

Dear Parents/Guardians of Sidney Gutierrez Elementary and Middle Schools

The following information is to assist families in understanding the necessary measures currently in use to ensure a safe and successful reentry into in-person learning in the school's hybrid model.

School Information

- School start time is at 8:00am
- School dismissal is at 3:00pm
- Transportation
 - Driven by parent/guardian or elder sibling is preferred method
 - Due to health concerns about close contact spread occurrences, carpooling is highly discouraged
 - If a student presents a fever (100.4 or greater) or any symptoms on the health questionnaire, all students in the vehicle will be denied access to the school that day
 - Due to health concerns about close contact spread occurrences, use of public transportation is highly discouraged
 - Upon arrival at the school, all students exiting public transportation vehicles will undergo a temperature check and health screening
 - If the student presents with a fever or one of the symptoms on the health screening questionnaire, they will be isolated and parent/guardian will pick up student from school
- Student Drop Off
 - At the beginning of the school day, parents will follow the guidelines established for student drop off (See map and instructions attached to this email)
 - Student drop off begins at 7:40am
 - Parents will follow all instructions as directed by staff
 - Parents will remain in their vehicles at all times
- Student pick up
 - At the end of the school day (3:00pm), parents will be required to wait in their vehicles when arriving to pick up their child at the end of the school day
 - Parents WILL NOT be permitted to enter the building, unless approved by the campus administrator
 - Parents wanting to pick up students earlier for outside appointments must submit a request to the front office staff
 - Parents will need to call the school office to notify the staff of their arrival
 - Parents will need to wait at the front entrance OR pick up their child at the designated student pick up area
- Visitors - Definition: an individual, who is not a SGMS student or employee
 - Campus visits should be limited to essential school business
 - Drop-off /Pick-up of students
 - When visits require face-to-face interaction only one (1) visiting individual will be permitted to conduct the business
 - Parent/Guardian visits to the school:
 - When a parent/guardian is called with a request to pick up their sick child from the school, the parent/guardian will be asked to:
 - Provide identification
 - Provide answers to a series of health-related questions, via the phone, and have their temperature checked to determine possibility of a COVID-19 infection in their child or member of the family.
 - Parents of students presenting with signs and symptoms of COVID-19/Influenza of other infectious disease will not be allowed to enter the school campus. Parents will be asked to call the office on arrival and remain in their car for further instructions. The student will be brought to the parent by a staff member or the parents will be asked to meet the staff member at the door
 - Parent/guardian requesting to visit the school
 - All visits should be conducted online to the greatest extent possible

- When a face-to-face meeting is necessary prior administrative approval and scheduling will be required
 - The parent/guardian will be required to answer a series of health-related questions, on the phone, to determine the possibility of COVID-19 infection.
 - Parents of students presenting with signs and symptoms of COVID-19 will not be allowed to enter the school campus
 - Identification must be provided
 - Parent/must use a mask and is encouraged to use hand sanitizer upon entering the school or district office
 - Meetings should be held in a designated meeting room/area such as the school/district lobby area or parent room
 - Parents wanting to pick-up their child will be provided instructions to wait in the car or be instructed to meet their child in the designated pick-up area
- Elementary and middle school students are placed in established cohorts based on siblings, ancillary support programs and other required NMPED parameters such as students with disabilities waiver
 - Cohort A will attend school on Monday and Thursday
 - Cohort B will attend school on Tuesday and Friday
 - On Wednesday, students will have remote learning opportunities designed by their teachers
 - Elementary students will stay in their classrooms and special program teachers will rotate
 - Middle School students are allowed to move from classroom to classroom
 - Middle School students will rotate to their classrooms
 - Breakfast and Lunch meals will be offered to all students daily by the district cafeteria and served in the classroom
 - Monthly menus will be sent home to families
 - Students can choose to bring a lunch from home
 - Please send lunches with students at the beginning of the day
 - If a student does not bring a lunch to school, one will be provided for them
 - No deliveries or delivery services will be accepted by the school
 - Backpacks are allowed
 - Water bottles will be provided by the school daily

Health Information and Interventions

- Home Health Screening
 - In order to keep each of our students and staff safe, all parents/guardians are requested to assess their child's/children's temperature at home with a thermometer (if accessible) prior to the start of each school day, even if they appear and are feeling well.
 - Students with a temperature above 100.3 F should be automatically excluded from school, even if they have no other signs or symptoms of illness
 - Students should be excluded from school if they are experiencing any of the following signs or symptoms of illness: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.
 - Other non-COVID related conditions that will prevent a child from being included in school include (but are not limited to): confirmed non-COVID viral infectious illnesses such as influenza or rhinovirus, contagious infections requiring antibiotic treatments such as strep throat, pink eye or impetigo, and undiagnosed, new and/or untreated skin rashes or conditions
- School-based Temperature and Health Questionnaire
 - Students will undergo a daily temperature check and health screening questionnaire by SGMS staff
 - Students meeting all the criteria of the health measures conducted by SGMS staff will be allowed to enter school
 - Any students presenting a temperature or other assessed symptoms will not be allowed on campus for that day
- Handwashing and hand sanitizing
 - Handwashing and hand sanitizing are essential components to mitigate COVID-19 infections. When soap and water is not readily available hand sanitizer is a viable alternative. Handwashing/hand sanitizing should occur numerous times during the school day to include, but not limited to:

