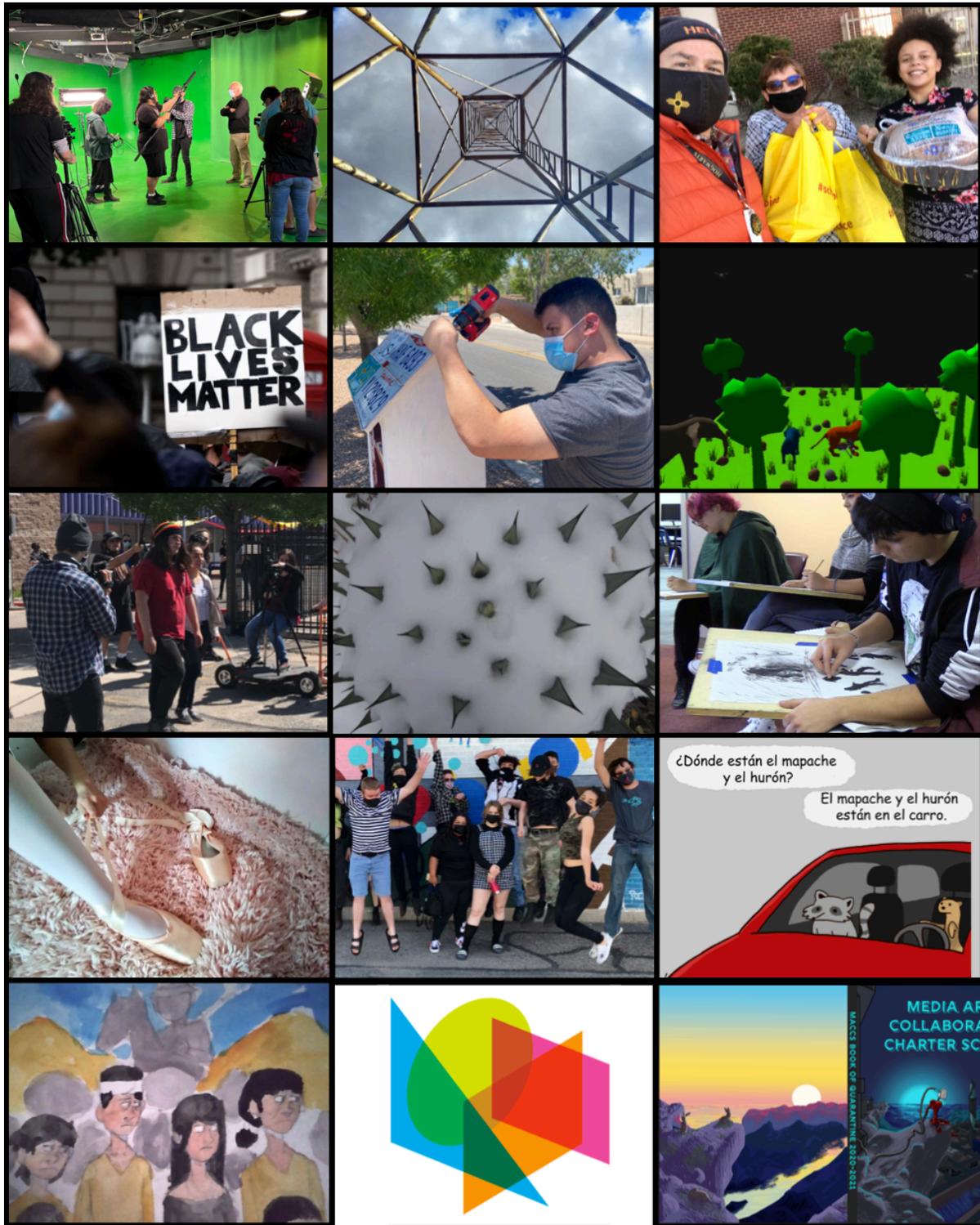


New Mexico Academy for the Media Arts

COVID-19 Response: Supplemental School Policies/ Procedures Guidebook



*Revised & Approved by Governing Council, December 2021 (Pending)
(f.k.a. Media Arts Collaborative Charter School)*

COVID-19 RESPONSE:
SUPPLEMENTAL SCHOOL POLICIES/ PROCEDURES GUIDEBOOK
SCHOOL YEAR 2021-22

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at school, in addition to the policies and procedures contained in the New Mexico Academy for the Media Arts (f.k.a. Media Arts Collaborative Charter School, herein called "MACCS") *Parent/ Student Handbook* and/ or *Employee Handbook*, and other MACCS policies/ procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the MACCS *Student/ Parent Handbook* and/ or *Employee Handbook*, or other MACCS policy/ procedure, the policy in this Guidebook shall control.

Violation of these policies/ procedures may subject students/ staff to disciplinary action. Parents/ guardians, visitors and other persons who refuse to adhere to MACCS policies and procedures shall be required to immediately leave MACCS premises.

MACCS will abide by all current federal and state public health orders applicable to schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with a public health or executive order or adopted regulation, the public health/ executive order shall control. Likewise, this Guidebook endeavors to comply with PED guidance relating to operations during the public health emergency, which guidance may change from time to time. To the extent that anything herein conflicts with PED guidance, as amended, the PED's most recent guidance shall control.

RE: VACCINATION

Vaccination against COVID-19 remains the most important COVID-safe practice for those eligible to receive the vaccine, and the MACCS strongly encourages the MACCS community members to get the vaccine(s) as soon as eligible, for the overall health of the individual and the MACCS community. If you need help in obtaining a vaccine, contact the New Mexico Department of Health at 1-855-600-3453, or see <https://goodtimes.vaccinenm.org/good-times/> for information.

