



Carlsbad Municipal Schools

Protocols for responding to COVID-19 scenarios in school, on the bus, or in community settings

Revised August 18, 2020

Introduction and overview

This guidance provides more information and protocols to answer the following questions:

- What will the district do if there is a symptomatic individual – at home, on the bus, or at school?
- What will the district do if someone in the school community tests positive for COVID-19 – be it a student, teacher, staff, or bus driver, or one of their household members or close contacts?
- Who should get tested for COVID-19 and when?
- In what circumstances would someone need to quarantine (when they have been exposed but are not sick) or isolate (when they are sick)?
- What will the school districts do to monitor COVID-19 spread in Carlsbad?

Our goal is the **safe** return of as many students as possible to in-person learning. At the same time, we have planned for all contingencies with three school models: full remote, hybrid and in-person learning.

A safe return to in-person school environments will require a culture of health and safety every step of the way. Specifically:

- **It is not one mitigation strategy but a combination of all these strategies taken together that will substantially reduce the risk of transmission.** No single strategy can ever be perfect, but all strategies together will reduce risk. In addition, although we are currently in Phase 1 of reopening in New Mexico, it will take collective continued vigilance towards health and safety measures to continue to contain COVID-19.

· **Staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell.** Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick.

· **Masks are among the most important single measures to contain the spread of COVID-19.** We require all students and all staff to wear masks or face shields that ***adequately cover both their nose and mouth***. Exceptions will be made for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. Exceptions will require a note from the child's healthcare provider.

· **Hand hygiene is critical.** Students and staff are required to exercise hand hygiene. You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, or electronic devices/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

For additional information please visit the CDC website at:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

- **Physical distance greatly reduces the risk of transmission.** As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In classroom settings, 6 feet of separation is needed.

- **Cohorts/assigned seating.** Students organized in groups/classrooms and other cohorts help mitigate transmission of the virus. Assigned seating is important because it effectively creates even smaller groups within cohorts which minimize transmission. Assigned seats can also assist with contact tracing. Wherever possible, seats should be assigned (including classroom, bus, meals). Kindergarten through twelfth grade are organized in cohorts throughout the district.

To support a culture of health and safety, our district will utilize our all call, e-mail, Thrill Share, Facebook and CMS web page to communicate with families, students, teachers, and staff in order to send and receive key messages related to COVID-19.

Preparing to respond to COVID-19 scenarios

Even as we remain vigilant, and public health metrics in Carlsbad remain positive, the risk of exposure to COVID-19 in school will not be zero. As we prepare to reopen our schools, we must also prepare to respond to potential COVID-19 scenarios, whether in school, on the bus, or in our community. Depending on the circumstances, a positive COVID-19 test, a potentially symptomatic student, or exposure to someone in the outside community who has COVID-19 can each have health, safety, and operational implications.

Be prepared to provide remote learning

When students must stay home for quarantine or isolation, teaching and learning should not stop. It is each school's responsibility to provide remote learning for students who cannot be in school for any extended period of time.

Testing, tracing, and isolation

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19. All test results, both positive and negative, are reported to the New Mexico Department of Health (NMDOH). When a student, staff member or family member has a positive COVID-19 test, it is the New Mexico Department of Health that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. The CMS Health Safety Officer will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While NMDOH will provide

support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and notify the school.

The district contact tracing team in cooperation with the local NMDOH office will begin our contact tracing protocol. All staff will complete the Johns Hopkins University contact course by September 30, 2020 using the Johns Hopkins University Contact Tracing course.

Self-isolation for COVID-19 positive cases is a minimum of 10 days

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- A. gone for 24 hours without a fever (and without taking fever-reducing medications like Tylenol); and
- B. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- C. received written clearance from the NM Department of Health “Letter of Discontinuation of Isolation” or written clearance from their medical provider

Repeat testing prior to return is not recommended by the CDC and the NMDOH. Return to school should be based on time and symptom resolution and written clearance submitted to the CMS Health and Safety Officer (healthsafetyoffice@carlsbadschools.net).

