



**Implementation of the In-Person Learning in
Stages- Plan Update
August 02, 2021**

Introduction

This document provides an update regarding implementation of our in-person learning model for SY 21-22. In-person learning will begin with all students attending TMEMS beginning August 2nd, 2021.

8th Grade Schedule	Start Time	End time	
Drop Off	8:30	9:00	
Morning Meeting	8:30	8:55	
Block 1	9:00	10:00	
Block 2	10:05	11:10	
Clean Up	11:10	11:25	Classroom cleaning
Lunch	11:25	12:25	Lunch outside
Transition/Work Cycle	12:25	1:15	
Block 3	1:15	2:15	
Block 4	2:20	3:20	
Transition	3:20	3:30	Preparing for Pick-up
Pick-up	3:30	4:00	Pick-up mid school area.

Schedule is subject to change

General COVID- Safe Practices

- Operate with at least six feet of social distancing, when possible.
- Keep groups together throughout the day (cohorting), as much as possible.
- All Mid-School Grades are cohorted.
- Establish and maintain communication with local and state DOH health officials.
- Adhere to face covering and hygiene requirements. See Covid-19 policy.
- Participate in contact tracing and specimen collection efforts as directed by local health officials.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19.
- Educate parents to be on the alert for signs of illness in their children and to keep the children home when they are sick.
- Follow protocols established by the NMPED Toolkit for students/staff who feel ill/experience symptoms when they come to school (see When a Child, Staff Member, or Visitor Becomes Sick at School).



Isolate and deep clean impacted classrooms and spaces.

Accommodate needs of children, teachers/staff, and families at higher risk for severe illness.

Preparations for Hybrid Instruction to full-time in-person.

In-person learning included the development of instructional resources to support in-person learning for teachers and staff. We have worked with our team concerning various categories of students, such as English Learners and Special Education to discuss scheduling and instruction. Teams also worked with school leadership and teachers to prepare schedules to simultaneously operate both distance learning and the hybrid model if needed.

We have and are continuing to work on meeting NMPED and NMDOH guidelines to begin our transition to In-Person Learning on August 2nd, 2021. The following is a list of items completed and in progress.

- HVAC system. All systems have MERV-13 filters and have gone through maintenance as needed.
 - We have at least two additional filters in stock per unit for replacement as needed. (Every 3 Months at minimum)
 - All classrooms have been supplied with a HIPA filter unit to help purify and circulate the air in the room.
 - All HVAC unit fans have been set to run continually for 18 hours.
 - Fans will be set to operate two hours before students arrive and 4 hours after they leave.
- PPE. We have enough PPE in inventory to meet the required NMPED amounts.
- We completed a thorough inspection of our building and procedures before students returned back to campus. We passed the inspection, without any action items to complete.

Sufficient Staffing

Our ability to meet current and next stage staffing needs is important as we transition to each stage.

Parent Screening and Covid Positive cases

If a parent/guardian checks YES to indicate the student has been informed to self-isolate or quarantine by a healthcare provider, has been exposed to someone who is COVID-19 positive, or is experiencing symptoms, the student must not report to school. Parents/guardians are asked to call the School (505) 796-0149 to inform the school that their student will be absent.

If a parent/guardian does not complete the required COVID-19 symptom check questionnaire for their student prior to the student arriving at school, the student will be asked the questions by school staff.

If a student arrives at school and is demonstrating symptoms, the student will be escorted to a



designated Care Room at the school for further assessment by a Care Room monitor or office staff.

Visitors: COVID-19 Symptom Check Questionnaire

The questionnaire will also be available at each school or TMEMS building for completion by visitors prior to entering the building. Visitors are asked to complete the questionnaire prior to entry into the school.

Please note: Visitors to TMEMS buildings are currently limited to those who are essential for school operations. See “Limit/Restrict Non-Essential Visitors to Building” in the table below.

