

FIRST MESA ELEMENTARY SCHOOL  
COVID-19 PROTOCOLS/PROCEDURES

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**STAFFING ASSIGNMENTS**

**I. DAILY SCHEDULE**

- a. First Mesa Elementary school will operate:
  - i. Regular Hours:
    - 1. Monday-Thursday, 7:30 AM to 2:00 P.M.
  - ii. Essential Hours: *(in the event of school closure/12-month employees)*
    - 1. Monday-Thursday, 9:00 AM-2:00 PM
- b. Changes to daily work schedule will need to be pre-approved by and proper notification will need to be given to the following individuals:
  - i. Chief School Administrator
  - ii. Supervisor
  - iii. Custodian
  - iv. Maintenance

**II. ESSENTIAL STAFF**

- a. Essential staff will continue to work daily during regular hours unless leave has been submitted and approved.
- b. Essential staff have been identified as:
  - i. Chief School Administrator
  - ii. Administrative Assistant
  - iii. Business Manager
  - iv. Receptionist
  - v. Registrar
  - vi. Lead Teacher
  - vii. Food Service Manager
  - viii. Custodian (3)
  - ix. Residential Maintenance (2)
  - x. Transportation Manager
  - xi. Information Technology

**III. TEACHING AND SUPPORT STAFF**

- a. Teaching Staff and Support Staff will be scheduled to work on site on specified days and at home on specified days. Teaching and support staff have been divided into two groups.
- b. Group 1: Monday and Tuesday
  - i. K-2 Teaching staff, teaching assistants and monitors (12)
- c. Group 2: Wednesday and Thursday
  - i. 3-6 Teaching staff, teaching assistants and monitors (12)

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**BUILDING ENTRY/EXIT PROCEDURE**

**I. ENTRY APPROVAL**

- a. Employee must be scheduled to be on site before entering building.
- b. Employees who are not scheduled to be on site must submit request to Chief School Administrator TWO days in advance.
- c. Visitors will need to request prior approval from Chief School Administrator to enter building.
- d. Chief School Administrator will inform designated health check employee of approved entries on a daily basis.

**II. DAILY HEALTH CHECK**

- a. During regular business hours, designated employee will conduct daily health checks from 7:15 AM-7:30 AM.
- b. ALL Staff are REQUIRED to wear a face mask upon entry to the building and during occupation of the building (*double masking optional*).
- c. Staff will enter the building ONE at a time through the FRONT entrance at the left side door. Staff will practice social distancing of at least 6ft while waiting outside of the building.
- d. Scheduled and Essential staff will go through a health screening process which includes:
  - i. Wiping soles of shoes on disinfectant rug placed at the door entrance
  - ii. Employee will approach screening table
  - iii. Screening questions will be asked and documented in Employee Screening Folder.
  - iv. Daily temperature will be taken using a non-contact infrared thermometer
    - 1. Temperature must be under 100.4 degrees Fahrenheit
    - 2. If temperature exceeds 100.4 degrees F, individual will step aside for 5 minutes and second temperature will be taken
    - 3. If temperature exceeds 100.4 degrees F a second time:
      - a. Employee will be sent home
      - b. If fever is accompanied by symptoms, employee will be advised to contact local health department for further instruction.
  - v. Once employee has been cleared, employee may enter the building

**III. RING DOORBELL**

- a. Purpose of the Ring doorbell is to limit traffic in and out of the school building. Individuals will need prior approval from the Chief School Administrator to enter the building.
- b. Doorbell is located outside to the left of front entrance of First Mesa Elementary School
- c. Doorbell will be in place to be used by:
  - i. Employees (Essential and Teaching/Support Staff)
  - ii. Visitors (Parents/Guardians, Vendors, Community Members)

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- iii. Delivery Services (UPS, FedEx, etc.)
- d. Doorbell will be answered by:
  - i. Primary: Receptionist
  - ii. Secondary: Registrar
  - iii. Alternate: Administrative Assistant/Chief School Administrator
- e. Doorbell will be connected to an iPad that will be stationed with the Primary individual for video and microphone access.
  - i. Doorbell shall be monitored at ALL times during regular business hours.

