each class period, meeting, or professional learning experience with a WELCOMING INCLUSION ACTIVITY, ROUTINE, OR RITUAL that builds community and connects to the work ahead.

Examples of Welcoming Activities, Routines, and Rituals:

- Smile warmly and greet each person by their preferred name
- Whole-group greeting activities
- Morning circles
- Interactive “do-nows,” such as peer-to-peer homework help

2. Embed ENGAGING STRATEGIES, including brain breaks to anchor thinking and learning, throughout the experience. Engaging strategies offer many opportunities that vary in complexity to practice SEL skills. Engagement and learning individually (e.g., “turn-to-your-partner”) and collectively (e.g., “Socratic Seminar” and “Jigsaw”) are supported by intentionally chosen strategies and activities with sequenced steps that suit your group’s current needs. Build in a balance of interactive and reflective experiences to meet the needs of all participants.

Examples of Engaging Strategies:

- Think, Ink, Pair, Share (silent time to reflect; time to write; partner discussions; close with a group share out)
- Clock Partners (prearrange partners for quickly pairing up for reflection and discussion)
- Private think-time (facilitator wait-time)
- Mindful Minute Brain Break (a calming activity, promoting focus and readiness to learn)

3. Close each experience in an intentional way. An OPTIMISTIC CLOSURE is not necessarily a “cherry ending,” but rather highlights an individual and shared understanding of the importance of the work, and can provide a sense

of accomplishment and support forward-thinking. The closing activity may be reflective of the learning, help identify next steps, or make connections to one's own work.

Examples of Optimistic Closure:

- Something I learned today...
- I am curious about...
- I am looking forward to tomorrow because...
- Something I'll do as a result of this meeting is...
- Something I still question...
- Something that still concerns me...

Additional [Social and Emotional Support in Distance Learning Resources](https://www.cde.ca.gov/ci/se/seldistance.asp) (<https://www.cde.ca.gov/ci/se/seldistance.asp>) for School Leaders, Educators, Parents, and Students

Preparing to Meet Students Where They Are Upon Return to School:

[Addressing Social and Emotional Learning and Mental Health Needs](https://www.schoolcounselor.org/asca/media/asca/Publications/SchoolReentry.pdf)

(<https://www.schoolcounselor.org/asca/media/asca/Publications/SchoolReentry.pdf>)

- Anticipate academic, emotional and social regression
- Build from some of the unique learning experiences students may have had at home
- Recognize the potential negative impact of an environment that still requires minimized social interactions, face coverings and lack of shared manipulatives or toys to help de-stress
- Establish an intentional focus on social and emotional skill building, mental and behavioral health, personal safety and self-regulatory capacity, which likely regressed with a lack of social interactions
- Avoid assuming that lack of demonstration of social skills represents willful disobedience or purposeful insubordination
- Embed social and emotional learning opportunities into core academic subjects
- If attendance drops, have a system in place to check in with students and families

Checklist for [Building Developmental Relationships](https://www.search-institute.org/wp-content/uploads/2020/03/Coronavirus-checklist-Search-Institute.pdf) with Students During the COVID-19 Crisis

(<https://www.search-institute.org/wp-content/uploads/2020/03/Coronavirus-checklist-Search-Institute.pdf>)

Resources for Social Emotional Well-Being for Staff

With the currently changing work environment, KCS staff are experiencing new challenges which may require new adaptations in thoughts and behaviors. Each staff member will respond to these challenges in their own unique manner.

Here are a few ways to help maintain personal well being and cope with the new challenges in the school environment and possible stressors.

Make time to communicate with peers, your supervisor or the administrator. Effective communication can help to reduce work stress and avoid feeling isolated in the school environment. Keep in mind that venting can be a helpful form of releasing stress and is not to be confused with complaining which can have a negative impact on others.

It has been shown that there is a strong correlation between gratitude and personal well-being. A mindset of gratitude leads to an increase in happiness and can help to reduce stress in the school environment. Small thoughts of gratitude can foster a greater sense of well-being in your professional and personal life.

Self-awareness and breath control are significant allies in developing and maintaining your mental, emotional and physical health. Being mindful of one's personal stress triggers is an important first step in managing potential stress. Longer, slower breaths will help to lower your heart rate, shift your brain chemistry and help set the body's nervous system to reduce a stress response. Longer, slower and gentle deep breaths

for as little as a minute can make a big difference in relieving frustration, fear, anxiety, anger or other stress related thoughts and feelings.