<p>Physical Distancing:</p> <p>6 foot distancing as much as possible</p>	<ul style="list-style-type: none">● Maintain a 6-foot space between individuals as much as possible.<ul style="list-style-type: none">○ Staff working side-by-side should spread their arms straight out to the side and move far enough apart to keep their fingers from touching.○ Staff should not be directly across from one another when staff are working on both sides of a table.○ Increase the number of work surfaces used to help maintain the suggested 6-foot space between individuals.○ When handing off boxes or other items from one individual to another, do not hand the item over directly. Instead, place the item on a table or counter, step back and allow the other individual to pick up the item.○ When taking turns at the sink, make sure you leave 6 feet between you and the individual in front of you while you wait your turn.○ Follow signage posted on floors and walls.○ If in doubt ask questions.
--	--



<p>Limit/Restrict Non-Essential Visitors to Building</p>	<ul style="list-style-type: none"> ● Administrative controls related to crowd control, to include, limiting visitors to only those essential to the school operations must be in place and communicated. ● Inform parents/faculty and staff of the school’s efforts to limit non-essential access to the building. <ul style="list-style-type: none"> ○ Restrictions to building entry during COVID-19 mitigation includes non-essential visitors and volunteers. ○ Instead of in-person presentations, authorized guest speakers can be invited to present information remotely. ● Implement a process for pick up/drop-off of a student that does not involve the parent/guardian to escort the student beyond the front office. ● Assist parents/guardians in the main office if something must be dropped off for their student. ● Encourage parents/guardians to not exit their car when dropping off/picking up students to limit mixing and crowding at drop-off/pick-up points.
<p>Cloth and Disposable Face Coverings</p>	<ul style="list-style-type: none"> ● Ensure the employees assigned to your building are aware of the requirement and associated TMEMS Protocol for Face Coverings. ● Issue the TMEMS provided cloth face coverings to the employees assigned to your building. Maintain a supply of disposable masks for staff, students, or visitors.



[CDC Video: Young Adult](#)
[CDC Video: How to Wear](#)
[CDC Infographic](#)
[Autism Research Institute Social Story: I Can Wear a Mask I Can Stay Healthy...](#)

- TMEMS will supply 4 cloth face coverings per employee.
- Employees may wear their own face covering in accordance with the TMEMS Protocol for Face Coverings.
- TMEMS has purchased face coverings for students from economically disadvantaged families, and these are available upon request from the school health office.
- Keep disposable masks available in the classroom and during morning arrival duty for students not wearing a face covering.
- Enforce the consistent wearing of face coverings by staff, students, and others visiting the school campus as required by TMEMS.
- Remind parents/guardians, vendors, and visitors that face coverings are required while inside a school. If a visitor is not wearing a face covering, ask them to put on a face covering in accordance with the Governor's executive order regarding face coverings and CDC recommendations.
 - Provide a disposable mask to visitors if they do not have one.

Enforcement:



- Students: If a student continues to not wear a face covering after the school-based team has met to support the student's compliance, disciplinary consequences may be given and the student may be removed from participation in the hybrid or full-time in-person instructional model.
- Employees: If an employee continues to demonstrate Non-compliance with the requirement after consultation with their Admin, the employee may be disciplined according to board policy.
- Parents/guardians, vendors, and visitors will be reminded that face coverings are required while on TMEMS campus and asked to put on a face covering in accordance with the Governor's executive order regarding face coverings and CDC recommendations.

N95 Masks



- Employees identified by position (because of the level of risk associated with that position) for a N95 mask.
- N95 masks are designated for Health Services employees responsible for the care of students with known or suspected infectious diseases requiring airborne precautions.
- Certain teachers and teacher assistants may be required to use a N95 mask due to the unique needs of the student(s) assigned.



<p>Develop a Culture of Cough Etiquette</p>	<ul style="list-style-type: none"> ● Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit. ● Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. <ul style="list-style-type: none"> ○ If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol. ● Refrain from talking over documents, equipment, or food items that will be distributed to others.
<p>No Touch Thermometers Temperature Checks</p> 	<ul style="list-style-type: none"> ● TMEMS have been issued no-touch thermometers to check student, staff, and visitor temperatures. ● Daily, (If required by NMDOH) TMEMS staff will randomly check student temperatures as they arrive at school during morning arrival and late arrivals. ● If the temperature of the student is greater or equal to 100.4° Fahrenheit, the student will be escorted to the designated Care Room for further attention.
<p>Hand Hygiene</p> 	<ul style="list-style-type: none"> ● Teach and reinforce handwashing with soap and water for at least 20 seconds. ● Build time into daily routines for students and staff to wash hands, or use hand sanitizer especially at key times like after bathroom breaks, before lunch, or after being outside. <ul style="list-style-type: none"> ○ Implement physical distancing and avoid crowding around the sink/sanitizer dispenser. ● Make available hand sanitizers with at least 60% alcohol available for staff, students, and visitors. <ul style="list-style-type: none"> ○ Hand sanitizers can be placed near frequently touched surfaces (e.g., water fountains, doors, shared equipment) and areas where soap and water are not readily available (e.g., hallways, classrooms, front lobby). ○ Supervise young children when they use hand sanitizer to prevent swallowing alcohol or contact with eyes. ● Promote hand hygiene throughout the school by placing visual cues such as handwashing posters in highly visible areas.



