



DECEMBER 2021



Navajo Preparatory School

Return to School Plan

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The COVID-19 Declared Emergency Pandemic Health Crisis created a unique opportunity to fully reimagine and transform Navajo Preparatory School's educational delivery system that is co-created with all stakeholders such as San Juan Emergency Leadership Team, Northern Navajo Medical Center, and with administrators, teachers, staff members, students, parents, families, community members, and elected or appointed officials such as school board members, and chapter house delegates.

Navajo Preparatory School serves students from across the Navajo Nation and beyond. Our students come from Canada, Phoenix, North Dakota, California, as well as the Four Corners. Navajo Preparatory School is deeply committed to maintaining the mission and vision of the school to fully implement a holistic academic program and has worked to adapt our school culture and high academic expectations into both a virtual and hybrid environment.

There are multiple critical factors that affect reopening, transitions between phases, and daily operations' practices. These factors include, but are not limited to:

- Safety and Hygiene for Students, Faculty, and Staff
- Food Services
- Transportation Services
- Academic Services
- Student Support Services (IEP & 504)
- Partnerships (IHS, CDC, Tribal Leadership, BIE, NM PED, DODE)
- Staffing (Essential Duties, & Tele-Work Assignments Personnel)
- School Site Operations

Development:

The plan was developed through a team effort. The Return to School Committee included: Shawna A. Becenti, Head of School, Leland Becenti, Dean of Student Life, Kevin Belin, Director of the Diné Bizaad Institute, Keshia Beyale, School Counselor, Sean Bekis, Network Administrator, Susan Boyles, Teacher, Janet Clifton, Teacher, Rainy Crisp, Assistant Dean and Athletic Director, Yvette Escojeda, Administrative Services Coordinator, Clay Foster, Teacher, Teahonna James, After-School Coordinator, James Jacobs, Teacher, Keith Neil, Dean of Instruction, Malinda Fowler, Director of Finance, Margaret Staggers, Registrar, Darah Tabrum, Dean of Student and Community Engagement, Lesley Tohtsoni, Teacher, Carol Tom, Residential Advisor.

The Return to Learn Committee will continue to meet at least monthly for input, to review the plan, and update the plan according to operations requirements.

Navajo Preparatory School values the learning of our students. The significant achievement gaps create further challenges when developing a distance learning and Hybrid Learning model of instruction. Addressing challenges for ELL, SPED accommodations, compliance, and related services, 504-compliance, and implementing our International Baccalaureate Programme.

PHASE I: REMOTE LEARNING PLAN:

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| Schedule | <p>Our NPS campus stays closed. Students working and learning remotely.</p> |
| Residential | <p>Residential housing is closed on campus except for selected students who are determined by NPS. Criteria includes but is not limited to: Students without consistent or reliable internet connectivity; in-season, residential athletes, etc.</p> <p>Students will participate in remote learning from designated areas on campus.</p> |
| Transportation | <p>Student transportation is not provided with the exception of transporting current athletes to NMAA sanctioned events.</p> <p>Transportation supports remote learning by making deliveries of supplies and food boxes using outlined bus routes.</p> |
| Staff | <p>Campus is closed. Selected staff may work on campus while majority of staff work from home remotely.</p> |
| Teaching and Learning | <p>Students complete synchronous and asynchronous classwork from remote locations. Teachers support students and provide instruction virtually.</p> <p>Students are provided supply kits including external hard-drive, pencils, pens, markers, paper, scissors, etc. to support distance learning.</p> |
| Family Support | <p>Navajo Prep provides parent training to utilize Schoology, Naviance, NASIS, and Managebac, etc. IT staff is available to support any technology issues that may occur remotely.</p> <p>Communication with parents and families regarding social and emotional learning, student progress, and tutoring support takes place regularly. Additionally, families relate to local resources such as Department of Health, Chapters, and offer referrals as necessary.</p> <p>Community handbook is followed on campus and at home to ensure the mission and purpose of Navajo Preparatory School is upheld in all phases.</p> <p>Parents receive a weekly update on progress and weekly events every Sunday through the School Messenger service.</p> <p>The information provided to parents highlights health and wellness practices, academic insights, upcoming events and ways we are supporting students.</p> <p>Parents can communicate with teachers and staff via email and through the Schoology messaging system, expressing their concerns and receiving consistent feedback.</p> |
| International Baccalaureate | <p>Teachers will maintain rigorous expectations for all International Baccalaureate coursework and Internal Assessments through synchronous and asynchronous learning.</p> <p>All Diploma Program students will complete Creativity, Activity, and Service (CAS) at home or online. Students will continue to utilize ManageBac to plan and reflect on their CAS experiences.</p> |

