



ZUNI PUBLIC SCHOOL DISTRICT #89

COVID-19 Information for the ZPSD Community

What are COVID-19 symptoms?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

"Lockdown" period November 16 until November 30, 2020

- Due to the increasing number of COVID-19 positive cases, ZPSD will be on a limited operation with only essential employees working in the building sites from November 16 until November 30.
- Non-essential employees will be working remotely during this time period. Classes will still be held virtually from November 16 through November 20.
- This decision to go into a "lockdown" mode was made to ensure the public safety of the community. When the District has to submit four (4) COVID rapid response reports to the Department of Health (DOH) within a seven (7) day period, the District will move into lockdown mode. A COVID rapid response report is a report in which the District informs the DOH of a known positive COVID case among employees.
- To ensure public safety, from November 16 until November 30 the District will not provide breakfast or lunches to students.
- Meals will resume on November 30 unless the District is still in lockdown mode. Notification will be sent out via a School Messenger and FaceBook announcement of any changes to the meal delivery schedule.

Criteria for reopening (ending the lockdown period)

- After a fourteen (14) day lockdown, the District will plan to reopen and resume normal operations with essential and non-essential employees working in the building sites.
- If there is an emergency public health order or other restriction imposed by the NM Governor, Department of Health and/or the Pueblo of Zuni, then the District will follow those orders and postpone the reopening.

General District COVID safety protocols

- All employees and visitors are required to do a temperature check and complete a "Building Access COVID Sign In" sheet before they enter the building. There are temperature reading machines in each building. Employees can complete the COVID sign in sheet online or in hard copy paper.
- Each week, the health assistants review the data from the COVID sign in sheets. They check to see if any individual has a high temperature and/or is showing symptoms of COVID. Any concerning data is brought to the building Principal and will be addressed appropriately.

- All employees have access to free face masks, hand sanitizer, disposable gloves, disinfectant wipes, and bathrooms with soap and paper towels for handwashing.
- Visitors must make an appointment in advance to meet with an employee. No random "walk-ins" are allowed in District buildings and properties. Visitors are provided a face mask if they don't already have one.

District response to positive COVID-19 cases

- ZPSD follows the COVID reporting protocol required by the New Mexico Department of Health (DOH) and the Public Education Department (PED). Once the District is notified that an employee has tested positive, a call is made to the NMPED COVID Rapid Response Hotline at 505-476-5825.
- Then the District completes a rapid response form from NMPED via email. The District provides info about the individual's date of birth, physical address, phone number, date of positive test result, date of first knowing of the sick individual, date of individual sent home, date of when they can return to work (14 days from first symptoms) and how many individuals were in direct contact with the sick individual.
- Then the District calls and emails the NM Environmental Dept., OSHA at 505-4760-8700 to report the incident.
- While the COVID positive case is reported to the authorities, the District's HR department notifies the individual(s) that have been in close contact with the employee who has COVID and requests that they quarantine for 14 days. This notification is sent through a blind copy email to protect employee privacy.
- The District also sends out an email notification to all staff that a positive COVID case has been reported in the District. Individual names are not given.
- The District's HR department keeps a confidential internal master list of COVID cases with the name of the individual who tested positive and the list of their close contacts. This list also includes a separate worksheet of people who have tested negative.
- The District also notifies the Pueblo of Zuni Incident Commander about new positive COVID cases.
- To maintain transparency with the community and all employees, the District will provide total numbers of positive COVID cases on the ZPSD website. The information will be updated on a regular basis.

Sanitizing protocol for ZPSD buildings

- After a positive case is reported, the custodians sanitize the room(s) in which the person was last present. Then they proceed to sanitize the entire school building. The District has a special cleaning device which effectively disinfects.
- A sanitizing tracking sheet is kept outside of each room so that staff can see the date of when the space was cleaned.
- During the lockdown period, custodians will continue to sanitize the buildings.

