

10/7/2020



## **COVID-19 SAFETY PLAN**

We at Cross of Hope School look forward to re-opening our doors and beginning the 2020-2021 school year. The following Safety Plan will serve as a guideline for our community in order to implement the latest guidelines and recommendations. It will continue to evolve based on the NMDOH and CYFD requirements. The content of the Cross of Hope Safety Plan reflects the recommendations of the New Mexico Department of Health (NMDOH), the Children, Youth and Family Department (CYFD), and the Center for Disease Control (CDC).

The Safety Plan is in place to guide our Cross of Hope Community as to the new school routines for drop off, school schedules, pick-up, illness screening, and entrance into the building, lunches, and actions to take in the event of a suspected or known COVID infection. We ask that families follow the Safety Plan to ensure the health of our Cross of Hope Community and to minimize disruption of the school day in the presence of the extra steps necessary during the COVID-19 pandemic.

Thank you for your patience and faith in this process as we begin this new school year and journey together.

Peace,

Debra Alba  
Director of School Ministry  
Cross of Hope Church & School

## CROSS OF HOPE SCHOOL COVID-19 SAFETY PLAN

### 1. Facility Information and Contact Numbers:

Cross of Hope Church and School  
6104 Taylor Ranch Rd.  
Albuquerque NM 87120  
(505) 897-1832

CONTACT NAMES	CONTACT INFORMATION
Bernalillo County Department of Health	1 (505) 222-0361
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff	1 (505) 841-4825
County Emergency Manager Richard A. Clark Jr.	1 (505) 468-1301
Early Childhood Lead Arra Carbajal	1 (505) 345-6289
New Mexico Department of Health	<a href="https://cv.nmhealth.org">https://cv.nmhealth.org</a>
Centers for Disease Control (CDC)	<a href="http://www.cdc.gov">www.cdc.gov</a>
Early Childhood Services	<a href="https://newmexicokids.org">https://newmexicokids.org</a>

### 2. Entry Plan

#### **A. Arrival Procedures**

##### Staggered Drop-Off for Children

*All children must be dropped-off utilizing the process outlined below. Entrance to the exterior courtyard for check-in will be limited. Families should plan to allow themselves extra time for drop-off in order to account for the additional safety measures. Students will arrive at staggered times determined by class to minimize contact. Places outside will be marked for social distancing while parents wait to check in.*

Check-in for Pre-Kinder thru 5th grade students and families:

- Upon entering the parking lot for drop-off only, families should exit the vehicle with their child and maintain physical distancing.

- Each family member over the age of 3 will be required to wear a face covering upon exiting their vehicle and maintain 6 feet of distance between themselves and other families at all times.
- A check-in area will be available in the exterior courtyard under the covered pavilion outside the entrance of the school.
- A COH staff member will be conducting a health and temperature screening for all children prior to the child being accepted for the day. Children over the age of 3 must have one face covering that is labeled with their full name that will remain at COH and one face covering that is utilized as they come and go each day.
- A hand sanitizing station will be available for staff and students to use upon entering.
- Health and temperature screenings will be conducted upon arrival for all children and staff.
- Once a child is cleared to remain on-site, a COH staff member will then lead the child to their classroom.
- Families will not be allowed to gather outside once they have dropped off their child.
- If a parent arrives outside of the designated drop-off times, they will need to remain in their vehicle and call 505 897-1832 for assistance.

Check-in for all other guests and visitors to COH:

- All visitors will use hand sanitizer prior to entering the building.
- All visitors will be required to sign-in at the reception desk for contact tracing purposes.
- All visitors will be required to wear a mask or face covering while in the building at all times

*Note: The number of visitors allowed into the building will be limited, including church members, school families and other personnel.*

## **B. Departure Procedures**

### **Staggered Pick-Up for Children**

*All children must be picked up utilizing the process outlined below.*

*Families should plan to allow themselves extra time for pick up in order to account for the additional safety measures. Students will be picked up at staggered times determined by class to minimize contact.*

- A placard (provided by COH) with the child's full name and classroom must be placed in the vehicle's dashboard for COH staff to easily see. The child will be brought to the vehicle by the child's teacher or teacher's helper.

- Once the child is brought to the vehicle, the parent, wearing a mask, will need to exit the vehicle to help the child safely into the vehicle. Only one parent should exit the vehicle.
- If a parent arrives outside of the designated pick-up times, they will need to remain in their vehicle and call 505 897-1832 for assistance so as not to disrupt the drop-off schedule.

### C. Daily Health Checks Prior to Entry to COH

Daily health checks seek to identify potential concerns about a child's overall physical and mental health including recent illness or injury in the child and the family. Health checks to serve to reduce the transmission of infectious diseases in school or childcare settings by identifying children who should be excluded.

- Daily Health Checks will be conducted every day by designated COH staff. This health check will be conducted before the child enters the building for the day, and whenever a change in the child's behavior or appearance is noted.
- The staff member will obtain all necessary information to complete the daily health check by taking the child's temperature, direct observation of the child, by querying the parent/guardian, and where applicable, by conversation with the child. Individuals may be asked if any medications were used to lower the child's temperature and if there are any household members with COVID-19.
- Screenings will be conducted in a safe and respectful manner and in accordance with privacy rights and laws and regulations.

