COVID-19 OPERATIONAL REOPENING PLAN FOR ALBUQUERQUE PUBLIC SCHOOLS FALL 2020

APS Maintenance & Operations in collaboration with APS teachers, APS principals, APS Nursing Services, APS Capital Master Plan, APS Food & Nutrition Services, APS Police Department, APS Student Transportation, and APS Student, Family and Community Support Division
The health and safety of APS students and staff is the top priority when determining when to reopen school campuses for use by students, staff, and others. All APS staff and or vendors will be trained prior to schools reopening.

References: California Department of Education, Center for Disease Control and Prevention, Council of Great City Schools, NM Public Education Department, NM Department of Health
SCHOOL SCHEDULING PLAN - HYBRID

- 50% of total students at each school - schools will receive a template to outline their site capacity at 50% and identified classroom spaces.
- Weekly rotation with students. Half students week A, half students week B
- Students will be split by alphabet (A-L/M-Z) to best split the students by 50% by District and by individual school. Families with different last names may notify the school administration so that families may attend on the same weekly rotation.
- Schools will need at least 10 days prior to student arrival to train staff, plan social distancing, and implement safety and hygiene procedures.
Alvarado Elementary School, Phase 2 Social Distancing Scenario Report
July 2, 2020

By implementing the following District-Wide social distancing measures:

Utilization Report Summary:

- Total Available Number of Classrooms: 32 (26 permanent, 6 portable, 0 vacant)
- Number of Master Scheduled classrooms SY 2019-20: 27
- Number of needed Master Scheduled classroom in current scenario: 21 PLUS gym, Cafeteria/Kitchen, and/or outdoor physical education areas.

*Computer lab and STEAM do not factor into needs in this analysis; spaces not master scheduled.

Utilization Report Summary:

- By implementing the following District-Wide social distancing measures:
  - A pupil-teacher ratio (PTR) of 15 for capacity
  - Alternating weekly schedule with 50% student enrollment (A-L on campus in Week 1, M-Z on campus in Week 2)
  - No use of spaces 500 sq. ft. or less
  - Designated COVID isolation rooms as needed. At Alvarado Elementary School, one classroom is designated as a COVID isolation room.
  - District Special Education programs remain on campus full-time and those classrooms do not enter into a 50/50 split
  - Student Meals/Nutrition by APS food services & Cafeteria usage/scheduling will be detailed site to site determined by individual school population/enrollment.

*Specialized spaces, such as libraries, Fine Arts, Music, STEAM, Computer Labs, and Physical Education will continue with the same instructional programs (At the elementary school level). Although these classrooms will have to operate with a cap of 15 PTR per class period or max of 75 students throughout the day to comply with social distancing measures, and outdoor areas should be maximized for physical education

There will need to be an exponential increase in non-instructional ancillary support services/staff (sanitation/janitorial/food services), necessitating an additional FTE/spatial allocation

Alvarado Elementary School has a need for 21 master scheduled classrooms and 0 additional FTE’s to accommodate its projected population of 329 students for the 2020-21 School Year with alternating bi-weekly schedule of 50% enrollment at any given time.

Master Scheduling and Space Assignment Findings:

Elementary School Master planned spaces CAN remain as-is (per master schedule) with the exception of sign-up computer labs which will be utilized on an as-needed basis, per the principal’s discretion.

All ancillary and administrative spaces which are not master scheduled, including OT/PT and APE, will remain as is.

*Specialized spaces can NO LONGER be utilized in a normal ‘check out’ scheduled fashion due to sanitation concerns when different student groups/classes use them the traditional way

Note: COVID-19 isolation in room 304 (a full-sized classroom designated for professional development). Professional development relocated to cafeteria. Classrooms under 500 sq. ft. (102 (388 sf) and 103 (386 sf) were assigned to drama storage and SLP.