**Daily Symptom
Check Questionnaire
If required by
NMDOH 7 NMPED**



- Staff members and students participating in in-person learning are required to submit the symptom check questionnaire on a daily basis. TMEMS has forms available for all staff in the front office area. This will be implemented if required by NMPED.
- Students will have the form E-Mailed to their Parent/Guardian to fill out before coming to school.
- Paper copies of the questionnaire will be available to families.
- Parents/guardians will complete the symptom check Questionnaire for their student(s) at home prior to sending/bringing them to school, every day.
- **If the answer to any question is “yes”, the student must stay home.**
- If the student does not have a completed questionnaire, upon arrival at school, staff will ask the student the same questions, as developmentally appropriate, during their first block or homeroom morning meeting. If a student answers “yes” to any of the questions, the student will be escorted to the designated Care Room.
- Staff will complete the online symptom check questionnaire symptom check and temperature check at home prior to reporting to work. The employee is directed to stay home if the answer to any question is “yes”.
- Students and/or staff that are exhibiting, reporting or have been observed with symptoms related to COVID-19 will report to the designated Care Room for further observation.



Health Office and Care Room Protocol

- Each school is to identify a Care Room, an area/room that is separate from the health office for students and staff who may demonstrate symptoms of COVID-19.
 - The Health Office will support students that need to take medication, require first aid, or have scheduled visits.
 - The Care Room will be used to monitor or observe students that have symptoms that may be related to COVID-19.
- If feasible, schools should identify a secondary Care Room that may be used in the event the primary Care Room cannot ensure physical distancing and to allow for disinfecting the primary Care Room.
 - The CDC recommends closing off areas used by the persons with COVID-19 and waiting as long as practical, up to 24 hours, before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- The Care Room should be the same size as a regular classroom (when possible), separate from the health office, near the health office (when possible) and in close proximity to an exit.
- The school nurse or health assistant will supervise the Health Office and support the Care Room monitor.
 - Each school should identify at least 2 or more Health Office backup staff (depending on the size of the school) to monitor the Health Office for support in an emergency or when regular staff are absent, and substitutes are not available.
- Care Room responsibilities include:
 - taking the student's temperature with a no-touch thermometer
 - asking the student to identify their symptoms using the symptom check questionnaire
 - recording the information
 - Consulting with the school nurse or office personal to contact the parent/guardian for student pick up.
- All Care Room staff will be trained on the following procedures:
 - COVID-19 Emergency Plan
 - Handwashing and Cleaning Protocol
 - Use of the no-touch thermometer
 - Symptom Check Questionnaire
 - Donning and Doffing full PPE
 - Documentation and Communication Plan
- Students and staff reporting to the Care Room will be provided a face covering if not wearing one as required.
- The parent/guardian will be requested to come to school to pick up the student ASAP.





Enhanced Cleaning Procedures

Enhanced cleaning procedures have been put in place for TMEMS facilities. TMEMS Enhanced Cleaning Program is to clean with EPA approved disinfectant on all hard, nonporous, high touch surfaces throughout the school's common areas and bathrooms at least 1 time per day. TMEMS will disinfect a 4th time after school has finished along with the regular cleaning of the entire school.

For events in the school, custodians will disinfect all high touch surfaces after set-up and before the event starts; every 1.5 to 2 hours all common area high touch surfaces and bathrooms will be cleaned with disinfectant; after the event has finished, all surfaces will be cleaned with disinfectant with a final disinfecting spray left to air dry.

- Custodial Team should clean all common area high touch surfaces outside the classrooms, three (3) times during the school day and again each evening.
- Office and classroom high touch surfaces, including tables, desks and chairs, will be Cleaned each evening.
- Care Room will be provided with a HEPA filtration system.
- TMEMS has a weekly cleaning schedule Attached at the end of the report.