RE: VACCINATION VERIFICATION

Students and school employees/ staff/ contractors/ volunteers will be asked to provide evidence of COVID-19 vaccination status to Principal Jonathan Dooley. Submittal of evidence of vaccination is voluntary. Those individuals who do **not** provide such evidence shall be presumed to be unvaccinated for purposes of these policies/ procedures. COVID-related vaccination records shall be maintained in confidence by the school in the same manner as other immunization/ health status information from students/ staff and in accordance with state requirements.

Evidence of full vaccination includes:

- Original or copy (including photo) of a vaccination card indicating that the individual completed a course of COVID-19 vaccination at least 14 days prior to the current date; or
- Printout or screen shot from:
https://nmsiis.health.state.nm.us/webiznet_nm_public/Application/PublicPortal indicating the individual completed a course of COVID-19 vaccination at least 14 days prior to the date evidence of vaccination was requested by MACCS.

RE: CAMPUS ACCESS, HEALTH SCREENING AND SELF-ISOLATION PROCEDURES

Other than during school-related events (*e.g.*, assemblies, dances, award ceremonies, academic competitions, extracurricular events, *etc.*), access to MACCS buildings by nonessential visitors, volunteers, and external organizations/ groups with persons who are not fully vaccinated, may be restricted or limited during this public health emergency. Adults coming onto campus during school hours who have not provided evidence of vaccination are subject to COVID screening, including temperature check, and questions relevant to COVID-19 exposure, upon entry. Masking and social distancing requirements apply to visitors/ volunteers/ spectators indoors on MACCS campus at all times. Visitor/ volunteer access to campus is at the discretion of the MACCS Head Administrator.

COVID Screening Unvaccinated Employees & Contractors. All employees and school contractors who have not provided evidence of being fully vaccinated, *see above*, will be subject to COVID-19 screening which includes a temperature check and questions relevant to COVID-19 exposure, travel, and COVID-19 testing. MACCS shall maintain a daily log of all unvaccinated employee screening information in the same manner it maintains confidential medical information for all employees. Contractor screening shall be kept confidential except to advise the contractor of positive COVID symptoms.

Self-Isolation/ Quarantine Procedures Employees and Contractors. An employee or contractor who as a result of COVID-19 screening or testing, OR any employee or contractor experiencing any symptoms of COVID-19, shall be required to do the following before returning to work or the MACCS premises:

- (a) Engage in a period of self-isolation/ quarantine at home;
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the MACCS Head Administrator, which results shall be kept in confidence by the MACCS to the extent such does not conflict with orders and directives of the DOH and/ or New Mexico Public Education Department (PED); and
- (c) If the test is positive, work from home to the extent that work can be performed remotely at the discretion of the Head Administrator. Any MACCS employee engaged in a period of self-isolation required under this Policy/ Procedure who is not able or permitted to work from home shall use annual and sick leave or, if eligible, COVID-related supplemental sick leave.

(d) If the result of the COVID-19 test is NEGATIVE, the employee/ contractor may return to work or school 24 hours after the employee no longer has symptoms and has been fever-free without medication. If the result of the COVID-19 test is POSITIVE, the employee/ contractor must stay home until released from isolation (10 days after symptom onset and 24 hours fever free, and improved symptoms).

Mandatory School Reporting. Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau.

COVID Screening Unvaccinated Visitors & Volunteers. All visitors and volunteers who have not provided evidence of being fully vaccinated, *see above*, and who seek to enter any school building during normal school hours are subject to COVID-19 screening, which includes a temperature check and questions relevant to COVID-19 exposure, travel, and COVID-19 testing. This screening does not apply to spectators in school buildings outside of normal School hours, 8am-4pm, although said visitors are required to follow all COVID Safety Practices (CSP) adopted by MACCS, including masking. MACCS will post its CSP requirements in locations throughout the premises. MACCS shall maintain a daily log of all visitors and volunteers entering MACCS during school hours. The name, telephone number, and date of entry shall be logged for each visitor. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by Stephany Munoz, MACCS Registrar.

Entry. If a visitor or volunteer who seeking to enter a school building during normal School hours displays or discloses symptoms associated with COVID-19 through the screening process, access will be denied. MACCS Head Administrator may require a visitor or volunteer to demonstrate proof that he/ she has followed the screening procedure before having access to MACCS. *See Self-Isolation/ Quarantine Procedures Employees and Contractors, above.* Any visitor or volunteer who displays COVID-19 symptoms during his/ her visit will be directed to immediately leave school premises.

RE: UNVACCINATED STAFF SURVEILLANCE TESTING.

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with DOH requires a statewide surveillance testing program for *unvaccinated staff* who are physically working at a school providing in-person student services, including small-group special education services and athletics. **Individuals who provide evidence of full COVID-19 vaccination, or who have tested positive for COVID-19 in the past 90 days, are not required to participate in surveillance testing.** The purpose of surveillance testing is to detect COVID-19 outbreaks as early as possible by screening unvaccinated asymptomatic staff. MACCS will participate in and cooperate with that program as required by PED/ DOH. **One hundred percent (100%) of the MACCS unvaccinated employees and contractors who work onsite shall be surveillance tested each week that student services are provided at school.** Such individuals participating in surveillance testing must provide evidence to school that their results were received during the assigned week. The test(s)/ processes to be used for surveillance testing shall be

determined by the school; at-home rapid tests may **not** be used for surveillance testing. Access to surveillance testing at accepted providers of surveillance testing is provided at no cost to the individual. Surveillance testing at other sites is likely to incur a charge. Testing sites/ companies will bill insurance for insured individuals who take the test. Contractors shall be responsible for all costs associated with contractor's employees surveillance testing. MACCS has designated a COVID-19 Point Person, Principal Jonathan Dooley, to identify individuals to be tested, to coordinate attendance at testing, and to track the number of employees and contractor employees tested on a weekly basis. Reporting to DOH and/ or PED shall be as required by PED/ DOH.

