



March 10, 2020

Dear NPS Community,

The Critical Incident Team revised our current Continuity of Operations Plan (COOP) to include COVID-19, coronavirus. We will communicate all safety measures and actions to all stakeholders in a timely manner. The plan below outlines action steps in increasing levels of risk. Any movement between levels will be communicated to all staff, students, and parents.

Thank you for your continued support in implementing this plan and keeping Navajo Prep healthy.

## Continuity of Operations Plan (COOP) Pandemic Plan

### **Heightened Alert & Immediate Response:**

*Every pre-caution to minimize the spread of the virus will be taken by staff and school officials. The following steps have or will be taken:*

Students and staff are encouraged to cover a cough or sneeze, wash their hands often, and stay home if they are sick.

1. Students and staff who travel out of the state during Spring Break will monitor themselves for any possible flu-like symptoms for at least 14-days.
2. Any sick students will immediately be referred to our Student Based Health Center, which is working closely with our local health providers. Our Student Based Health Center will follow protocols that have been established by the Northern Navajo Medical Center, New Mexico Department of Health, and Center for Disease Control.
3. During Spring Break, Navajo Prep will utilize a professional cleaning service that will sanitize all buildings.
4. Navajo Prep will contract additional custodial staff to ensure that routine cleaning will be conducted on a daily basis: sanitizing door knobs, hand rails, surfaces, etc.
5. Additional hand sanitizing stations will be installed throughout the school
6. The academic and residential program will promote student awareness of good health habits such as washing hands, coughing into the elbow, etc.

**Level 1:** *Navajo Prep is aware of the on-going coronavirus public emergency and is taking the following pre-cautions to prepare for any outbreaks that may occur in San Juan County:*

1. Monitor the health crisis within the State of New Mexico, Navajo Nation, and the Four Corners region
2. Restrict school-sponsored travel for all staff and students out of the Four Corners region and New Mexico up until April 15. Travel that is scheduled to take place after April 15 will be reviewed at the beginning of April. Staff should continue to submit requests for travel so that this review process can take place.
3. Restrict all large events of more than 100 people that include off-campus visitors after March 22nd. Off campus events for the month of April will be reviewed on March 31.
4. All teachers will be trained to instruct their classes in an online setting on March 27. The online platforms will include Teams and Schoology, which is already utilized by students and staff across the school.
5. Develop technology response plan and survey students on internet connectivity at home.



6. Implement additional germ prevention procedures such as using self-serve gloves in the salad bar, and will research additional germ prevention procedures to implement on a daily basis
7. Additional custodial support services have been hired and will be retained until the end of the 2019-2020 school year.
8. The Academic Team will create contingency plan for all end of year testing in case of elevation to Level 2. This will include: International Baccalaureate exams, school-day SAT, end of course exams, and Navajo Nation PARCC exam.
9. Navajo Prep is preparing a staffing contingency plan to ensure that all staff are able to complete their contracted responsibilities, extended contracts, and any measures that can be taken to ensure the safety of our community.

**Level 2:** *If a student or staff person at Navajo Prep tests positive for the coronavirus, the following steps will be implemented immediately:*

Students will be sent home, and all students will participate in their classes through Teams and/or Schoology, which are both online platforms. These online platforms will allow the student to continue their regularly scheduled classes without interruption. All students will be issued a hot-spot, if needed.

1. Administration will determine whether staff will report to Navajo Prep, or whether staff will be assigned to work from home. Certain essential duties must be done on campus, but the proper precautions will be taken to ensure the highest level of safety at the school.
2. The school will be deep-cleaned and re-sanitized and facilities will continue to be maintained by staff. A
3. Every effort will be taken to re-open the school for students; determination will be made in conjunction with local authorities such as Northern Navajo Medical Center, San Juan County Office of Emergency Management, New Mexico Department of Health, and Center for Disease Control.

**Level 3:** *If heightened outbreak or state of emergency occurs within San Juan County or the Navajo Nation, Navajo Preparatory School will:*

1. Follow directives by San Juan County Emergency Protocol and other governmental agencies.

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Go, Fight, Win Eagles!