Resources:

The work-life balance during the pandemic has been skewed as staff needs have significantly changed and working from home has increased for many staff members. The following article from Edutopia recognizes this challenge and offers suggestions to support personal well-being while working from home.

<https://www.edutopia.org/article/maintaining-work-life-balance-during-pandemic>

A simple way of framing stress management for teachers is by using what The Mayo Clinic calls “The Four A’s”: Avoid, Alter, Accept, and Adapt. Here are 16 strategies to help reduce educator stress.

<https://everfi.com/blog/k-12/strategies-to-support-stress-management-for-teachers/>

The Resilient Educator offers some quick and practical stress relievers to use in the classroom.

<https://resilienteducator.com/classroom-resources/classroom-stress-relievers/>

Sydney Jensen is a 9 th Grade teacher that addresses the risk of Secondary Trauma and Compassion Fatigue specific to working with students. She provides an eleven-minute video via a Ted Talk.

https://www.ted.com/talks/sydney_jensen_how_can_we_support_the_emotional_well_being_of_teachers?utm_campaign=daily&utm_content=image_2019-11-14&utm_medium=email&utm_source=newsletter_daily

TRAINING

STAFF TRAINING

- **Pre-return to school training-**
 - Presented remotely to ensure understanding and preparedness to align with this manual
- **First Day Training/Orientation**
 - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meet
- **Cleaning Crew Protocols**
 - Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation

6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

FAMILY TRAINING

- **Family Orientation**
 - Family orientation will include an explanation of the current school model that will be implemented, review of Return to School Plan Handbook, expectations for student attendance/completion of assignments, and question/answer session.
- **Technology Training**
 - Introduction to Chromebooks, Google Classroom, Google Meet
 - Care and Maintenance of the device
 - Identify need for individual family training sessions

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

- Staff, students, and parents need to check their email often.
- Visit our school website
- Follow KCS on Facebook
- Google Classroom Grades FACE - 6
- Bright Arrow automated messages
- KCS Designated Family Liaison
- Tribal Newsletter

*****Parents/Guardians are required to keep a current address, email, and phone number on file with KCS.**

Immediate information for parents/guardians to receive is necessary and current contact information allow that to occur.

SECTION 2: ACADEMICS

FAMILY EDUCATION RIGHTS AND POLICY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The school can only communicate about the concerns and progress of KCS students with parents/guardians. Requests for information on students participation and progress by extended family members requires permission to be given by the parent or guardian of the student.

INSTRUCTIONAL MODELS

Kha'p'o Community School has researched and developed plans to ensure that our students receive the best education possible during the pandemic of COVID 19. Three Instructional Models have been developed - On-site Model, Hybrid Model and Distance Learning Model. The Instructional Model that will be in place at any given time will be determined by

the spread level our area is currently experiencing. Instructional Models include all programs (General Ed., Tewa, Special Ed., FACE) that provide instruction on campus

- **On-site Model**

- Spread level is at “no community spread”
- School is fully open
- 100% of students attend
- On-site instruction
- All precautionary measures in place

- **Hybrid Model**

- Spread level is at “minimal to moderate level”
- School is partially open
- Reduced number of students on campus
- Instruction includes both on-site instruction and distance learning
- Schedule for reduced number of students on campus
- Schedule will be provided by the classroom teacher

- **Distance Learning Model**

- Spread level is at “substantial level”
- School is completely closed and only identified KCS staff onsite
- No students will be on campus
- Instruction will be a combination of distance learning and instructional packets
- Schedule for distance learning will be provided by the classroom teacher
- Distance Learning and/or TeleTherapy will be put in place to meet IEP needs for identified services
- Consideration for on-site learning for identified students who may not benefit from distance learning.

DISTANCE LEARNING

We understand that not all students have a laptop or internet access to effectively participate in this model. Every student registered at KCS will be provided with a Chromebook, which is on loan, at the beginning of the school year. With acceptance of the Chromebook the parent and student will need to sign an Acceptable Use of Technology Agreement. KCS will do our best to provide families who do not have access to the internet other options for participation in instruction. One option for students who do not have internet may involve distributing instructional packets to families for the students to complete while at home, along with frequent phone calls either to the students directly or to their parents.