**Projecting population of 329 students for the 2020-21 School Year with alternating bi-weekly schedule of 50% enrollment**

The following District-Wide social distancing measures:

**Alvarado Elementary School, Phase 2 Social Distancing Scenario Report**

July 2, 2020

By implementing the following District-Wide social distancing measures:

**Utilization Report Summary:**

- Total Available Number of Classrooms: 32 (26 permanent, 6 portable, 0 vacant)
- Number of Master Scheduled classrooms SY 2019-20: 27
- Number of needed Master Scheduled classroom in current scenario: 21 PLUS gym, Cafeteria/Kitchen, and/or outdoor physical education areas.

*Computer lab and STEAM do not factor into needs in this analysis; spaces not master scheduled.

**Utilization Report Summary:**

- By implementing the following District-Wide social distancing measures:
  - A pupil-teacher ratio (PTR) of 15 for capacity
  - Alternating weekly schedule with 50% student enrollment (A-L on campus in Week 1, M-Z on campus in Week 2)
  - No use of spaces 500 sq. ft. or less
  - Designated COVID isolation rooms as needed. At Alvarado Elementary School, one classroom is designated as a COVID isolation room.
  - District Special Education programs remain on campus full-time and those classrooms do not enter into a 50/50 split
  - Student Meals/Nutrition by APS food services & Cafeteria usage/scheduling will be detailed site to site determined by individual school population/enrollment.

*Specialized spaces, such as libraries, Fine Arts, Music, STEAM, Computer Labs, and Physical Education will continue with the same instructional programs (At the elementary school level). Although these classrooms will have to operate with a cap of 15 PTR per class period or max of 75 students throughout the day to comply with social distancing measures, and outdoor areas should be maximized for physical education

There will need to be an exponential increase in non-instructional ancillary support services/staff (sanitation/janitorial/food services), necessitating an additional FTE/spatial allocation

Alvarado Elementary School has a need for 21 master scheduled classrooms and 0 additional FTE’s to accommodate its projected population of 329 students for the 2020-21 School Year with alternating bi-weekly schedule of 50% enrollment at any given time.

**Master Scheduling and Space Assignment Findings:**

Elementary School Master planned spaces CAN remain as-is (per master schedule) with the exception of sign-up computer labs which will be utilized on an as-needed basis, per the principal’s discretion.

All ancillary and administrative spaces which are not master scheduled, including OT/PT and APE, will remain as is.

**Table 1, Total Classroom Needs by Program**

| Total Classroom Needs | 25+<em>|</em> | 13 | 1 | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 |
|-----------------------|------|----|---|---|---|---|---|---|---|---|---|
| General Educators     | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| Special Educators     | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| Special Education     | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| Specialized Programs  | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| STEAM                 | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| Gym/Outdr             | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| Title                 | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| COVID Isolation Room  | 10   | 3  | 2 | 0 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |

*Specialized spaces can NO LONGER be utilized in a normal ‘check out’ scheduled fashion due to sanitation concerns when different student groups/classes use them the traditional way

Note: COVID-19 isolation in room 304 (a full-sized classroom designated for professional development). Professional development relocated to cafeteria. Classrooms under 500 sq. ft. (102 (388 sf) and 103 (386 sf) were assigned to drama storage and SLP.
Cleansing Supplies and Logistics

APS District will initially supply masks, cleaning supplies, hand sanitizer for classrooms, common areas and buses.

School staff will need to order replacement supplies during the school year through the District Materials Management Warehouse.

Each classroom will be supplied with a “Sanitation Tote” to be used to periodically sanitize their room. The school custodian should be made aware of any totes that need to be restocked and provide the refill.

Schools should order in advance so as not to run out of supplies.
COVID RELATED SUPPLY LIST

- Classroom “Sanitization Tote”
- Hand Sanitizer
- Masks – cloth and disposable masks will be made available to staff and students. Students and staff may also bring their own masks.
- No-touch thermometer
- Electrostatic sprayers (provided to specialty to cleaning crews)
- Disinfectant
- Paper towels/wipes
- Soap
- Floor markings
- Signage – All types and locations (in Spanish and English) with clear pictures
- PPE for nurses staffing isolation room and in close contact with students (gowns, face shields, N-95 masks, etc.)
• Proper cleaning procedures designed from EPA and CDC guidance on approved products and methods will be used.

