



# Manzano Day School

*Joy in Learning® Since 1938*

## Reopening Plan 2020-2021

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## Manzano Day School Reopening Plan

Manzano Day School has developed a reopening strategy that supports our mission and allows the School to remain flexible while responding to the changing situation that continues to evolve due to COVID-19. We are striving to provide the very best educational experience possible for our students while also mitigating risk of exposure or outbreaks of COVID-19 in the community. Our reopening plan was guided by recommendations from local medical experts, and guidance from the [Centers for Disease Control \(CDC\)](#), and the [New Mexico Department of Health](#).

The key component to creating a successful reopening of school will be the cooperation between families and school. Students and employees who are sick, or who are exhibiting COVID-19 symptoms will need to stay home. Additionally, exposure to confirmed cases as well as travel out of state will require quarantine measures. COVID-19 diagnosis at home or school will need to be reported immediately. Our goal is to have every student back on campus as quickly as possible while being able to mitigate the risk of exposure for students, faculty and staff.

## Step One

**Reducing community exposures:** To reduce the number of possible community exposures, the number of students on campus each day will be reduced.

Students in pre-kindergarten, kindergarten and first grade will attend class on campus Monday, Tuesday, Thursday and Friday.

Students in second through fifth grade will be placed in two groups: Group A and Group B. Group A will attend class on campus Monday and Tuesday. On Thursday and Friday students in Group A will attend class virtually.

Group B will attend class virtually Monday and Tuesday. On Thursday and Friday, Group B will attend class on campus. On Wednesday, the entire school will participate in virtual classes designed to provide students with the opportunity to learn with their entire class and grade level.

On Wednesday, the school campus will be closed to students, faculty and staff for a campus cleaning.

While groups A and B are on campus for class, students will be placed in smaller cohorts, by grade level and by teacher. Teachers will have two smaller, cohort classes that will meet in separate classrooms and each cohort will remain together throughout the day.

Manzano Day School 2nd- 5th Grade			
Group A- Mon, Tuesday		Group B Thursday, Friday	
Classes		Classes	
Cohort 1	Cohort 2	Cohort 1	Cohort 2

**Groups:** Siblings have been grouped together in Group A or Group B and are in the same cohort if they are the same age.

**Co-curricular classes:** Co-curricular classes will also be split to limit exposures with some co-curricular classes happening on campus and some co-curricular classes being taught during virtual classes.

**Expectation for virtual classes:** With virtual classes as part of our regular

schedule, there is an expectation that students participate and complete assignments as they would on campus. Students should show up to virtual classes ready to learn. If there is a need for modifications to this expectation, please contact Leanne Kimbrough.

**Student Support:** If a student, faculty, or staff member has a personal health situation that puts that individual at particular risk for COVID-19, we will work with the family or individual to accommodate the needs of students and employees. If your family is in a situation that will require accommodations to stay off-campus, please contact Leanne Kimbrough as soon as possible.

**Beginning the School Day:** Families and employees will complete screening prior to coming to campus. Upon arrival, temperatures will be taken for each person. Anyone with a temperature of 100.4 deg F or higher will be sent home. Grade levels will be on a staggered schedule for arrival and departure each school day. Siblings can be dropped off at the time of the eldest student.

**Social distancing:** Students will be assigned to a small cohort within their class. Whenever possible, siblings of the same age will remain in one cohort. Each cohort has been assigned to a classroom that allows six-foot social distancing between each person. Students will remain in cohort groups throughout the day.

**Face coverings and Masks:** Students, faculty, staff and administration will be required to wear face coverings or masks throughout the day, covering both nose and mouth. Students are allowed to wear their own mask and we have Manzano Day School masks available. [Mask Guidance](#) for children.

**Lunch and Snacks :** Students will remain in their classroom area with their cohort group for snack and lunch times. Students can bring their own food from home or order lunch from Rhubarb and Elliot to be delivered to classrooms. Students will be asked not to share food. More information from Rhubarb and Elliot will be included in your Back to School Packet.

**Field Trips:** Students will not be taking traditional classroom field trips until further notice.

**Additional Support Aides:** Additional Support Aides are being hired to assist

with supervision of students.

**Classroom materials and supplies:** Teachers will provide individual student classroom supplies and learning materials to minimize sharing any materials. Whenever possible, students will use materials assigned to them.