Close contacts of a positive COVID-19 case should be tested. For general guidance, CDC defines close contact as:

- . Being within less than 6 feet of COVID-19 case for at least 15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within the 48 hours before symptom onset, OR
- . Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

At school, close contacts include other students and staff who were within 6 feet or less of the student or staff for at least 15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In all school situations where the students are in self-contained classrooms for an extended period, all students/staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts should not come back to school until they have been tested. Testing should occur

5 to 7 days after last exposure to close contact. Close contact should remain home in self-quarantine for 14 days from exposure and may return to school with NM Department of Health “Letter of Discontinuation of Isolation” or written clearance from a licensed medical provider. If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms as noted. Individual may return to school with NM Department of Health “Letter of Discontinuation of Isolation” or written clearance from a licensed medical provider.

Most common symptoms of COVID-19 and testing requirements

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies)

when in combination with other symptoms

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.

Students refusing to test will remain home in self-isolation for 14 days from symptom onset or possible contact with COVID-19 infected individuals, and may return to school with written clearance from a licensed medical provider.

Testing can be obtained from NMDOH or the following locations:

CVS- cvs.com- 801 N. Canal Street, make an appointment online

NMDOH SE Region-Carlsbad Public Health Office, 1306 West Stevens-call for an appointment 575-885-4191 or pre register online: <https://cvtestreg.nmhealth.org/>

List of Providers and additional information about testing sites can be obtained from <https://cvprovider.nmhealth.org/directory.html>

Please turn to the next page for information on protocols for possible COVID-19 scenarios.

Protocols for possible COVID-19 scenarios

While specific protocols vary, these are common elements for each possible COVID- 19 scenario:

- ✓ Evaluate symptoms
- ✓ Separate from others
- ✓ Clean and disinfect spaces visited by the person
- ✓ Test for COVID-19 and stay at home while awaiting results
- ✓ If test is positive:
 - Remain at home at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms
 - Monitor symptoms
 - Notify the school and personal close contacts
 - Answer the call from NM Department of Health or CMS contact tracing team to help identify close contacts to help them prevent transmission
 - Secure release from contact tracers (NM Department of Health or your licensed healthcare provider) for return to school/work. Return to school should be based on time and symptom resolution and written clearance submitted to the CMS Health and Safety Officer
575.414.8039 healthsafetyoffice@carlsbadschools.net.

The following pages outline protocols for the scenarios below.

Section 1: Protocols for individual exposure or individual positive test

Protocol: Student or staff tests positive for COVID-19

- **Protocol: Close contact of student or staff tests positive for COVID-19**
- **Protocol: Student is symptomatic on the bus**
- **Protocol: Student is symptomatic at school**
- **Protocol: Staff is symptomatic at home**
- **Protocol: Staff is symptomatic at school**

Section 2: Protocols for potential school closure (partial or full) or district closure

- **Protocol: Presence of multiple cases in a school or the district**
- **Protocol: Presence of significant number of new cases in Carlsbad**
- **Protocol: Statewide regression to a previous reopening phase**

Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
<p align="center">Individual is symptomatic</p>	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p>	<p>Individual tests <u>negative</u></p>	<p>May return to school with written clearance from a licensed medical provider and necessary management of another diagnosis. Stay home until asymptomatic for 24 hours.</p>
	<p>If an individual student is symptomatic on the bus or at school, they should remain masked and adhere to strict physical distancing. Students will then be met by a school employee and stay in the medical waiting room until they can go home. They should not be sent home on the bus. If an individual staff member is symptomatic at school, they should notify the principal/supervisor and get tested. Supervisor will notify the Health and Safety Officer.</p>	<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from NM Dept. of Health and CMS contact tracing team. Most people who have a relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.</p>

		Student is not tested	Remain home in self-isolation for 14 days from symptom onset and may return to school with written clearance from a licensed medical provider.
Individual is exposed to COVID-19 positive individual	<p>If an individual is at home when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 5 to 7 days after their last exposure.</p> <p>If an individual is <u>at school/work</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1</p>	Individual tests <u>negative</u>	Remain home in self-quarantine for 14 days from exposure and may return to school with NMDOH “Letter of Discontinuation of Isolation” or written clearance from a licensed medical provider.