• Disinfect and sanitize high-touch areas of building service systems (e.g. on/off switches, thermostats) daily.

• High touch horizontal surfaces, door handles, elevators, etc. vertical surfaces such as doorframes/edges, light switches, thermostats, window handles, etc. will be sanitized daily.

• Signs will be displayed for hygiene, masks and social distancing.

• Staff will be advised to minimize personal items on their desks, throughout classroom and work spaces to help facilitate regular sanitation efforts, as well as to prevent accidental breakage.

• Elevators should have no more than 2 people in an elevator at a time.
• Cleaning, disinfection of high touch areas throughout the school, throughout the school day with PPE

• Classrooms will be cleaned daily

• In the case of a positive COVID case, fogging 100% reactive to positive will be performed within 24 hours

• Frequent disinfecting of bathrooms and regular bathroom checks for supplies will be conducted daily by custodian
• Isolation room will be designated by the school for each facility.

• School will be shut down until fully sanitized according to NMDOH guidelines

• Students and staff will move to a full remote learning contingency plan during closure.

• School will be sanitized within 24 hours and must wait at least 48 hours after sanitizing to reopen.
## CAMPUS ACCESS

<table>
<thead>
<tr>
<th>Passive Screening</th>
<th>Active Screening</th>
</tr>
</thead>
</table>
| **Passive Screening** – Occurs at home with parents  
  - Parents should take daily temperature of students when able to - Internal temp of less than 100.4 degree per CDC guidelines.  
  - Staff should take daily temperature at home prior to leaving for work when able to – Internal temp of less than 100.4 degree  
  - Staff, visitors, and students must complete a daily questionnaire upon arrival to the school.  
  - Schools will set up process for record keeping and procedures |
| **Active Screening** – Occurs at school  
  - Schools will set up process for screening visitors, staff, and students  
  - Staff who do not complete questionnaire before leaving for school must complete it upon arrival and receive a temperature check.  
  - Students displaying symptoms will be placed in a designated isolation room  
  - Staff or visitors with symptoms or exposure to COVID-19 will not be allowed on campus |
CAMPUS ACCESS

- Sanitization – High touch surfaces will be cleaned and sanitized throughout the day
- PPE for Health Offices
  - N-95 masks will be provided to health care workers in the school
- Masks are required for all individuals on campus
- Security access protocols – entry for staff and students will be through designated entrances following health and security protocols
Social distancing
• Siblings seated together
• Maximum of 2 students per bus seat. Yellow category should try to limit seats to 1 per seat

Sanitation
• Riders must wear a mask
• Drivers sanitizing seats before and after each use
• Drivers must wear a mask
• Hand sanitizer will be provided on the bus
• Deep cleaning every evening
• Drivers will supply spare masks for students without them
• Air out buses when not in use

Health
• If a child demonstrates symptoms when entering the bus, the bus driver will notify APS Police who will contact parents or arrange for transportation home.

Student pick up
• Schools will create a staggered Parent Pickup to allow for proper student social distancing.
• Elementary “specials” will take place in regular classroom with teacher rotating, not students.

• Social distancing (65 SQFT/person) – All schools will be provided a school building template for each classroom space. Social distancing is by individual classroom square footage size for how many students may occupy each space.

• Outdoor classroom space may be used as needed for classroom instruction.

• Furniture may be rearranged in classroom to allow for social distancing. Furniture may be marked to indicate social distancing and unused areas. Furniture does not need to be removed but, may be unoccupied.
CLASSROOM GUIDELINES

• Sanitation after each class - All classrooms will be provided a sanitation tote. Teachers and students may wipe down occupied spaces after each use.