- Upon arrival to the school campus (hand sanitizer stations are needed at all student drop off locations to be used immediately upon arrival to school)
 - Every sixty (60) minutes throughout the school day
 - Before and after meals
 - After recess or play
 - After coughing, sneezing, or picking up trash
 - After using the restroom
 - Per the CDC, the steps to properly wash hands include:
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice
 - Rinse your hands well under clean, running water
 - Dry your hands using a clean towel or air dry them
 - Per the CDC, the steps to properly use hand sanitizer (with at least 60% alcohol) include:
 - Apply the gel product to the palm of one hand (read the label to learn the correct amount)
 - Rub your hands together
 - Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds
- Respiratory Etiquette
 - All staff and students are to be encouraged and reminded to use proper respiratory etiquette including:
 - Covering coughs and sneezes with a tissue or the inside of the elbow
 - Using the nearest waste receptacle to dispose of the tissue after use
 - Perform hand hygiene (e.g., hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic hand wash) after having contact with respiratory secretions and contaminated objects/materials
 - Wear a face covering at all times except while eating or drinking.
- Face coverings
 - Per the NMPED and current NM Governor’s public health order, approved face coverings are required for all students and staff except while eating or drinking. SGMS will follow the most current NMPED toolkit and state/DOH guidance regarding face covering requirements.
 - Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets.
 - The types of allowable face masks include:
 - Face masks made of two or more layers of cloth.
 - Face masks with a clear plastic window.
 - Surgical, procedural, N95orKN95 face masks that are approved by the federal Food and Drug Administration (FDA) for use by staff performing medical duties or similar close contact assignments.
 - The following face coverings are NOT substitutes for face masks:
 - Masks that have exhalation valves or vents
 - Bandanas
 - Scarves
 - Neck gaiters (also known as a neck fleece)
 - Face shields
 - Students are encouraged to bring their own from home
 - Students may bring extras in plastic baggie and kept in backpack
 - The school will furnish a student with face mask if needed
 - No student will be allowed in the school without a face mask without a medical exemption

- **Isolation of Those Who are Sick**
 - Isolation
 - If there are more students in the nurse’s office than can be separated by clear dividers, students must be placed at least 6 feet apart, even if this means that other rooms/areas are utilized other than the nursing “infectious” and “well” rooms/areas.
 - Approved cleaning supplies will be available to school nurses and office staff so that both nurse’s rooms/areas are able to be cleaned between each student
 - School nurses will document between-student/staff cleanings on log posted in the isolation room/area
- Transportation
 - Staff or students isolated due to symptoms of COVID-19 or possible exposure to COVID-19 are to remain isolated until picked up from by their parent/guardian or transported to another medical facility
 - If a staff or student needs to be transported by emergency medical services (EMS) for further care, the School Nurse or school employee calling for EMS must notify them of the situation and that the employee/child is exhibiting COVID-19-like symptoms

Safety Measures and Interventions

- Social Distancing
 - 6’ criteria enforced at all times on campus
 - COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.
 - Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.
 - Since people can spread the virus before they know they are sick, it will be important to have students and staff stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms.
- Cleaning and Disinfecting
 - The school will use cleaning and disinfecting protocols daily along with promoting proper hygiene. These activities are important everyday actions schools that have been proven to slow the spread of COVID-19 and other infectious diseases and protect students and staff.
 - Cleaning physically removes germs, dirt, and impurities from surfaces or objects by using soap (or detergent) and water.
 - This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
 - Disinfecting daily protocols kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects.
 - This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
 - Clean surfaces and objects using soap and water prior to disinfection.
- Shared Objects
 - The school will limit the use of shared objects (e.g., playground or physical education equipment, art supplies, toys, games, computers) when possible, or clean and disinfect between use.
 - The school will discourage sharing of items that are difficult to clean or disinfect such as electronic devices, pens and pencils, classroom stapler, whiteboard markers and erasers, books, games, art supplies (e.g., markers, crayons, scissors), and other learning aids. Soft and porous materials, such as area rugs and seating, may be removed to reduce the challenges with cleaning and disinfecting them.
 - The school will promote keeping each student’s belongings separated from others’ and in individually labeled containers, cubbies, lockers or areas.
 - The school will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment to one group of students at a time and clean and disinfect between use.