IV. DOORBELL PROCEDURE

- a. Non-scheduled employees, visitors, and delivery services will push doorbell button
- b. Primary contact will answer doorbell using iPad
- c. Contact will be made with visitor through video feed and microphone
- d. Primary contact will determine whether or not building entry is NECESSARY
  - i. If building entry is deemed NECESSARY, visitor will follow Building Entry/Exit Procedure and escorted to designated area
  - ii. If building entry is deemed UNECESSARY, primary contact will assist visitor with questions, document drop-off, package delivery or as needed.

V. BUILDING DEPARTURE

- a. Prior to departure of facility, employee must clean their classroom/station using provided disinfectant spray bottle or Clorox wipes
  - i. Spray or wipe down computer, keyboard, mouse, desk and etc.
- b. Ensure that all equipment necessary to continue work at home is taken on a daily basis in case of school building closure.
- c. Designated exit door: Employees will exit through the front entrance to the left side.

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**FACILITY USAGE**

During occupation of the building, employees shall follow recommended health guidelines to protect themselves and others. Recommended guidelines include washing hands often, avoiding close contact, wearing a face mask when around others, covering coughs and sneezes, monitoring daily health, practicing social distancing of at least 6 feet and using hand sanitizer when soap and water are not readily available.

**I. CLASSROOMS**

- a. During scheduled working hours, employees must remain in their classrooms/designated area during duration of building occupancy.
- b. Space seating/desks to allow for physical distancing, at least 6ft apart
- c. Disinfectant materials such as Clorox wipes, spray disinfectant and rag will be provided in each classroom for teacher usage.

**II. COMMON AREAS**

- a. During lunch breaks, employees are NOT allowed to leave the building; once an employee has been cleared to enter the building, employee must remain in the building until end of workday.
- b. Employee lounge area and concession area will be available for use during lunch break for warming up food in the microwave; employee is responsible for disinfecting after usage
- c. Staff must practice physical distancing during lunch break and breaks.
- d. Lunch and breaks will be taken in designated area set-up in the employee lounge and gymnasium.
- e. Once lunch breaks and breaks have ended, employee is responsible for disinfecting area using spray disinfectant.

**III. RESTROOM USAGE**

- a. Restroom usage will be designated by area of occupancy.
  - i. Administrative staff will use restrooms in hallway next to mail/time clock room
  - ii. SPED staff/Registrar will use the restrooms in the SPED department
  - iii. Librarian/Computer Teacher/Lower Grade Teaching Staff will use the staff lounge restroom
  - iv. Lead Teacher/IT/Upper Grade Teaching Staff will use the staff restroom near the janitor's closet

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**ROUTINE CLEANING AND DISINFECTING**

**I. CLEANING PROCEDURES**

- a. Frequently touched surfaces such as doorknobs, light switches, chairs and desks must be cleaned periodically during the day.
- b. If surfaces are dirty, they must be cleaned with a detergent or soap and water before disinfecting.
- c. Employees will be responsible for cleaning and disinfecting their workspaces periodically and at the end of the workday.

**II. PERSONAL PROTECTIVE EQUIPMENT**

- a. ALL employees are required to wear a face mask/covering upon entry and during occupation of building

**III. SUPPLIES (available to employees)**

- a. Paper and cloth masks
- b. Face shields
- c. Gloves
- d. Safety glasses
- e. Hand sanitizer
- f. Hand soap
- g. Paper towels
- h. Tissues
- i. Cleaning supplies
  - i. Spray bottles
  - ii. Disinfectant
  - iii. Rags
  - iv. Clorox wipes

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**SUSPECTED OR CONFIRMED COVID-19 CASE**

A potential exposure means being touched or having close contact within 6 feet 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 an individual 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 must immediately leave and return home
- b. Employee must notify local health department of symptoms and follow recommendations of health officials.
- c. If an employee becomes sick during the workday, 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, employee 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 worksite for 72 hours or until exposed individuals test results are received
    - 1. Negative test result: employee may return to work 72 hours after confirmed negative COVID-19 test result. If test results are received between Wednesday-Friday, employee will return to work the following Monday.

**III. POSITIVE COVID-19 TEST RESULT**

- a. If an individual receives a POSITIVE test result:
  - i. Individual must quarantine for 14 days at home
  - ii. Individual may return to work once ALL symptoms have subsided and no fever for more than 24 hours without fever reducing medications (Tylenol, Ibuprofen).