Instructional Support

Supporting Students with Disabilities

Staff will continue its commitment to provide a free, appropriate public education which includes meaningful learning experiences for all students with disabilities and operate within the following considerations in the hybrid and distance learning models:

- Maintain collaboration with parents/guardians and students to review the last agreed upon Individualized Education Plan (IEP), the student's progress since school closure, and support the individual student needs as an IEP team.
 - Offer flexibility to convene as an IEP team in a virtual environment to accommodate family schedules. The parent is integral to the development of the IEP and IEP addendum and must provide consent prior to implementation.
- Recognize and accommodate medically fragile students that may require additional support through the virtual or hybrid learning environment to mitigate COVID-19 risks that may still exist.



- Maintain collaboration with parents/guardians to review and support the implementation of student 504 Plans and accommodations based upon student needs.
- Continue to monitor and analyze student progress and convene as an IEP team as appropriate to address unique student needs through specialized instruction related services.
- Teach and reteach routines to support health and safety requirements using Positive Behavioral Interventions and Supports (PBIS) and family involvement for reinforcement at home and school.
- Complete the special education eligibility process through virtual and in-person practices while adhering to mandated timelines and health mitigation strategies.

Supporting English Learners

In-Person instruction, teachers of English Learner students will utilize their in-person time with students to concentrate on the language instruction strategies and opportunities that are most challenging to complete in a virtual environment. These learning experiences will include oral language opportunities, authentic communication during collaborative work with classmates, and targeted small group reading and phonics instruction. Distance learning will focus on independent reading and assignments through IXL & Renaissance, and will also include asynchronous learning opportunities that help to develop English Learners' background knowledge. Virtual office hours led by EL and general education teachers will be scheduled to support independent learning at home. Distance learning will also include student participation in digital learning tools, depending on their language proficiency. EL teachers will embed language accessibility and supports in their lessons, activities, and learning experiences. EL teachers and general education teachers will collaborate in order to support students accessing the general education curriculum through comprehensible input while also providing frequent check-ins with their EL students. Co-planning and co-teaching both in-person and virtual instruction will be vital to ensuring the needs of ELs are met in both the in-person and distance learning environments.

Instructional Models during Quarantines and Isolations

When a student or teacher tests positive, contact tracing will occur. The following chart provides the instructional model that will be implemented in a variety of scenarios involving the quarantining of students and teachers participating in the hybrid model.

Teacher of a Class	Student(s) in a Class	Instructional Model
Teacher not quarantined	No student in class quarantined.	In-Person Learning



Teacher not quarantined	Limited number of students within one class quarantined.	The teacher and students who are not quarantined continue with the in-person model. Quarantined students continue in the portion of the class instruction that does not involve in-person learning. Teachers communicate the focus of in-person learning activities and direct students to any on-line resources used during in-person learning.
Teacher not quarantined	One or more classes of students quarantined.	The quarantined class(s) will participate in synchronous learning with their teacher on their In-person assigned day. The non-quarantined class of students attend school in-person with their teacher.
Teacher quarantined but not on leave	Students in all classes are not quarantined.	Students continue to attend in-person with support from substitute teacher and quarantined teacher. The quarantined teacher participates both synchronously and asynchronously.
Teacher quarantined but not on leave	Limited number of students within one class quarantined.	Non-quarantined students continue with in-person instruction with support from substitute teacher and quarantined teacher. The quarantined teacher participates synchronously and asynchronously. Quarantined students participate synchronously and asynchronously. The teacher communicates the focus of the in-person learning activities and directs these students to any on-line resources used during In-person learning.
Teacher quarantined but not on leave	One or more classes of students quarantined.	The quarantined class(s) participates in synchronous learning with their teacher on their in-person assigned day. The non-quarantined classes attend school with an in-person substitute teacher present and the quarantined teacher providing online synchronous instruction.
Teacher quarantined and on leave	All students are in quarantine.	100% distance learning model during quarantine with a substitute teacher.
Teacher on leave	Students in all classes not quarantined	Students continue in-person instruction with a substitute teacher.



Fire/Lock Down Drills

The Montessori Elementary & Middle School Training/Drill Schedule Covid-19 Restrictions 6 foot distancing during all drills, as much as possible

Month	Staff	Students
August	<ul style="list-style-type: none"> ○ Fire/ Evacuation Drill First 4 weeks once a week ○ Maintain 6 foot distancing as possible 	Fire/ Evacuation Drill Lock Down
Sept-May	<ul style="list-style-type: none"> ○ Fire/ Evacuation Drill ○ Lock Down Drill 	Fire/ Evacuation Drill Lock Down Drill

*** Fire Drill 1x week for the first 4 weeks**
Follow evacuation map posted in classroom.
When in staging area all participants should maintain social distancing as much as possible.