Unvaccinated asymptomatic employees and contractors' employees who have not been exposed to COVID-19 and who participate in surveillance testing are not required to self-isolate/ quarantine from specimen collection until their results arrive. However, asymptomatic individuals who test positive for COVID-19 must self-isolate for 10 days, counted from the date of specimen collection. Individuals who have tested positive for COVID-19 are exempt from surveillance testing for 90 days from when they last tested positive, however, unvaccinated employees and contractors' employees will continue to be subject to screening and, if COVID-19 symptoms are revealed, be required to seek testing and follow self-isolation practices.

RE: STUDENT SURVEILLANCE TESTING

MACCS will make surveillance testing available to all unvaccinated students on a voluntary basis. In alignment with CDC guidance, those who participate in athletics and other extracurricular activities are strongly encouraged to participate in surveillance testing. The school has a weekly goal of testing 25% of unvaccinated students. Questions regarding student surveillance testing procedures should be directed to MACCS COVID-19 Point Person, Principal Jonathan Dooley, 505-243-1957.

RE: MASKING

Who must wear one? Any person (including but not limited to students, staff, parents, contractors, volunteers, visitors) entering the MACCS indoor premises, who uses MACCS transportation, or who participates in or attends an indoor MACCS-sponsored activity must wear a face mask or similar protective face covering, at all times, except while eating or drinking during allowed times. Masking is required indoors regardless of whether an individual has been fully vaccinated against COVID-19 or otherwise claims to be "immune." *Masking outdoors is optional, but social distancing is not optional.*

How to wear one? Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets.

What masks are acceptable? The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) face masks with a clear plastic window; or (3) surgical, procedural, N95 or KN95 face masks that are approved by the federal Food & Drug Administration for use by staff performing medical duties or similar close contact assignments. The following face coverings are NOT substitutes for face masks: (a) masks with exhalation valves or vents; (b) scarves; (c) bandanas;

(d) neck gaiters/ neck fleeces; (e) face shields; (f) mesh face masks. If you have questions about acceptable masking practices, please contact a School staff member or the School's administration.

How to care for one. MACCS requests that cloth face masks be washed and dried after each day of use at school, and that masks not be reused without washing.

Request a mask. Students who cannot bring their own face coverings for use at MACCS should notify Principal Jonathan Dooley, who will arrange for face coverings to be provided. MACCS will have a sufficient quantity of masks, as well as Personal Protective Equipment (PPE) (for staff in close contact assignments: any staffing assignment in which a staff member must be within six feet of distance from a student in order to fulfill their duties) on hand.

RE: EXCEPTIONS TO MASK WEARING

General Exceptions. The MACCS masking requirement does not apply to children under age two or to anyone who has trouble breathing, is unconscious, incapacitated or is otherwise unable to remove the mask without assistance. When wearing a mask would obstruct breathing or aggravate another medical condition for a student, the student should be seen by a healthcare provider to discuss whether it is safe for the student to be in school during the public health emergency. If it is determined by the student's medical care provider that the student cannot safely wear a mask, that information must be provided to MACCS and reasonable accommodations for the student will be considered and documented in the student's IEP or in a 504 Plan.

Students with IEPs/ 504 Plans. For students who cannot wear a face mask as determined by a medical care provider and who have an IEP or 504 Plan as applicable, the IEP or 504 Team shall meet, to decide about possible accommodations based on the totality of needs, that is, the student's needs and the school community's public health needs.

Possible Accommodations. In most cases, the IEP/ 504 Team will consider fully remote learning as the appropriate accommodation, per PED guidance. Appropriate school staff shall be convened to explore all options to include the student in whatever activities are feasible, including the feasibility of outdoor learning, in a safe manner to the greatest extent possible while minimizing and mitigating risks and making other possible accommodations. If medical documentation is provided, the IEP/ 504 Team may determine whether a face shield could be substituted for a face mask. In the event the IEP/ 504 team allows a face shield to be substituted for a mask, the face shield must be hooded, or start at the forehead, and wrap around the face from ear to ear and extend to the chin. Additional PPE equipment for the student and the staff serving the student shall also be considered. When a student with an IEP/ 504 Plan cannot wear a face mask due to a behavioral issue, then the IEP/ 504 team will convene to consider a fully remote learning option or outdoor learning, if feasible, and to develop a plan for teaching the student to wear a face covering so that the student may return to in-person learning as soon as possible. Again, staff shall convene to explore all options to include the student in whatever activities are feasible in a safe manner.

Staff working with Students. Staff who work with students under an IEP/ 504 Plan wearing a face shield instead of a face mask should wear a face shield in addition to a mask; the school will provide staff in this situation with a medical mask and/ or other PPE. The use of a mask is not required by a MACCS employee when in that person's private, fully-enclosed office or workspace with no one else present and the door(s) closed.

School Employees/ Contractors. The face mask requirement is considered a lawful condition of employment and doing business with MACCS during the public health emergency. Employees who refuse to wear a mask as required by this policy or applicable public health order shall be subject to disciplinary action, up to and including termination/ discharge. Contractors will be required to leave MACCS. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for an employee, he/ she must provide medical documentation to the appropriate administrative personnel along with a request for a reasonable accommodation as defined by the Americans with Disabilities Act (ADA) and school policies. Such requests shall be treated pursuant to the process for staff requests for a workplace accommodation. MACCS is not required to make reasonable accommodations to contractors or their employees.

Masking and the Americans With Disabilities Act. Please note that a reasonable accommodation under the ADA may not be required when it would pose a "direct threat" to the MACCS community, or when it presents an "undue burden" involving a "significant difficulty or expense," as defined by the ADA. During the public health emergency, all people's health and safety must be considered.

Refusal to Wear a Mask/ Discipline – Students. If a student removes the face mask and refuses to wear a mask during required times and in required places, then the student will be taken to an isolation room and parents/ guardians will be called to pick up the student. Students who take off their masks outside of permitted times shall be given a disciplinary warning. After three (3) such warnings, the student shall be subject to further disciplinary measures as defined by the school's disciplinary policies and procedures and may include outdoor learning (if available), remote learning (if available and provided by the school), or other alternative instruction, depending on the circumstances. Consequences will be supportive and instructional where possible. The MACCS administrator has sole discretion to determine what disciplinary measures provide the appropriate consequence under the circumstances.