	<p>students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home.</p> <p>They should stay at home and be tested 5 to 7 days after their last exposure.</p>	<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the NM Dept. of Health or CMS contact tracing team. Most people who have a relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. Individual may return to school with NMDOH “Letter of Discontinuation of Isolation” or written clearance from a licensed medical provider.</p>
		<p>Student is not tested</p>	<p>Remain home in self-quarantine for 14 days from exposure and may return to school with written clearance from a licensed medical provider.</p>

Section 1: Protocols for individual exposure or individual positive test

Protocol: Student or staff tests positive for COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the New Mexico Department of Health or CMS contact tracing team. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the proper school office that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies others as pre-determined by the school (e.g., school leadership, school nurse or school medical point of contact, building management, maintenance).
3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
 - a. If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
 - b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
 - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.
4. **ELEMENTARY SCHOOL (e.g., student has self-contained classroom throughout the day):**
 - a. Send a communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming the individual student or staff member who tested positive.
 - b. Communications sent to families/staff should:
 - i. Informing them there was a positive test (not the specific individual) in the self-contained classroom.
 - ii. Explain that since they were within this cohort and may have been within 6 feet of the person with a positive test, they are

considered a “close contact” and therefore should be tested. (In cases where the student may have been in close contact with others outside their cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student.)

- iii. Instruct those designated as close contacts to quarantine prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur no sooner than 5 to 7 days after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 5 to 7 days after the end of the exposure period.)
 - iv. Explain that if a student chooses not to be tested, the student should remain home in self-isolation for 14 days from symptom onset and may return to school with written clearance from a licensed medical provider.
 - v. Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
 - vi. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
- c. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
- i. Make sure these students are wearing masks, including in kindergarten and first grade. Parents are encouraged to send masks with students each day. Extra masks as may be needed should be provided by the school. Enforce strict physical distancing. Require students to wash their hands.
 - ii. The school should quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
 - iii. Caregivers of students in the class or other close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms should not ride the school bus to get home. Caregivers and students, as

well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.

- iv. Close contacts should not come back to school until they have received the results of testing or students that elected to instead self-quarantine for 14 days from exposure may return to school with NMDOH “Letter of Discontinuation of Isolation” or written clearance from a licensed medical provider. and are asked to communicate their test results to the school.

d. As feasible, to assist with contact tracing, make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated. Instruct those students and/or staff members to get tested according to the same protocol as the student’s cohort above.

5. **MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):**

a. The school should identify the student’s or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period should begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Consider students and staff members who were within 6 feet of the individual for at least 15 minutes in class, on the school bus, or at extracurricular activities.

b. Follow the communication and other relevant Elementary School protocols above.

c. Close contacts should be tested for COVID-19 at one of New Mexico’s test sites. Sites may require pre-screening, a referral, and/or an appointment.

d. Instruct the student or staff member to self-isolate while waiting for the results of their test.

e. A student with symptoms who does not wish to be tested should instead self-isolate for 14 days from symptom onset and until asymptomatic and may return to school with written clearance from a licensed medical provider.

6. IF OTHERS IN THE SCHOOL TEST POSITIVE: Perform all steps under this protocol for that person. **ALSO FOLLOW:** “Protocol: Presence of multiple cases in the school.”

7. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts should remain home in self-quarantine for 14 days from last exposure and may return to school with NMDOH “Letter of Discontinuation of Isolation” or written clearance from a licensed medical provider.

Any area of the school visited by the COVID-19 positive individual must be closed off and/or cleaned and disinfected.

Protocol: Close contact of student or staff tests positive for COVID-19

1. Current New Mexico DOH guidance is that all close contacts of someone who has tested positive for COVID-19 should be tested.
2. The student or staff member who was in close contact with someone who tested positive for COVID-19 should be tested at one of New Mexico’s test sites. Sites may require pre-screening, a referral, and/or an appointment. A student who does not wish to be tested should remain home in self-quarantine for 14 days from exposure and may return to school with written clearance from a licensed medical provider.
3. Close contacts should quarantine at home prior to testing and while awaiting test results.
4. In order to return to school, close contacts need to have written clearance from NMDOH or a licensed medical provider.
5. **IF POSITIVE TEST:** The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the New Mexico Department of Health or CMS contact tracing team. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