The first day back for our students we will go over the fire/lock down drill with them during our orientation.

- **Outside staging area**
- **Pathway for emergency exit. Evac. Map**
- **6 foot distancing during evacuation drill & lock down, as much as possible**
- **Mask wearing during evac. & lock down drills**
- **Practicing evacuation in a slower, more methodical process, while emphasizing appropriate personal physical distance. Wearing masks is mandatory**
- **Practicing procedures to move small groups to safe locations during lock down drill (if applicable) while emphasizing appropriate personal physical distance. Wearing masks is mandatory**

A number of other drills may be performed and can be practiced in the COVID-19 environment with the same considerations. Simply allowing students to exercise social distancing during a drill is acceptable as long as they understand the need to react with urgency in an actual emergency, thus requiring extensive vocal reinforcement during any exercise. Working with local emergency services is encouraged to provide insight from practitioners.



Extracurricular Activities and Athletics

Extracurricular Activities

TMEMS currently is participating in any extracurricular activities.

Participation in TMEMS activities is optional and not contingent upon a family’s selection of 100% distance learning or in-person learning; students selecting 100% distance learning may participate in TMEMS activities.

Communications

TMEMS is committed to providing timely information to parents/guardians, students, staff members and the general public regarding the status of planning and operations in schools, as well as the impact of the virus that causes COVID-19 on school communities.

Covid-19 Team

Member Name	Role	Department	Phone & E-mail
Stan Albrycht	Lead	HR, Operations, Security,	505-238-6258 Salbrycht@tmesnm.com
Mary Jane Besante	Member	Principal	505-610-6240 mbesante@tmesnm.com
Lorraine Moore	Member	Office	505-796-0149, Lmoore@tmesnm.com
Brenda Johnson	Member	Nurse Assistant	505-796-0149, bjohnson@tmesnm.com
Katina West	Member	Head Nurse	505-796-0149



Student information for returning to campus for in-person learning

We are so excited to welcome our students back to in-person learning starting March 15th, 2021. Below is the needed information for Students and parents.

Mask wearing when on campus:

- All students must wear a mask when on campus unless they have a waiver provided by a doctor.
- We will provide two cloth TMEMS masks per student.

Social distancing:

- All students should social distance 6ft apart, as much as possible.
- “We know you care so please don’t share.”
- No hugs
- No high fives
- No physical contact

Students should not share any items with other students:

- Books
- Chromebook
- Pencils or pens
- Water bottles
- Art supplies
- Paper
- Notebooks
- Food

Wash Hands often:

- Wash hands as often as possible.
 - Wash hands with soap for at least 20 Seconds.
 - Students will watch a video on washing hands first day back.

Use provided hand sanitizer:

- Use hand sanitizer station:
 - When first entering building.
 - When entering classroom.
 - After bathroom breaks.
 - Before & after lunch.
 - When leaving classroom.
 - During pick-up.
 - Students will watch video on proper use of hand sanitizer first day back on campus.



Drop-off and pick-up information

Arrival Process Mid-School

Drop off is from 8:30 to 9:00

Parents and students shall wear masks and practice social distancing throughout the arrival process. The drop off area for 8th Graders is the front of the School (Most Northern drive) See map.

Parent Pull up to marked area and students will get out of vehicle and proceed to the staging area as marked on the map.

Student need to line up in front of the classroom area as marked.

Students need to line up on designated spots on the sidewalk. Six feet apart.

Student pick process Mid-School

Student pick is from 3:10 to 4:00

Parents and students shall wear masks and practice social distancing throughout the pick-up process. Parent will pick up students the same area as drop off.

Students will be waiting under the overhang on the north side of the building.

As students see the car pull up the will walk to the pick area as directed by TMEMS staff.

All staff and students must social distance 6ft apart as much as possible.

Arrival Process Students W/ IEP

Student Drop off as determined by student schedule

Parents and students shall wear masks and practice social distancing throughout the arrival process. The drop off area is on the south side off building as indicated on the map below.

Parent Pull in the parking space and escort their student to front door where a staff member will be waiting to escort student to their classroom.

Student need to line up in front of the classroom area as marked.