Refusal to Wear a Mask/ Discipline – Employees. Wearing a face mask is considered a lawful condition of employment. Employees who refuse to wear a face mask or follow the MACCS CSP and who are not entitled to a reasonable accommodation as contemplated herein, must vacate MACCS indoor premises, and will be subject to disciplinary measures for insubordination up to and including discharge or termination from employment.

Refusal to Wear a Mask/ Discipline – Contractors & Visitors. Other persons refusing to wear a mask as required shall be required to leave the MACCS indoor premises and may be required to leave the MACCS campus.

RE: PREVENTING EXPOSURE TO OTHERS – SELF CARE

If an employee or student feels unwell before coming to school, the employee or student must stay home and follow sick leave or attendance notification requirements. Employees and families are expected to follow the guidance below when assessing what steps to take before coming to school after demonstrating signs of illness.

At-Home Rapid COVID Tests: Persons testing positive with an at-home rapid COVID test must stay home from school, notify the school, and must self-isolate, and the school should notify close contacts of exposure. However, there is no need to report such a case to PED, and those individuals should not be included as surveillance test numbers. It is recommended that those who have a positive at-home rapid test confirm the result with a test performed by a healthcare provider. A negative PCR test with a sample collected within 48 hours of the positive at-home rapid COVID test would negate the positive test and would not require continued self-isolation or quarantine based off of the at-home rapid COVID test. This only applies to those persons who are asymptomatic and not considered a close contact; symptomatic individuals should continue to self-isolate, and close contact individuals should continue to quarantine, regardless of the PCR test result. If more than 48 hours separate the two specimen collections, a laboratory-based PCR should be considered a separate test – not a confirmation of the earlier test.

Unvaccinated persons. If a student, employee or contractor has mild non-specific COVID-19 symptoms such as fever, cough, headache, congestion/ runny nose, body aches, diarrhea, shortness of breath, newly developed loss of taste or smell, sore throat, nausea or vomiting (“COVID-like symptoms”):

Employees/ Contractors should get tested for COVID-19 and should remain in isolation until the results are available. A negative test result will discontinue the isolation and the employee or contractor shall return to school, provided that the mild non-specific symptoms do not interfere with the employee’s or contractor’s ability to work in the school buildings.

Students who have not provided evidence of vaccination and who exhibit chronic, mild non-specific COVID-19 symptoms should have their symptoms assessed by the school nurse, a health care provider or the parents/ guardians. If there are no changes in symptoms from the baseline state, students need not be tested and may participate in school. If the student has a change in symptoms from his/ her baseline as assessed either by a parent/ guardian, the school nurse or health care provider, then the student should be tested for COVID-19 and shall self-isolate until test results are available. A negative test will discontinue the isolation. If a student has a change in his/ her baseline state and the student does NOT get tested, the student must self-isolate for 10 days and be fever-free without fever reducing medication for 24 hours and have improving symptoms before returning to school.

Students/ employees/ contractors with chronic conditions such as allergies, asthma, or other non-infectious disease which may present with mild non-specific COVID-19 symptoms should contact their primary care provider. Employees and contractors may be required to provide to administration a memo from their health care provider stating that present non-

specific mild symptoms do not differ from the employee's/ contractor's baseline health condition and indicate that the individual may return to school without being tested for COVID-19. Students, employees and contractors with mild, chronic conditions such as asthma or allergies who have not provided evidence of vaccination and who receive a negative BinaxNOW COVID-19 antigen self-test, are not required to self-isolate and may participate in school and extracurricular activities until such time as the individual has a positive COVID-19 test or has a change in symptoms. A note from a primary care provider is not required for reentry in such cases. Students, employees or contractors staff with chronic conditions who have not provided evidence of vaccination, who have tested negative for COVID-19 in the past two weeks, who have tested negative for COVID-19 in the past week, and who have no known exposure to COVID-19 should not be tested again in the presence of chronic symptoms that have not changed in a meaningful way during that interval. If those symptoms change from their baseline, then the student/ staff should begin home isolation.

If an employee/ student/ contractor is not fully vaccinated and has COVID-like symptoms, that individual must stay home from school/ work and get tested for COVID-19 (if a student, only strongly suggested). If the test result is NEGATIVE, the individual may return to school after 24 hours fever-free without the aid of fever reducing medication, provided that any remaining symptoms do not interfere with the ability to work or attend school. If the individual has had a known exposure to COVID-19, that individual must quarantine for the 10 days from the date of the known exposure regardless of a negative test. If the test result is POSITIVE, the procedure for Confirmed COVID-19 Cases, below, will be followed. A person with suspected or confirmed cases of COVID-19 may not return to campus/ in-person activities until he/ she demonstrates to MACCS that he/ she has met DOH criteria to discontinue home isolation. "Fully vaccinated" means that an individual has completed a course of COVID-19 vaccination at least 14 days prior.

If employee/ student/ contractor has COVID-like symptoms after receiving the COVID-19 vaccination:

- If the individual has injection site pain, swelling or redness, only: *self-isolation not recommended, come to work or school.*
- If the individual has cough, shortness of breath, runny nose, sore throat and/ or loss of taste/ smell: *self-isolate and get tested for COVID-19.*
- If the individual has a fever of 100° Fahrenheit (37.7° Celsius) or higher, and experiences fatigue, headache, chills, myalgia and/ or arthralgia, self-isolate until all of the following have been met: i) the individual feels well enough to perform normal activities, AND ii) the fever has resolved, AND iii) the person experiences no other COVID-19 symptoms (cough, shortness of breath, sore throat, and/ or change in smell or taste).
- Self-isolate and get tested for COVID-19 if symptoms are not improving or if they persist for more than three days.