COVID-19 surveillance testing

- Surveillance testing is an important strategy to reduce the transmission of the COVID-19 virus by persons who are asymptomatic. Public schools serving any students in pre-Kindergarten through grade 12 are subject to the requirement to test 5% of employees and contractors (“staff”), pursuant to criteria issued by the New Mexico Public Education Department (PED).
- COVID surveillance testing will be implemented when the District goes to hybrid learning and has students physically in the school sites or earlier if the District deems it is necessary or if PED requirements change.
- A staff member who works at multiple schools should only be assigned to one school for the purposes of surveillance testing. Staff who physically work at non-school, district buildings are also required to participate in the weekly 5% surveillance testing. Administrative buildings or offices may schedule and monitor their own surveillance testing, or the staff in such buildings may be associated with schools for the purposes of scheduling and monitoring surveillance testing.
- Asymptomatic staff who participate in surveillance testing are not required to self-isolate from specimen collection until their results arrive. However, asymptomatic staff who test positive for COVID-19 must self-isolate for 10 days from the date of specimen collection. Staff who have tested positive for COVID-19 are exempt from surveillance testing for 90 days from when they last tested positive.
- Staff members selected for testing should provide evidence to the school that they were tested on the assigned week. Districts and charter schools subject to surveillance testing are required to report the number of staff tested for COVID-19 each week through <https://cvprovider.nmhealth.org>.
- Once surveillance testing is implemented, each week the District's HR department will randomly select employees to get a COVID test. Employees are required to submit the test results to the HR department.
- The District has an agreement with the Zuni Comprehensive Community Health Center (Indian Health Services) to provide surveillance testing to employees.
- COVID testing will be free of charge to all employees.

Taking leave for COVID-19 related reasons

- If an employee has COVID or is asked to quarantine because of COVID exposure, they will get paid for 2 weeks (up to 80 hours) at their regular pay rate per the Emergency Paid Sick Leave through Families First Coronavirus Response Act (FFCRA). <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
- After this initial 2 week period, employees may use their own sick leave and/or they can request up to an additional 10 weeks of paid emergency sick leave (through the FFCRA) at $\frac{2}{3}$ of their pay rate or \$511 per day whichever is the lesser amount. Employees must complete a "COVID-19 Related Leave Form" from the HR department to make this request.
- If an employee is asked by the District to quarantine for 14 days, they will get paid for this time. Employees are to work remotely from during this time if they can. Employees are not required to fill out any extra paperwork (or submit a leave request) for this 14 day quarantine period. The HR department keeps a record of the employee's quarantine period on a confidential spreadsheet.
- After the end of the 14 day quarantine period, the employee must return to work unless they have tested positive for the virus.
- If an employee needs to care for a family member who has COVID or is in quarantine, they can request 2 weeks (up to 80 hours) of paid sick leave and/or they can request up to an additional 10 weeks of paid emergency sick leave at two-thirds ($\frac{2}{3}$) of their regular pay rate or \$200 per day which every is the lesser amount . The employee must complete a "COVID-19 Related Leave Form" from the HR department to make this request.
- If an employee needs to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable (because of COVID), they can request 2 weeks (up to 80 hours) of expanded FMLA as leave without pay or and employee may request paid sick leave under the emergency paid sick leave act for the first 80 hours and an additional 10 weeks at two-thirds ($\frac{2}{3}$) of their regular pay rate or \$200 per day which every is the lesser amount.
- The Families First Coronavirus Response Act (FFCRA) requires employers to provide their employees with paid emergency sick leave and expanded family and medical leave (FMLA) for COVID reasons from April 1, 2020 through December 31, 2020 any unused leave under the FFCRA does not roll over into the next calendar year.
- If employees violate one of the New Mexico Governor's public health orders (for example, go out of the state for personal reasons or attend a non-work related event after restricted curfew hours), then they are required to use their own personal/sick leave for the quarantine period.

Mental health services available to employees

- The District's can assist employees to obtain individual counseling by phone and via video conference to any employee who is in need of support during the COVID pandemic.
- For employees who are part of the Blue Cross Blue Shield or Presbyterian Health medical insurance plans, they can access free behavioral health services through these providers. Info about these services can be found at:
[https://nmopsia.com/pdfs/Behavioral Health Services Options.pdf](https://nmopsia.com/pdfs/Behavioral_Health_Services_Options.pdf)
- Members of the New Mexico Public School Health Insurance Authority (NMPSIA) can also access free COVID-19 and Mental Wellness services through Livongo. Info on this service can be found at:
[https://nmopsia.com/pdfs/Livongo COVID behavioral health option.pdf](https://nmopsia.com/pdfs/Livongo_COVID_behavioral_health_option.pdf)
- New Mexico Department of Health Coronavirus Hotline is 1-855-600-3453.