Student Pick Process



Students W/ IEP

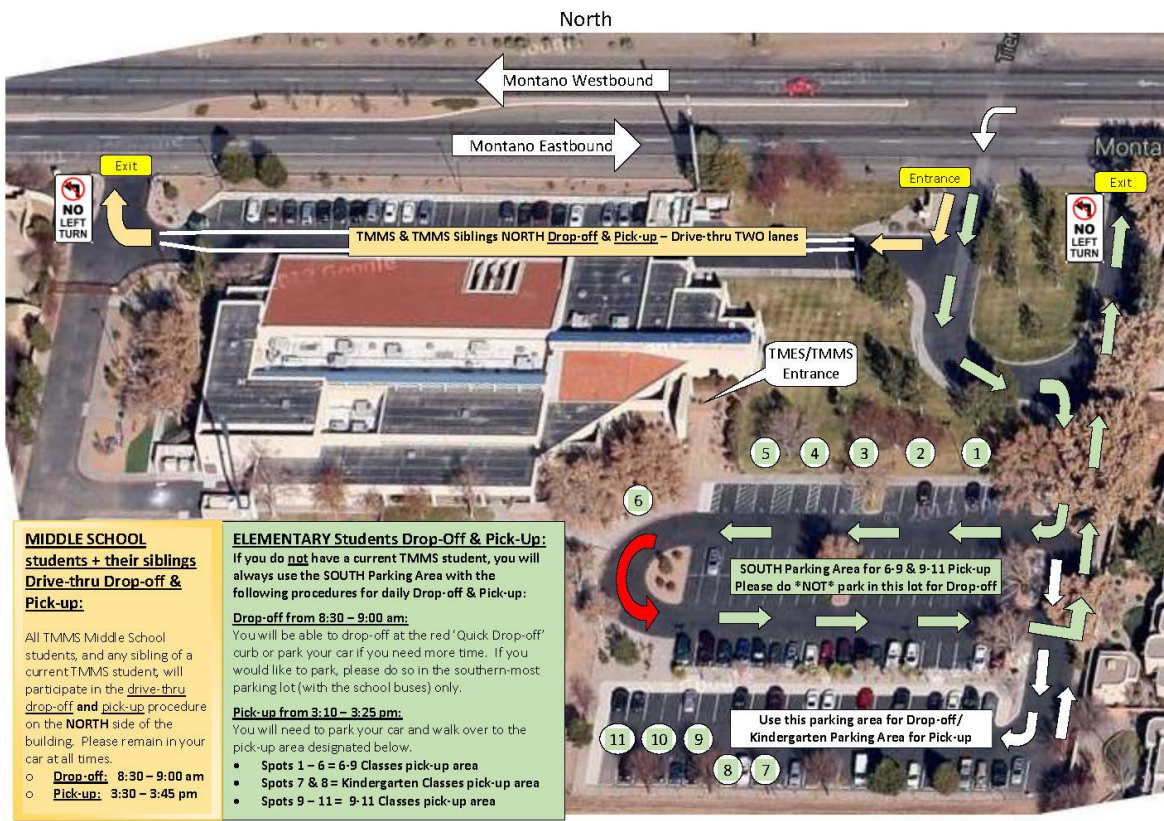
Student pick as determined by student schedule

Parents and students shall wear masks and practice social distancing throughout the pick-up process.

Parent will pick up students the same area as drop off.

Students will be brought out to the south side of the building as indicated on the map below.

All staff and students must social distance 6ft apart at all times.



MIDDLE SCHOOL students + their siblings Drive-thru Drop-off & Pick-up:

All TMMS Middle School students, and any sibling of a current TMMS student, will participate in the drive-thru drop-off and pick-up procedure on the **NORTH** side of the building. Please remain in your car at all times.

- o **Drop-off:** 8:30 - 9:00 am
- o **Pick-up:** 3:30 - 3:45 pm

ELEMENTARY Students Drop-Off & Pick-Up:

If you do not have a current TMMS student, you will always use the SOUTH Parking Area with the following procedures for daily Drop-off & Pick-up:

Drop-off from 8:30 - 9:00 am:
You will be able to drop-off at the red 'Quick Drop-off' curb or park your car if you need more time. If you would like to park, please do so in the southern-most parking lot (with the school buses) only.

Pick-up from 3:10 - 3:25 pm:
You will need to park your car and walk over to the pick-up area designated below.

- Spots 1 - 6 = 6-9 Classes pick-up area
- Spots 7 & 8 = Kindergarten Classes pick-up area
- Spots 9 - 11 = 9-11 Classes pick-up area

Montano Campus Student Drop-off & Pick-up Map

Revised for 2021-2022 School Year - Updated as of 8/12/21