Protocol: Student is symptomatic at home

1. Families should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
 - a. **IF NO SYMPTOMS:**
 - i. Send the student to school.
 - b. **IF ANY SYMPTOM:**
 - i. Do not send the student to school.
 - ii. Call your child's school and inform them the student is staying home due to COVID-19 related symptoms.
 - iii. Current New Mexico NMDOH guidance is that all symptomatic individuals in New Mexico, even those with mild symptoms, should be tested. A student who does not wish to be tested should remain home in self-isolation for 14 days from symptom onset and may return to school with written clearance from a licensed medical provider.
 - iv. The student should get tested at one of New Mexico's test sites. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Students stay home until asymptomatic for 24 hours.
 2. **IF POSITIVE:** The Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the New Mexico Department of Health or CMS contact tracing team. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. Students and staff may

return to school/work with written clearance from a licensed medical provider.

- . **FOLLOW STEPS UNDER:** “Protocol: Student / staff tests positive for COVID-19.”

Protocol: Student is symptomatic on the bus

Students will not be allowed to ride the bus if they are not wearing a mask.

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students. Note: This will require training for bus drivers (and bus monitors, if applicable).
2. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow the student to board the bus. Caregiver should then **FOLLOW:** “Protocol: Student is symptomatic at home.”
3. If a student is already on the bus, ensure the student is masked and keeps the mask on. Ensure other students keep their masks on. Ensure students keep required physical distance from other students.
4. Bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (Director of Operations). The Director of Operations should contact the school to inform the school principal of a possible symptomatic child.
5. School principal and/or school medical point of contact should meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first.
6. Bus should be cleaned / disinfected.
7. Nurse or school medical point of contact should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).
 - a. **IF ANY SYMPTOM:**
 - i. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the medical waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.

- ii. Contact caregiver for pick-up.
 - 1. **IF CAREGIVER CAN PICK UP DURING THE DAY:**
Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.
 - 2. **IF CAREGIVER CANNOT PICK UP DURING THE DAY:** The student should wait in the medical waiting room until the end of the day to be picked up by the caregiver. The student should not go home on a school bus with other students.
- iii. New Mexico DOH guidance is that all symptomatic individuals in New Mexico, even those with mild symptoms, should be tested. A student who does not wish to be tested should remain home in self-isolation for 14 days from symptom onset and may return to school with written clearance from a licensed medical provider.
- iv. Student should get tested at one of New Mexico’s test sites. Sites may require pre-screening, a referral, and/or an appointment.
- v. Isolate at home until test results are returned.
- vi. Proceed as follows according to test results:
 - 1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until symptom free for 24 hours.
 - 2. **IF POSITIVE:** Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the New Mexico Department of Health or CMS contact tracing team. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:**
“Protocol: Student/staff tests positive for COVID-19.”

b. **IF NO SYMPTOMS:**

- i. If the evaluation shows the student does not have symptoms, send the student to class.

Protocol: Student is symptomatic at school

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school nurse or other medical point of contact.
2. Teacher ensures the student is wearing a mask that fully covers his/her nose and mouth at all times.
3. Teacher calls the nurse or school medical point of contact to inform them that they have a possible case. Nurse or school medical point of contact comes to get the student from class.
4. Nurse (or school medical point of contact) should evaluate the student for symptoms (see list above: “Most common symptoms of COVID-19”).

a. **IF ANY SYMPTOM:**

- i. Place the student in the designated medical waiting room. There is no specific capacity limit for the medical waiting room, but all students in the COVID-19 waiting room must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the medical waiting room.

- ii. Contact caregiver for pick-up.

1. **IF CAREGIVER CAN PICK UP DURING THE DAY:** Student waits to be picked up in the medical waiting room. Caregivers must wear a mask/face covering when picking up their student. Students should not ride the school bus to get home. Caregivers and

students should wash their hands upon arriving at home and change their clothes as a precaution.

2. **IF CAREGIVER CANNOT PICK UP DURING**

THE DAY: The student should wait in the medical waiting room until the end of the day to be picked up by caregiver. The student should not go home on a school bus with other students.