A negative test result after vaccination will discontinue the isolation and the individual may return to school provided that the symptoms do not interfere with the ability to work or attend school in the building.

Students/ employees/ contractors who get ill while at work or attending school in the school building must do the following:

- Students must notify a staff member that they feel unwell. Employees or contractors must notify the Administration.
- Persons who feel unwell on campus, or who refuse to wear a mask, shall immediately be taken to an isolation room or area to separate them from others and to wait to be transported home if they cannot immediately leave school grounds. Persons in an isolation room shall be supervised at all times; supervising staff shall have appropriate PPE provided by MACCS. School healthcare staff shall conduct COVID-19 screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus. See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf> or current guidance.
- Parents/ guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, MACCS shall call for ambulance transportation to a healthcare facility. Ill students/ employees shall not be allowed to drive themselves home.
- Unvaccinated employees feeling unwell and experiencing COVID-19 symptoms are required, and unvaccinated students feeling unwell and experiencing COVID-19 symptoms are requested to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform MACCS of the date(s) of testing and the results of any testing.
- Unvaccinated symptomatic persons with a known exposure to COVID-19 must quarantine for the full 10 days, regardless of a negative test.
- Students/ employees/ contractors with suspected or confirmed cases of COVID-19 may not return to campus/ in-person activities until they demonstrate to MACCS that they have met DOH criteria to discontinue home isolation.
- When students are required to isolate, students will be provided academic support and instruction during their days at home when they would have been at school, via ZOOM classroom links.
- Parents of students who repeatedly present with symptoms requiring isolation and who have tested negative, have no known exposure, and continue to present with undiagnosed illness, may be contacted by the School administration to discuss potential strategies to ensure in-person learning.

RE: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS

High Risk Individuals. Students and employees with underlying medical conditions as defined by the CDC, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> staff and students defined as “high-risk” pursuant to 6.12.14.7 NMAC, and/ or those who live with someone who is in a high-risk as defined by the CDC, should contact Principal Jonathan Dooley prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction or work responsibilities. Student and employee

reasonable accommodations and educational program modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures.

Unexcused Absences-Employees. Employees who do not return to work and who do not timely contact MACCS requesting an accommodation related to their need for an accommodation for themselves or another high risk individual, will not have absences automatically excused.

RE: CONFIRMED COVID-19 CASES; “CLOSE CONTACTS”

Confirmed Cases Notification. Confirmed COVID-19 positive individuals who are members of the school population must notify MACCS immediately of that result, and the date of the test. Notification should be provided to: Principal Jonathan Dooley at jdooley@nmmediaarts.org.

Confirmed Cases Isolation. Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activity at the time they are notified of positive testing and shall be sent home.

School Reporting to NMED-OSHA and PED. Per rule of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), the school must report the positive test to the NMED's Occupational Health and Safety Bureau. In addition, MACCS will report a positive result of either a student or employee to the PED within four hours or by the following business day. The report to the NMED can be made by email to NMENV-OSHA@state.nm.us, by phone to (505) 476-8700, or by fax to (505) 476-8734. MACCS administration shall follow PED, NMENV and DOH Rapid Response protocols with respect to reporting to/ notifying those entities of a positive result at the school site or within the school population. If directed to do so by an entity with proper authority, MACCS may share information relating to the infected individuals with PED and/ or DOH and/ or other appropriate entities, consistent with applicable FERPA and privacy rights exceptions.

Family Notification. Within six (6) hours of learning of a confirmed positive COVID-19 case at the school site, the school will notify families, employees and contractors (school community) who work at the school, that a positive case has been identified at the school site using the PED's COVID-19 Positive Case Letter form. Note: MACCS is only required to notify the school community if a positive case was on campus while infectious.

Notification of Close Contacts. A “close contact” is someone who, over a 24-hour period, has a cumulative exposure of fifteen minutes or longer within six feet of a confirmed COVID-19 case with or without a face covering/ mask. Excepted from the definition of “close contacts” in the K-12 indoor classroom setting are students who were within 3-6 feet of an infected student (laboratory-confirmed or a clinically compatible illness), where i) both students were engaged in consistent and correct use of well-fitting face masks, AND ii) other k-12 prevention strategies were in place in the K-12 school setting. (This exception does not apply to teachers, staff or other adults in the indoor classroom setting).

Within four (4) hours of learning of exposure to a confirmed positive case **at the school site**, the school will notify school community members who constitute close contacts of the infected individual in writing of the requirement for any unvaccinated individuals to quarantine, or of the opportunity to participate in Modified Quarantine/ Test to Stay (students voluntary; Test to Stay required for staff), for 10 days from the last exposure. MACCS shall not specifically identify the infected person in any of these notifications. NOTE: If the positive individual was not at school from two days prior to symptom onset (or if asymptomatic, two days before the specimen leading to the positive test result was collected) through the isolation period, there is not a school exposure and whether to notify the school community is optional.

Close contacts and family members. If a confirmed positive individual resides with any other student(s) or employee(s) at other schools, MACCS will share the confirmed positive case information among the appropriate schools through their COVID-19 Points of Contact so that impacted students and staff are quarantined. Unvaccinated siblings and household members of a COVID-19 confirmed positive individual must quarantine during the positive individual's isolation period and for an additional 10 days afterward. It is also recommended that these family members are tested for COVID-19.

Vaccinated close contacts of COVID-19 infectious individuals: Fully-vaccinated close contacts and those who have tested positive in the last 90 days do not have to quarantine. It is strongly encouraged that close contacts who have been fully vaccinated and close contacts who have tested positive in the last 90 days take a COVID-19 test (PCR or school-based/provider based antigen test) on day five after exposure.