• Sanitation cleaning every evening - Custodians will clean and sanitize classrooms every evening.
CLASSROOM GUIDELINES

- No sharing of books / toys / equipment/supplies. When possible, students should bring their electronic device to class.
- Signage will be provided to classrooms, hallways, bathrooms etc. When possible, one door shall be used for entrance into the classroom and a separate door for exit.
- Hand sanitizer must be readily available/accessible to all students and staff in each classroom. When possible, hand sanitizer should be distributed when entering the classroom and in between activities.
- Water fountains will be off limits – students may bring a refillable bottle. Water stations will be provided in the cafeteria to be filled by an attendant.
LUNCH ROOM GUIDELINES

- Use of disposable plates/utensils/cups
- Maintain social distancing guidelines. Students will sit only in designated seating areas, with the same group when possible.
- Outside and other areas shall be designated for eating.
- Cafeteria will be sanitized throughout lunch time for high touch areas by both cafeteria and custodial staff.
- Disposable masks and gloves will be required for meal prep and distribution.
- Signage will be posted regarding social distancing and hygiene.
- Students shall wash hands before and after eating.
- Plexiglass barriers will be installed to help protect the staff scanning lunch cards/IDs
PLAYGROUND & COMMON AREAS

- Masks must be worn on playground and common areas
- Maintain social distancing guidelines – signs will be posted and staff may remind students of social distance protocols
- No sharing of balls, toys, etc. Students may not bring balls and toys from home
- Students will wash hands (or hand sanitize) upon arrival, before and after lunch, at the end of the day and before/after recess
RESTROOM CONSIDERATIONS

**SOCIAL DISTANCING**

Schools will designate stalls and urinals to keep social distancing.

**SIGNAGE**

Signage will designate areas when waiting for stall, urinal or sink to allow for social distancing.

**WASH**

Students will wash hands for 20 seconds with soap signage will be in bathroom for proper hygiene.

**NO-TOUCH**

No-touch trash cans will be available in bathrooms.

**SUPPLIES**

Schools will monitor soap and paper towel dispensers to refill as necessary.

**SANITIZE**

School bathrooms will be cleaned during the school day and at night.
HVAC SYSTEMS

• HVAC systems will run from 6am – 6pm, non-stop

• Further open minimum outdoor air dampers, as high as 100%

• Clean change filters monthly/quarterly – 8/10 MIRV Filter rating or 13 MIRV on new systems

• Exhaust systems will run throughout the day
• Nurses will assess all sick students for COVID

• If a student has any COVID symptoms they will be placed in a designated isolated COVID area in PPE until they are picked up. Isolation room must be cleaned after every use.

• Nurse will communicate all COVID cases to school officials, primary care provider, local and state health departments for appropriate action.

• Nursing services will provide factual updates, as needed, regarding flu rates in the area, COVID-19 and tips to help decrease fears.

• Medication assessment in COVID isolation room
  • Special Ed respiratory treatments assessment will be completed in the isolation room with PPE
COMPUTER LABS

- Labs will be closed for use as a computer lab, they may be used as additional classroom space for social distancing.
- Testing requirements will be pushed to remote devices.
- Students may use individual devices that have been assigned to individual students.
Library be used as a general education area, as needed, for social distancing.

Clean disinfect book check in/check out - covers will be cleaned and books returned will sit for 24 hours before they can be used by other students.

Sanitation tote will be provided to clean areas after student use.

School computers are not to be used in library. Students may use individual devices from home, as outlined by school protocols.
• Staff members must receive COVID test prior to summer practice

• Temperature checks & questionnaire will be completed by students and staff before practice starts

• Locker Rooms and Weight Rooms will be closed

• PE Classes should be outside, when possible, and equipment should not be shared.

• All athletic equipment sanitized before and after practice

• Gymnasiums will be limited use only. Individualized conditioning and skills training. 1:5 coach to player ratio
• PPE will be provided to school police

• COVID ALICE and fire drill procedures will be provided to each school staff. All practice safety drills will be done as a in class simulation.

• Shelter in place procedures will continue as is.