

First Mesa Elementary School
STUDENT COVID-19 PROTOCOLS/PROCEDURES

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ONLINE SCREENING QUESTIONNAIRE

To ensure timely pick-ups (bus) and drop offs (personal vehicle), an online COVID-19 screening tool will be implemented for First Mesa Elementary School students that will be completed by parents/guardians.

COVID-19 Questionnaire **MUST** be completed and submitted 24 hours in advance of building occupancy. Questionnaires are to be completed on a weekly basis to ensure updated information is on file for each student. This will allow health screening staff and student screening health aides to identify students needing further screening at bus stop locations or on-site.

COVID-19 Questionnaire may be accessed through the First Mesa Elementary School website using your student(s) fmessschool gmail account (e.g., abc.defg@fmessschool.com).

All health screening staff and student screening health aides will have access to forms submitted by parents/guardians prior to pick up/drop off.

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TRANSPORTATION (PICK UP)

For the safety, health and welfare of all riders on the bus, ALL riders must be screened for any symptoms of illness before entering the bus. A student screening health aide must be on board the bus while students are in occupancy.

Bus riders must wear a face mask at bus stop and during entire occupancy of bus ride. Bus drivers and health aides will wear face masks and gloves at all times while on bus rides. Student activities will be closely monitored.

Buses will not function at full capacity, but rather limited capacity to ensure physical distancing of bus riders. Therefore we are encouraging parents/guardians to provide transportation to and from the school during the school year.

- I. **BUS CAPACITY**
 - a. Bus #1: 18 seats
 - b. Bus # 2: 22 seats
 - c. Bus# 4: 26 seats

- II. **NORMAL BUS RUN**
 - a. 1.5 hours from Kykotsmovi & Jeddito; round trip
 - b. 50 minutes for Polacca area

- III. **BUS STOP PROCEDURE**
 - a. Bus Stop/Health Aide
 - i. Parents must accompany students to bus stop and wait until student has been cleared to board the bus
 - ii. Ensure COVID-19 Questionnaire has been completed online
 - iii. Temperature will be taken using thermometer installed in the buses.
 1. Temperatures must be below 100.4 degrees Fahrenheit
 2. If temperature exceeds 100.4 degrees Fahrenheit
 - a. Student will not be able to board bus and must return home.
 - iv. Once student has been cleared, student may board the bus

- IV. **BOARDING BUS**
 - a. Riders will enter bus one at a time
 - b. Seating will begin at the back of the bus
 - c. Riders will be seated one student per seat
 - d. Riders must face forward at all times
 - e. No physical contact with other riders
 - f. Riders (2) who come from the same household may share a seat

- V. **UNLOADING BUS**
 - a. Students will unload the bus at the North Entrance roundabout
 - b. Students will exit bus beginning at the front of the bus

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- c. Students will exit one at a time, keeping moderate distance between other riders when exiting
- d. Bus will completely unload all riders, when all have entered the building, second bus will unload, and so forth.
- e. Entrance monitor will greet students and escort students into the building
- f. **Students will report to classrooms and temperatures will be reassessed inside the classroom by teaching staff.**

VI. BUS SANITIZATION

- a. All buses will be sanitized after each bus run

VII. BUS CHANGE REQUEST

- a. Parents/Guardians are allowed to submit ONE bus change per month.

CHECK IN (DROP OFF)

I. LOCATION

- a. Student drop off by personal vehicles will be at the main entrance of First Mesa Elementary school

II. SCREENING

- a. Parents accompanying students to front entrance are to wait until the student has been cleared to enter the building before leaving school premises
- b. Ensure COVID-19 Questionnaire has been completed online
- c. Temperature will be taken using thermometer.
 - i. Temperatures must be below 100.4 degrees Fahrenheit
 - ii. If temperature exceeds 100.4 degrees Fahrenheit
 - 1. Student may not enter building and is required to return home.
 - iii. **Students who walk to school, will have temperatures reassessed inside classroom by teaching staff.**
- d. Once student has been cleared, student will be greeted by entrance monitor