Unvaccinated close contacts at MACCS. Unvaccinated students who close contacts of a confirmed COVID-19, and who opt out of the Modified Quarantine/ Test to Stay process below, must quarantine for 10 days. MACCS will notify close contacts who are unvaccinated of the requirement to be tested for COVID-19 (staff: see Modified Quarantine/ Test to Stay, below), and the requirement to quarantine for 10 days or participate in Modified Quarantine/ Test to Stay (students), within 4 hours of learning of a confirmed COVID-19 case within the school population. Vaccinated students, employees or contractors who have close contacts with a confirmed COVID-19 case are not required to isolate or be tested unless they become symptomatic, though the NMDOH recommends that they be tested on day five (5) after exposure, if no symptoms have developed.

Testing Window for Individuals in Quarantine. Testing of unvaccinated individuals in quarantine for exposure to close contacts is recommended, and should occur no sooner than five (5) days into quarantine, or at onset of symptoms. A negative test for a close contact of a COVID-19 positive individual does not end the quarantine period.

Quarantine period. Even if the unvaccinated close contact's COVID-19 test is negative, the 10-day quarantine must be adhered to if not participating in Modified Quarantine/ Test to Stay. For quarantine, the day of exposure (close contact) is day zero. Day one is the first day after exposure. The time of day does not matter, as the 10th day of quarantine is a full day quarantine. Once the 10-day quarantine period for unvaccinated close contacts is completed without symptoms, the close contact staff member/ student may return to school; a negative test is not needed in order to return.

Close contacts away from MACCS. Unvaccinated students and employees must notify the Head Administrator if they live with, or know that they have been exposed to, others who have tested positive for COVID-19. MACCS will keep this information in confidence to the extent such does not conflict with orders and directives of the DOH and/ or PED. If a MACCS student or employee who is not fully vaccinated (as described above) is determined to have had the equivalent of “close contact” (see above) with any confirmed COVID-19 positive person outside of school, including a household member, during the positive person’s infectious period, the employee shall get tested (students are recommended to get tested) AND the unvaccinated student/ employee shall engage in a ten (10) day quarantine period from the last date of exposure (day zero), before returning to MACCS and/ or participating in MACCS-related in-person events. If the close contact is continuously exposed (i.e., lives in the same household as a infectious individual), they must quarantine for the 10 days the positive person is infectious, plus another 10 days in case they convert to positive, for a minimum total of 20 days. Quarantine for household members is 20 days from the positive individual’s symptom onset date or positive test so long as no other COVID-19 infections are identified in the household AND there are no severely immune-suppressed individuals in the home (in which case, the infectious period for immune suppressed individuals lasts 20 days and will extend the quarantine for 10 days beyond that infectious period). If a second individual in the home tests positive, then the quarantine clock is reset and the 20 days of quarantine starts from the symptom onset date or positive test date for the second positive individual. The infectious period begins the day of symptom onset or day of test (for asymptomatic persons). If someone else test positive in the home during this period, this resets the calendar for the other household members. “Household members” are those individuals who live within the same ventilation system. Anyone with exposure to COVID-19 in the household setting is prohibited from participating in modified quarantine or testing out of quarantine. Test dates and results shall be reported to MACCS administration. MACCS may seek confirmation of the contact’s/ household member’s positive COVID-19 testing and nature of the contact for staff members.

Anyone with exposure to COVID-19 in the household setting is explicitly prohibited from participating in Modified Quarantine/Test to Stay, below.

RE: CLOSE CONTACTS IN SCHOOL SETTING/MODIFIED QUARANTINE (TEST TO STAY)

“Modified quarantine” for students and staff is only available to those unvaccinated individuals who are exposed to COVID-19 in the **school setting**. Modified quarantine requires quarantine at home for 10 days after the last close contact with a COVID-19 infectious individual at school, except for school activities. Upon being notified of their unvaccinated student being exposed to COVID 19 in the school setting, MACCS will require parents of the exposed student to “opt in” to Modified Quarantine/ Test to Stay, in writing. Students voluntarily participating in Modified Quarantine may ride school transportation and participate in instructional and extracurricular activities. Unvaccinated staff are required to participate in Modified Quarantine if exposed in the school setting.

Participation in Modified Quarantine requires an individual to test negative on rapid COVID-19 tests provided and administered by the school on days one, three and five following exposure (day zero is day of exposure), or more frequently as required by the school. When a testing day falls on a day that

school is not in session, or a day that a student is absent, the testing sequence resumes on the subsequent school day. Failure to test, regardless of the reason, when the individual is at school on a required testing day terminates Modified Quarantine for the individual and the individual must return to quarantine at home for the duration of the quarantine period. In the case that an individual is participating in Modified Quarantine and has a second close contact exposure at school while on Modified Quarantine, the testing sequence must be restarted.

Individuals on Modified Quarantine who exhibit COVID-19 symptoms requiring self-isolation must self-isolate at home and terminate Modified Quarantine pending confirmation of a negative test for COVID-19 and an alternative explanation for the symptoms. If COVID-19 is confirmed by testing, the individual must self-isolate for 10 days following the positive test or the day that symptoms began. Those who quarantine rather than participate in Test to Stay are recommended to test 5 days after exposure.

Modified Quarantine does not change self-isolation requirements for those who have tested positive for COVID-19 and are within the infectious period.

RE: SCHOOL-RELATED EVENTS

MACCS-related events, including assemblies, dances, award ceremonies, academic competitions and extracurricular events, may be limited at the discretion of the Head Administrator to only the most essential events during the public health emergency. Governing Council meetings and staff/professional development meetings are allowable school events which may meet in person (subject to current public health order) and all MACCS CSPs.

RE: SINGING AND PLAYING WIND INSTRUMENTS

The following COVID-safe practices are required for singing and playing wind instruments as part of an instructional class such as band/ choir, and as part of co-curricular activities such as band attendance at athletic events:

- Unvaccinated students may not share instruments/ supplies.
- Unvaccinated students must have their own instrument-specific multi-layered cloth mask for singing or playing a wind instrument, and instrument-specific multi-layered cloth bell cover for playing wind instruments.
- Students are solely responsible for cleaning and maintaining masks and bell covers.
- Students shall be trained on protocols to ensure that students maintain 6-foot social distancing while playing and singing, and 3 feet at all other times, especially when assembling/ disassembling instruments.
- Students shall use disposable absorbent pads or other receptacles, where possible to catch the condensation expelled from water keys, which students will discard or clean properly after use.