- iii. Current New Mexico DOH guidance is that all symptomatic individuals in New Mexico, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead remain home in self-isolation for 14 days from symptom onset and may return to school with written clearance from a licensed medical provider.
 - iv. Student should get tested at one of New Mexico’s test sites. Sites may require pre-screening, a referral, and/or appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 - 1. **IF NEGATIVE:** If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Students stay home until asymptomatic for 24 hours.
 - 2. **IF POSITIVE:** Students remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the NM Department of Health and CMS contact tracing team. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.”
- b. **IF NO SYMPTOMS:**
- i. If the evaluation shows the student does not have symptoms, send the student back to class.

Visit the CDC website for more information:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: “Most common symptoms of COVID-19”).

a. **IF NO SYMPTOMS:**

i. Come to work.

b. **IF ANY SYMPTOM:**

i. Do not come to work.

ii. Contact your supervisor and enter the absence in Frontline or procedures established by the district.

iii. Current New Mexico DOH guidance is that all symptomatic individuals in New Mexico, even those with mild symptoms, should be tested.

iv. The staff member should get tested at one of New Mexico’ test sites. Sites may require pre-screening, a referral, and/or an appointment.

v. Isolate at home until test results are returned.

vi. Proceed as follows according to test results:

1. **IF NEGATIVE:** If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until symptom free for 24 hours.

2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from

the New Mexico Department of Health or CMS contact tracing team. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms.

FOLLOW STEPS UNDER: “Protocol: Student/staff tests positive for COVID-19”.

1. As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.

2. If a staff member suspects any symptoms during the day, they should follow the school’s protocols for getting another adult to cover their class mid-day, if needed, and see the school nurse (or school medical point of contact) to be evaluated for symptoms.

a. **IF NO SYMPTOMS:** The staff member should follow the school’s standard protocols for being excused due to illness.

b. **IF ANY SYMPTOM:**

i. Current New Mexico Department of Health guidance is that all symptomatic individuals in New Mexico, even those with mild symptoms, should be tested.

ii. The staff member should get tested at one of New Mexico’s test sites. Sites may require pre-screening, a referral, and/or appointment.

iii. Isolate at home until test results are returned.

iv. Proceed as follows according to test results:

1. **IF NEGATIVE:** Staff member stays home until symptom free.

2. **IF POSITIVE:** Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts,

assist the school in contact tracing efforts, and answer the call from the New Mexico Department of Health or CMS contact tracing team. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms. **FOLLOW STEPS UNDER:** “Protocol: Student/staff tests positive for COVID-19”.

Section 2: Protocols for potential school closure (partial or full) or district closure

Protocol: Presence of multiple cases in the school or district

1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent should work with the New Mexico Department of Health to determine if it is likely that there is transmission happening in school.
2. For each individual case, **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to stay home and be tested, not the whole school.
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders must consult with the New Mexico Department of Health as to proposed next steps. These steps could include, *for example*, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders must consult with the New Mexico Department of Health as to proposed next steps. These steps could include, *for example*, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.
5. Before a final decision is made on a school or district closure, the superintendent must consult with NM Department of Health and OSHA for further guidance.
6. If the decision is made to close for some number of days, the school and/or district should send clear information and instructions to families and staff:
 - a. Informing them that it is possible COVID-19 is being transmitted in the school and/or district

- b. Noting that there may be more potential cases that are not yet symptomatic
 - c. Recommending students quarantine and not have contact with others
 - d. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
 - e. Reminding families of the list of COVID-19 symptoms for which to monitor
 - f. Ensuring that remote learning is immediately provided to all students
7. Before bringing students back to school:
- a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
 - b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
 - c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

Protocol: Presence of significant number of new cases in a municipality

1. In the case of significant municipal outbreak, as determined by the local board of health or NMDOH, the superintendent and school leaders must consult with the New Mexico Department of Health to determine whether it is appropriate to close a specific school, schools, or an entire district.
2. Before a final decision is made on a school or district closure, the superintendent must consult with the NM Department of Health and OSHA for further guidance.

Protocol: State-wide regression to a previous reopening phase

1. New Mexico is tracking its overall statewide reopening in phases according to the New Mexico plan.

2. If New Mexico moves back into a prior phase, NMDOH (in consultation with the New Mexico COVID-19 Command Center) will communicate with school districts and schools to determine whether in-person school should continue.