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BUILDING ENTRY

I. BUILDING ENTRY

- a. Student will meet entrance monitor outside and will be escorted into the building
- b. Upon entry to the building, student will wipe soles of shoes on disinfectant rug placed at the door entrance
- c. Student will use provided hand sanitizer
- d. Face shield will be provided to student for use during occupancy and labeled for future use by student

OCCUPANCY OF BUILDING

Students **MUST** remain in classrooms/designated areas during entire building occupancy. Student desks will be spaced 6ft apart to ensure physical distancing. Disinfectant materials such as disinfectant spray and rag will be provided in each area for teacher usage.

I. PERSONAL PROTECTIVE EQUIPMENT

- a. Face masks and face shields must be worn at all times during building occupancy
- b. Hands free hand sanitizer dispensers will be located throughout the building for student usage

II. RESTROOM

- a. Designated areas will use specific restrooms during occupancy
 - i. Kindergarten-2nd grade: Kindergarten restroom
 - ii. 3rd grade- 6th grade: Cafeteria restroom
 - iii. SPED- SPED restrooms
- b. Monitors will escort students to the restroom during breaks
- c. Hands free devices have been installed for usage (i.e., toilet flushes, soap dispensers, hand sanitizer dispensers, faucets and paper towel dispensers)

BUILDING DEPARTURE

- I. At the end of school day, students will return face shields to designated table located in their area
- II. Face shields will be sanitized daily and stored for future use
- III. Monitors will escort students to drop off/pick up locations dependent on transportation method.
 - a. Bus riders will board bus at North entrance using boarding procedure
 - b. Students who were dropped off, will be picked up by parents at front entrance.

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SUSPECTED OR CONFIRMED COVID-19 CASE

A potential exposure is having close contact within 6 feet for more than 15 minutes of an individual with confirmed or suspected COVID-19. There is a 48-hour timeframe before an individual becomes symptomatic; and there is an average of 72 hours for the virus to live on surfaces.

I. PRESUMPTIVE POSITIVE

- a. If a student has symptoms associated with COVID-19 such as fever, coughing, shortness of breath, muscle aches, sore throat, headache, fatigue, vomiting, diarrhea or new loss of taste or smell, they will immediately be isolated and a parent/guardian will be contacted to pick up the student. **Students will not be transported home by school vehicle or bus**
- b. Parent/guardian must notify local health department of symptoms and follow recommendations of health officials.
- c. If a student becomes sick during the school day, they will be sent home IMMEDIATELY.

II. POSSIBLE EXPOSURE

- a. If an individual has been in the building and is contacted by health officials to be notified of a possible exposure of a positive COVID-19 patient, parent MUST:
 - i. Notify Chief School Administrator IMMEDIATELY
 - ii. Chief School Administrator will notify all occupants of the building of possible exposure
 - iii. Chief School Administrator will shut down the school building for 72 hours.
 1. In the event that the school building is closed during the week, distance learning will take place during the 72-hour building closure. Devices (laptops, Chromebook or iPad) will be provided for each student to utilize for distance learning until the building has been cleared for re-entry.
 2. Negative test result: Student may return to school after confirmed negative COVID-19 test result **of student and ALL immediate household members.**
 3. **If exposure originated from immediate household member, student may not return to school despite negative test result. Student will need to quarantine for 14 days and will return to school on the 15th day.**
 4. POSITIVE COVID-19 TEST RESULT
 - a. If a student receives a POSITIVE test result:
 - i. Student must quarantine for 14 days at home
 - ii. Student may return to school once ALL symptoms of **student and immediate household members** have subsided and no fever for more than 24 hours without fever reducing medications (Tylenol, Ibuprofen).
 5. **Staff members who have been identified as a first contact exposure AND are fully vaccinated may return to school after the 72-hour**

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building closure as long as they are not experiencing any COVID/Flu-like symptoms.