RE: TRAVEL

Overnight and out-of-state travel are allowed for students and staff for field trips, athletics, professional development and other school business, until/ unless limited by executive or public health order. Quarantine is not required upon return (subject to current public health/ executive order). Unvaccinated individuals who are not household members may not share sleeping quarters on school-related trips. Vaccinated students and students who are household members may share sleeping quarters.

RE: SCHOOL FACILITY CLEANING/ CLOSURE

Cleaning. All MACCS facilities and buildings operated by MACCS must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. Staff further shall comply with any/ all cleaning/ maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA), NMENV, and/ or OSHA (<https://www.osha.gov/coronavirus/safework>).

Closure of Impacted Areas. MACCS site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with state official guidelines. In consultation and partnership with the PED and NMED, the school will determine when it is safe to reopen the portions of the school facilities impacted by the initial closure. Decisions to reopen those facilities will be based upon appropriate completion of required action steps related to the positive case.

RE: SOCIAL DISTANCING ENFORCEMENT

Social Distancing. Students and visitors are required to follow the instructions of MACCS staff regarding social distancing. Unvaccinated adults must maintain 6 feet of social distance to the extent possible from other adults and from students. Unvaccinated students are to maintain 3 feet of social distance from other students to the extent possible, except when eating, exercising, taking mask breaks, playing wind instruments, and singing or shouting, in which case 6 feet of social distance is required. Students who repeatedly fail or refuse to social distance may be subject to discipline.

School Directives. Students/ staff/ essential visitors must follow signs and instructions regarding entering/ exiting buildings, and flow paths. Teachers shall develop and maintain seating charts that ensure social distancing requirements are maintained and that limit the number of student interactions.

Class Transitioning. MACCS staff shall supervise class transitions to ensure students are wearing masks and maintaining social distancing requirements, and students/ staff will be trained on safe transitions.

Directional arrows are posted when staff and students need to take extra precautions to adhere to CSP due to an increase in “close contacts” and a cohort is in Modified Quarantine/ Test to Stay as determined by the Head Administrator.

When directional arrows are posted in the Main Building, passing periods will constitute moving in an eastwardly direction through the halls in groups larger than five (5), or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the MACCS area. The furthest classrooms to the east will leave/ enter the building first. The west staircase will move in an upwardly direction; the east staircase will move in a downwardly direction.

When directional arrows are posted in the CTE Wing, for groups larger than five (5), students and staff will wait until the hallway/ staircase is clear before leaving/ entering in one direction. In the event fewer than five (5) students and staff are in the hallway/ staircase, people will stay to the right like vehicles on the highway.

Restroom breaks will not be reduced or eliminated. Only one student from each classroom at a time will take a restroom break. MACCS employee will document the student taking the restroom break. Students taking the restroom break will use their face coverings.

Where possible/ practical, meetings/ conferences shall be held virtually or in small groups with maximum social distancing. Staff shall closely monitor and enforce social distancing requirements.

Virtual Conferencing/ Meeting. Where possible/ practical, meetings/ conferences shall be held virtually or in small groups with maximum social distancing.

Student pickup/ drop-off. To the extent possible, MACCS will stagger entry and release periods and mark spacing for pickup/ drop-off to facilitate social distancing.

RE: SHARED MATERIALS

As a precaution against transmitting the COVID-19 virus through shared texts, students and staff should wash and/ or sanitize their hands before and after using shared textbooks, school equipment, or other educational materials.

As much as possible, MACCS students will submit work electronically. When not electronically submitted, work will be submitted directly into a receptacle, where papers would sit for three (3) hours before being touched.

RE: TRANSPORTATION

Transportation. All drivers, attendants, staff and students must wear face masks covering nose and mouth on MACCS-provided transportation. Students will be assigned to certain seating. Where possible, school buses shall be used to transport students, rather than student activity vehicles. To

the greatest extent possible, a maximum of two students may sit together on a bus seat. If student activity vehicles must be used, only one student per bench seat is permitted, and students in the vehicle should be staggered to students are not seated directly in front of or behind each other. Windows in the student activity vehicle should remain open at all times. The same rules apply to athletic/ student activity trips.

Bus Cleaning Protocols. MACCS vehicles shall be thoroughly cleaned and disinfected before and after each use. Bus drivers and assistants must implement social distancing rules and require students to be six feet apart at bus stops, to the greatest extent possible. Bus contractors shall be required to follow the MACCS COVID Safe Practices applicable to bus transportation and train their personnel on MACCS policies and procedures related to COVID-19.

Screening on MACCS-provided transportation. Students and employees using MACCS-provided transportation may be temperature-screened prior to entering the school vehicle.

Extra Masks. Buses will be equipped with extra masks for students who forget their masks.

Loading/ Unloading Procedures. Bus drivers and assistants must implement loading and unloading procedures on a school bus, which may include assigned seating; if possible, those students who board first should sit all the way to the back, and those boarding last should sit in the front. When unloading, the front of the bus should unload first to prevent students from crossing the paths of one another.

Carpooling. Parents are strongly encouraged **NOT** to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

RE: BEFORE/ AFTER-SCHOOL PROCEDURES

When staff arrive, they may enter their classrooms and offices to begin the day. When students arrive, they will gather outdoors (weather permitting) to wait for staff to guide them in entering the school buildings. Students will have the opportunity to have breakfast outside.

All large group gatherings shall be avoided on MACCS premises or during MACCS-related events, to the extent feasible. Students are required to follow the instructions of MACCS staff regarding social distancing, the goal of which is to maintain 3-6 feet between individuals, wherever/ whenever possible.