Google Classroom and Google Meet are our online components that will be used to deliver weekly live and recorded instruction from the classroom teacher and any other instructor. The classroom teacher will provide you with information needed to access class/es.

The instructional staff will continue to provide our students at KCS many learning opportunities. They will be incorporating small group and individual instruction to support student learning. Students will also continue to participate in Tewa, Art, and Social/Emotional Learning.

RECORDED INSTRUCTION

To ensure that all students can access content through specific lessons, virtual lessons through Google Classroom “Meets” may be recorded by the primary instructor leading the lesson. In the case that a student misses a session, the lead instructor will make the classroom recording available to the student. Recordings will not be shared outside of the KCS community or with students and families that are not enrolled in that teacher’s classroom. By using secure online spaces, such as Google Classroom, links can be shared exclusively to individual students, outside of the public domain. Recordings can be used in case of a student’s absence from a meeting due to illness, a scheduled appointment, technical

difficulties (including connectivity issues), or for reteaching purposes. (Examples of a meeting that would be beneficial to record are the Morning Meeting at the beginning of the week where the overview of the week is presented or a lesson introducing new material or a project).

******Tewa classes will not be recorded per School Board Approved Tewa Language Policy, this includes taking pictures, recording on a cell phone/tablet/etc.**

FACE HOMEBASE PROGRAM

KCS believes that the FACE Homebase Program is essential in providing parents resources and learning opportunities for their child/ren in the early developmental stages. The FACE Homebase Program will follow the HOME VISIT SAFETY PROCEDURES to ensure safety of the family and themselves during visits. If at any time a parent is uncomfortable with receiving support in their home, the parent is allowed to request a virtual meeting with the Parent Educator. If the school moves into the hybrid or distance learning model, the homebase program will move into complete distance learning. The FACE Parent Educator will schedule distance learning opportunities through Google Meet and/or provide packets as resources for parents.

ATTENDANCE

Although the school year is going to look different during the pandemic, it is Kha'p'o Community School's goal to provide our students the best education possible. It is vital for students to attend school on a regular basis whether school is provided on-site, hybrid or through a distance learning model. Please refer to the **Parent/Student Handbook SY 2020-2021** which outlines all attendance policies.

These **additional guidelines** will be implemented while in the **hybrid** or **distance learning model**:

Present:

1. Student must attend all virtual classes (Instructional, Tewa, Art, Cultural Movement, Counseling, Special Education)
2. Student must log in and complete all online assignments
3. Attendance will be taken during all virtual classes and tracked for online assignments
4. Completion of instructional packets by due date will be counted toward attendance
5. If the student does not have internet access and is participating by phone he/she must attend teleconference at scheduled times.
6. While in attendance, KCS expectations for students is that:
 - a. Chromebook camera is on
 - b. Student is seated in a stable comfortable location, able to focus on class session
 - c. Student is interacting with the teacher and classmates, responding to questions, contributing to discussions

Absences:

1. For excused and unexcused absence descriptions please refer to the Parent/Student Handbook descriptions
2. Student will be counted as absent for that part of the day that he/she does not attend virtual classes or teleconferences
3. Please notify the teacher as soon as possible if your child will not be participating in school activities (virtual classes, online assignments, phone conferences, instructional packet work as outlined in schedule) during the times between 8 and 3 Monday through Thursday or 8 and 1 on Fridays.
4. Proper documentation, such as a parent or doctor's note, will still be required to determine if the absence is excused. Documentation should be emailed to the classroom teacher within 24 hours of the student's absence.

Special Education Attendance

1. Attendance for a student receiving special education services is based on the time requirements identified in the student's Individualized Education Program.

2. It is required that the services provided be documented by special education staff. If a student does not attend scheduled class, the service time cannot be counted or documented as an excused absence.
3. Please notify the Special Education Coordinator/Teacher of any issues causing the student to not be able to attend, so that it can be resolved.

KCS does understand that with the use of technology there will be times that will impact the ability for the child to log in to classes or online assignments. Please contact the student's teacher as soon as you are experiencing these issues, so you can be helped or referred to someone who can help you. If the teacher does not know you are having problems, the student could be counted as absent.

Students are encouraged to log in to class 10 minutes before class starts. This will give the time needed to resolve any problems that may arise.