**Handwashing:** Education will be provided about the importance of handwashing in reducing the spread of COVID-19. Everyone on campus will be asked to wash hands or use hand sanitizer regularly throughout the day. Every classroom and school entrance will have hand sanitizer stations.

**Extended Day Services:** Extended Day Services will not be available until further notice.

**Bus Services:** Due to state restrictions on ridership of school buses, Manzano Day School will be utilizing a lottery system to register students for the bus. Initially, 12 families per bus per scheduled days of attendance will be selected. Selected families will be charged a monthly prorated amount of the annual fee based on their child's assigned schedule. Families will not be charged for days that the school is closed by Federal, State, or Local mandates. Families will not be charged in the event that Federal, State, or Local mandates require the suspension of bus services. Students not selected in the lottery will be placed on a wait list.

**Large community gatherings:** Large community gatherings will be virtual. We will continue to follow the guidelines from State health officials in regards to gatherings. Public Health Orders can be found [here](#).

**Updated maintenance procedures:** We have added daytime maintenance staff to increase daily cleaning schedules around campus. Maintenance staff will complete training specific to cleaning procedures COVID-19. Campus will be cleaned nightly by Service Masters. All cleaning routines will be compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning.

**COVID screening:** Community members are asked to monitor household members for COVID-19 symptoms. Sick students should stay home. Regular temperature and symptoms screening will be conducted for students and

employees. Students with symptoms will be isolated from other students until they can be picked up. [Information on the list of symptoms can be found here.](#)

**Social and emotional well being:** We will be adding class sessions virtually and on campus to address students' social and emotional well being during this challenging time.

**Fenton:** We are currently evaluating the best way to incorporate Fenton into our curriculum this fall. There will not be overnight visits to campus while the school is in step one of our reopening plan.

**Visitors to campus:** Only essential visitors will be allowed on campus to keep our community safe. All visitors to campus must enter through the Front Office and will be screened upon arrival.

**Heating, Ventilation, and Air Conditioning systems:** We have upgraded all heating, ventilation and air conditioning (HVAC) filters to hospital grade filters. We will continue to follow all HVAC preventative maintenance as required by the manufacturer.

**Travel:** The New Mexico Department of Health requires a 14-day quarantine following any out-of-state travel. Review the latest information [here](#). Teachers will work with families to support student learning during quarantine.

**Quarantine and contact tracing:** If a student or employee has COVID-19, school officials will support efforts for contact tracing and enforcing quarantine for those who are infected and their contacts. Provisions will be made to support continuity of learning from home during quarantine. More information can be found [here](#).

**What to do if you are diagnosed with COVID 19:** When there is a confirmed case of COVID-19 within our school community, including faculty, staff, students, or individuals' household members, the school will be notified by the New Mexico Department of Health on the necessary course of action. If we are notified of a positive case of COVID-19 by a parent or staff member, our first call will be to the New Mexico Department of Health for direction.

Manzano Day School will follow guidance from the New Mexico Department of Health to send infected or exposed individuals home. The CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Manzano Day School will follow all CDC and NMDOH protocols to sanitize or temporarily close any at-risk areas of the school. The Health Department will guide decisions regarding closure of a classroom, an office or the school.

More information can be found here [NMDOH](#)

### **Step Two**

We will be monitoring the COVID-19 incident rate in our local county and the community transmission rate to determine when it is safe to add additional students to campus. We will begin to bring classes back to campus by grade level beginning with second grade students. Students will remain in their original groups (Group A or Group B) and classes will continue to be divided into the smaller cohorts staying together throughout the day. Students will attend class Monday, Tuesday, Thursday, and Friday with Wednesday remaining a day for cleaning the entire school. All other protocols listed above will continue to be observed.

### **Step Three**

Once all classes have been brought back to campus safely we will once again review the local and community COVID-19 transmission rate. If the conditions remain favorable, we will plan to return to school on Wednesday. All other protocols of Step One and Step Two will remain in place.

### **Step Four**

With everyone back on campus in Step Three successfully for several weeks, we will continue to evaluate the community and local transmission rate to determine if any adjustments need to be made. We will review protocols for adjustments as needed.

### **Flexibility**

If there is a need to return to our hybrid model or a virtual model we will have the flexibility to shift directions.

### **Virtual Learning**

If the state of New Mexico mandates that school will begin with virtual learning Manzano Day School will follow this mandate.

**Manzano Day School thanks every family for working with  
Manzano Day School and encourages families to contact  
Manzano Day School with questions.**

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