### D. Exclusion Criteria

Children, Staff and Parents/Guardians will be excluded from the Cross of Hope Campus if ANY of the following are true:

• Children or staff with any of the following symptoms should **call the New Mexico Department of Health (855-600-3453) or a medical professional to inquire if a COVID test is recommended.**

- Children or staff with a fever that is 100.4°F or higher,
- 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 or vomiting
  - Diarrhea
  - They have traveled to an area with widespread community transmission of COVID-19.
- They have been in contact with someone confirmed to have tested positive for COVID-19 in the last 14 days. They may not return to school until authorized by the Department of Health.
  - A household member has COVID-19 related symptoms or have tested positive for COVID-19. They may not return to school until authorized by the Department of Health.

## E. Return to School Criteria

To return to school children and staff should have:

- Followed guidelines set forth by the NM Department of Health
- Resolved symptoms
- At least 2 days (48 hours) without a fever (without the use of
  - fever-reducing medications)

**Note:** If children or staff test positive for COVID-19 Cross of Hope School will follow the guidelines per the New Mexico Health Department's "Policies for the Prevention and Control of COVID-19 in New Mexico."

(<https://cv.nmhealth.org/wp-content/uploads/2020/08/EPI-COVID19-Containment-Policies.8.28.20.pdf>)

## F. Staff Arrival and Departure

Staff will use an app with a series of questions regarding health status as outlined by the CDC, and sign in at the reception desk for contact tracing purposes. Answers will be submitted daily to the supervisor prior to going into work and staff will follow check-in protocols as described in arrival procedures.

### **3. Preventative Plan**

This plan provides information on preventative measures, to reduce the risk of spreading and exposure of COVID-19.

#### **A. Hand Washing**

- Students and staff will be taught to wash hands as defined by CDC guidelines (20 seconds) using warm water and soap. Signs will be posted illustrating proper hand washing techniques in all bathrooms.
- Students will sanitize hands upon entering the building, and after transition times, prior to eating, and after using the bathroom.
- Sanitization stations will be located by doorways and in hallways.
- Staff will guide students as needed on maintaining personal cleanliness to reduce the spread of germs.

#### **B. Face Coverings**

- All teachers, staff and students will be required to wear face coverings AT ALL TIMES while in the building.
- Teachers will allow “mask breaks” for students during the day as needed.
- Face coverings will NOT be required when students are exercising or playing outdoors. (per NMPED Re-Entry Guidelines, July 15<sup>th</sup>, p.12 & 14 ([https://webnew.ped.state.nm.us/wp-content/uploads/2020/07/20NMPED\\_ReentryGuide.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2020/07/20NMPED_ReentryGuide.pdf)))
- Face coverings will be stored in a paper bag (lunch and PE). Students will be required to take cloth face coverings home for regular washing.
- Face coverings that are damaged or no longer useful will be properly disposed of in trash cans and a replacement will be provided.

#### **C. Cleaning and Sanitizing**

- Surfaces will be cleaned frequently with soap and water and disinfectant.
- High touch surfaces will be cleaned and disinfected more frequently (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.).

- Cleaning and sanitizing protocols will be based on the publication “The Guidance for Cleaning and Disinfecting” released by the CDC and EPA. [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

## **D. Health Education**

- Teachers and students will be educated on preventative measures to reduce the spread of germs and the risk of illness, including correct use of PPE.
- Education will include the aforementioned procedures of handwashing, cleaning and sanitizing, and use of PPE as well as physical distancing.
- Teachers and staff will make every effort to encourage healthy emotional, mental and spiritual development among students and families.

## **E. Physical Distancing**

This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connection.

### Outdoor Space:

- Families will be asked to maintain appropriate distancing in the parking lot and check-in area during arrival and departure. (see procedures noted above)
- Playground use will be limited to two classes at a time, and students will be encouraged to maintain a healthy distance apart.

### Indoor Space:

- Classroom and hallway floors will be marked to maintain distancing as able due to space.
- Hooks and cubbies will be assigned for personal belongings and will be separated as much as physical space allows.
- Classroom seating will be arranged to allow as much distance as possible between students. Individual desk dividers may be utilized as necessary.
- Whole group seating areas in the classroom will be spaced to allow for physical distancing while maintaining social connection and communication
- Signs at main entries, public spaces and bathrooms will be posted to encourage healthy practices.

## **F. Supplies**

- The number of classroom books available for individual student use will be reduced. This will allow books to remain untouched for a minimum of 24 hours between uses to reduce the spread of germs.
- Individual student supplies such as crayons, glue, scissors, markers, etc. will be provided by the families and will not be shared with other students.
- Each child will be encouraged to bring a reusable, easy-open/close water bottle to take the place of visiting the drinking fountain throughout the day. Water bottles can be refilled.

## **G. Meals**

- Families will provide lunch and snacks for their children. Snacks and meals will be eaten in the classroom with adult supervision. Food and drinks should not be shared or traded. Areas will be cleaned and disinfected before and after mealtime.

## **4. Suspected/Confirmed COVID-19 Cases:**

- Cross of Hope School will follow the most current recommendations from the State of New Mexico Department of Health and CYFD for reporting positive COVID cases.
- Cross of Hope School will adhere to NMDOH and CYFD protocols for actions to take when identifying, closing and re-opening the facility, communicating with families and allowing students and/or staff to return if a positive COVID case occurs.