Students/ staff/ essential visitors must follow signs and instructions regarding entering/ exiting buildings, and flow paths. Teachers shall develop and maintain seating charts that ensure social distancing requirements are maintained and that limit the number of student interactions.

RE: FIELD TRIPS

Field trips are limited to essential purposes, as determined by the Head Administrator in consultation with staff. The Head Administrator may limit field trips to outdoor destinations in his/ her discretion. COVID-safe practices, including indoor masking and social distancing, shall be enforced during field trips, to the extent possible, with eating and drinking during field trips limited to the outdoors.

RE: MEALS/ FOOD ON CAMPUS

To maintain social distancing and reduce the risk of virus transmission, breakfast and lunch for all students may be served in classrooms, outside (as safe and appropriate), and in other large spaces in which students can maintain safe distances. Any food served in the cafeteria may be staggered to reduce the number of students in the cafeteria at any one time. Students should maximize physical distance as much as possible when moving throughout the food service line and while eating (especially indoors). To the greatest extent possible, unvaccinated students should sit on only one side of a table in the cafeteria and maintain greater than three feet of distance from others.

Masks must be worn when students are finished with their meal. Cleaning/ disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day. Meals will continue to be provided to eligible students through the MACCS designated food distribution site: 4401 Central Avenue NE, Bldg. 2. Please contact Stephany Munoz, Registrar, for further information. Masks must be worn, and social distancing must be maintained, during meal distribution.

RE: EXTRACURRICULAR ACTIVITIES

MACCS shall follow the current NMAA guidelines regarding extracurricular activities, including school sports, as updated periodically by NMAA. Coaches and staff shall be included in COVID-19 surveillance testing.

If Bernalillo County, where MACCS is located, is listed as “red” or “orange” transmission rate as defined by the CDC, all participants (students/ staff/ spectators) must wear a mask for all extracurricular activities both indoors and outdoors. All large group gatherings shall be avoided on MACCS premises or during MACCS-related events, to the extent feasible. Students are required to follow the instructions of MACCS staff regarding social distancing, the goal of which is to maintain 3-6 feet between individuals, wherever/ whenever possible.

If Bernalillo County, where MACCS is located, is **not** listed as “red” or “orange,” only participants in “high-risk” activities must wear masks. “High-risk” activities include football, wrestling, choir, band (wind instruments), volleyball, basketball, indoor soccer, indoor weight lifting/conditioning, cheer, and other activities in which increased exhalation occurs. *Note: participants in any activities indoors must wear masks at all times, regardless of county status.*

Any student who has had a COVID-19 infection must complete the self-isolation period and then receive medical clearance from a medical professional using the appropriate medical clearance form before returning to participation in an NMAA-sanctioned activity. Students who have had COVID-19 infection and have received clearance for participation must continue to follow the protocols given for return to activity.

Each school at an interscholastic event manages its own positive case reporting and rapid responses for students who were at the event and who later tested positive, regardless of which school hosted the event. All positive cases are reported to the PED and to the hosting facility such that relevant areas of the facility can be closed and cleaned as appropriate.

RE: RECESS AND PHYSICAL EDUCATION

Time for recess shall not be reduced or eliminated and withholding of recess shall not be used as a student disciplinary measure. It is recommended, but not required, that unvaccinated individuals wear masks outdoors when participating in outdoor play, recess, and physical education activities. When physical education activities or recess are held indoors, masks must be worn, and social distancing requirements must be followed to the extent possible. Playground equipment shall be regularly cleaned and disinfected.

RE: ATTENDANCE FOR SUCCESS

In-person Attendance. Students are expected to attend in-person or remote instructional programs (if provided by MACCS), each day. If MACCS provides a remote option as well as in-person instruction, students opting for one mode of instruction will not be allowed to switch to the other without advance permission of and discussion with the MACCS Head Administrator. Students who must quarantine or self-isolate pursuant to COVID-related requirements may ask to attend school remotely (MACCS provides a remote option) during quarantine/ self-isolation, to the extent feasible; arrangements should be made through the MACCS Head Administrator. Attendance will be officially recorded and reported to PED. MACCS further will track online participation as well as attendance. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Attendance During MACCS-Closures. If campus is closed, and a remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the PED, pursuant to this policy and the Attendance for Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

Unexcused Absences. Failure to attend and/ or participate in instructional classes and school programs shall result in processes being implemented pursuant to MACCS Attendance Policy and the Attendance for Success Act (see *Parent/ Student Handbook*). Prior to dropping a student for 10 consecutive unexcused absences, MACCS will provide interventions required by the Attendance for Success Act, including intensive special supports, referral to Engage NM or referral to the probation

services office. Meetings that need to be held with parents/ guardians pursuant regarding attendance may be held via videoconference or teleconference in lieu of in-person.

Medical and other excused absences. Absences due to medical conditions, including COVID-related quarantine/ isolation, may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided as per the existing MACCS attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences as provided in the MACCS or classroom teachers assignment make up policy. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

RE: STAFF TRAINING

In-person staff meetings/ trainings are allowable school events. Staff who have not provided evidence of being fully vaccinated must maintain 6 feet of social distance. All school personnel and contractors shall follow guidelines in current statewide public health orders. All staff and contractors shall be trained in local and state rules regarding health and safety procedures, such as appropriate use of PPE and procedures for when school personnel or students exhibit symptoms of COVID-19.

PARENT NOTIFICATION OF UPDATED DISCIPLINE POLICIES RELATED TO MASK WEARING AT SCHOOL

SCHOOL YEAR 2021-22

I, _____, parent/ guardian of _____, a student at MACCS have received a copy of the MACCS COVID-19 RESPONSE: SUPPLEMENTAL SCHOOL POLICIES/ PROCEDURES GUIDEBOOK that contains the School's discipline policies for student's failure or refusal to follow the MACCS COVID Safe Practices including refusal or failure to wear a mask unless exempted.

Date: _____

Parent/ Guardian: _____

Name Printed: _____