INTERNET OUTAGE - There may be times when an internet outage affects a substantial number of students and staff. If this occurs the teachers will be directed to move into an alternate mode of instruction, which will include packet work. We want to ensure that all students receive equitable instruction at all times.

ASSIGNMENTS

During this time instructional packets and online assignments will be counted as classwork. Students are expected to complete all assignments by the due date identified by the classroom teacher. Assignments will be a tool used to measure student growth and progress. Students will receive grades for completed assignments and a pass/fail grade will not be utilized.

INSTRUCTIONAL PACKETS

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for distribution and return of instructional packets and/or assignments that were given prior to closure.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and up to 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of instructional/homework packets themselves transmitting the virus can be minimized.)

- No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
- No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
- Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
- If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
- **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION

- For students living within Santa Clara Pueblo boundaries - packets will be distributed based on arrangements determined by the school, subject to change due to emergency response situations.

- For students living outside of Santa Clara Pueblo boundaries - packets will be distributed based on arrangements determined by the school, subject to change due to emergency response situations.

PACKET RETURN

- For students living within Santa Clara Pueblo boundaries - packets will be returned based on arrangements determined by the school, subject to change due to emergency response situations. If returning at school site based on arrangements stating to: Parents should remain 6 feet apart from anyone else while at the drop off. If a parent is symptomatic please have someone else drop off the packet or notify the teacher that you are unable to drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic."
- For students living outside of Santa Clara Pueblo boundaries - packets will be returned based on arrangements determined by the school, subject to change due to emergency response situations. Parents should remain 6 feet apart from anyone else while at the drop off. If a parent is symptomatic please have someone else drop off the packet or notify the teacher that you are unable to drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic."

******As we navigate community, staff, and student safety, packet distribution and returns may be delayed as part of an emergency response situation. Teachers will notify students and families should this occur.**

SECTION 3: EXTRACURRICULAR ACTIVITIES

Kha'p'o Community School recognizes the importance of extracurricular activities, which include family events. Our first priority during COVID 19 is to keep our families, students and staff safe and healthy, so until further notice all activities will take place virtually unless otherwise notified by KCS.

Kha’p’o Community School - Community Pledge

Kha’p’o Community School is located in the heart of Santa Clara Pueblo and it is our mission to live, learn and work together as a community. Unfortunately, COVID 19 has impacted all our lives and unexpected changes in the way we live have occurred. As a community it is our responsibility as staff and family to put in place all precautionary measures to keep everyone safe and healthy in school and throughout the community. It is also our responsibility to work together to continue to provide our children the best possible education during this time.

I agree to the following:

RESPECT

- I will respect each other’s opinions and perspectives and be willing to collaborate for the best interest of the children and community.

COMPASSION

- I understand that this is a stressful and overwhelming time, I will provide the support that I can for my child/ren and others in my community by listening and assisting when I can.
- I will do my best to be patient and make positive efforts to be part of the problem solving process.

COMMUNITY

- I will participate in community meetings facilitated by KCS, in order to have a voice and be part of the collaborative efforts.
- I will participate in parent/family orientation and training provided by KCS, so that I can provide support for my child/ren.
- I will complete surveys distributed by KCS to provide my input to improve standards at KCS.

RESPONSIBILITY

- I will monitor my child/ren's health by completing daily screenings to include temperature and COVID 19 symptom checks.
- I will keep my child home if he/she has a fever, displays any symptoms of COVID 19, or is sick due to other illnesses. I will notify the school of my child’s absence.
- I agree to the protocols that KCS has put in place to keep my child and others safe and healthy. I understand that if my child is sent home due to possible COVID 19 symptoms, I will take the advice of the school and contact my child’s primary physician.
- I will model and teach my child/ren preventative measures - wearing a face mask, hand hygiene, respiratory etiquette (e.g. cover my cough), and social distancing.
- I will ensure my child/ren participate in all scheduled classes and complete assignments by the due date.

PERSEVERANCE

- Many obstacles may be presented during this time, I will continue to communicate and collaborate with KCS and my child/ren’s teacher to get assistance.

GENEROSITY

- I will support the school with decisions made for the safety of my child/ren, staff and community as a whole.

By signing I agree to follow the items listed in the Community Pledge to the best of my ability.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