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| | <p>All Diploma Program students will participate in bi-weekly check-in with IB Coordinator.</p> <p>All Diploma Program students will participate in bi-weekly check-in with extended essay supervisor.</p> |
| <p>Special Education and Gifted and Talented</p> | <p>Special education teacher will contact students at least twice weekly via email, telephone, Zoom, FaceTime, or in-person, depending on the phase. Class will be conducted via Zoom.</p> <p>Special education teacher will support students and classroom teachers by chunking material as necessary. Frequent communication with teachers, as needed, to address accommodations and modifications to curriculum. Existing support services in addition to Special Education remain in place in all three Phases, including Learning Circles, tutoring, teachers’ office hours, and one-on-one support by individual teachers.</p> <p>All service time whether online, or face-to-face will be recorded on a Service Log in the student’s Special Education file.</p> <p>Students with disabilities may be placed in a Student Success class as needed to address specific learning issues as determined by the IEP Team. This class is designed to address specific goals as stated in the student's IEP.</p> <p>Students will complete a weekly check-in to review academic progress, areas of concern, and weekly successes.</p> <p>In addition to quarterly Progress Reports, parents have the Special Educations teacher’s email and cell phone number and are encouraged to contact the teacher with any questions or concerns at any time.</p> <p>Transition forms will be completed online, using one-on-one virtual meetings. Completed transition forms will be printed and mailed and/or emailed to those students transitioning at the time of graduation.</p> <p>IEPs will be conducted on or before the review date via Zoom with student. Parents, and team members in attendance. A draft IEP will be sent to the parents prior to the meeting. If the need arises due to unforeseen issues relate to distance learning, IEP’s will be reviewed by the IEP Team to determine how best to address the specific learning needs of the individual students and the IEP will be updated and modified.</p> <p>NPS currently has no students receiving related services. Should that change, providers of ancillary services will be contracted, and a service schedule will be created and implemented.</p> <p>504 Plans are written on an as needed basis upon receipt of supporting documentation. These are reviewed annually on or before the anniversary date. All current 504 Plans specify accommodations and modifications addressing the specific need of each student on a plan.</p> |

To fulfill the requirements of Child Find, students are referred to the SAT team on an as-needed basis by either parents or staff. Appropriate Tier I or Tier II accommodations are put in place and monitored. If successful these accommodations remain in place; if not, the student is then referred for consideration for testing for special education testing.

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| <p>Learning Platform</p> | <p>Teachers will submit unit plans, lesson plans, and curriculum maps through ManageBac and Schoology.</p> <p>Students will submit all assignments and complete assessments through Schoology.</p> |
| <p>Health & Safety</p> | <p>All staff receive training regarding virus safety protocol, proper handwashing, and community spread.</p> <p>Screening process in place, per Navajo Nation and NM Department of Health guidelines.</p> <p>Janitorial staff follows guidance from the CDC about the use of face covering and special respirators when performing cleaning duties.</p> <p>On-going maintenance and sanitization are scheduled. Air filters are changed regularly by janitorial staff.</p> |
| <p>Campus Entrance Health Screening</p> | <p>Approval for staff and/or visitors to enter campus is required by the Head of School.</p> <p>The health screening questionnaire must be completed every time an individual enters campus.</p> <p>Visitors will have their temperature taken each time they enter campus.</p> |
| <p>COVID-19 Response</p> | <p>See flow charts on pgs. 14 & 15.</p> |
| <p>Medical Check- ins with IHS Providers</p> | <p>IHS providers set up Teladoc appointments with students that require medical services and check-ins.</p> <p>Students on campus will meet with providers in outdoor triage location for check-ups and evaluations; Students off campus will continue with Teladoc meetings.</p> <p>IHS Providers set up Teladoc appointments with students that require medical services and check-ins.</p> |
| <p>COVID-19 Follow Ups</p> | <p>School Nurse provides monthly check-ins with previously diagnosed COVID positive students for mental and physical status. Monthly follow up meetings with Nurse/IHS providers for mental and physical status.</p> |
| <p>Vaccinations</p> | <p>Nurse Assistant follows up with all students to ensure vaccinations are up to date; Recommendations on vaccination locations provided to all students and families. On- campus students will have access to vaccination clinic days on campus with assistance from Teen Health nurse from IHS; off-campus students given locations to update their vaccinations.</p> |
| <p>On-Campus Events and Visitors</p> | <p>Campus is closed to all visitors and events on campus except for NMAA sanctioned events. All NMAA events that are hosted on campus will follow NMAA protocols i.e. no fans, reduced number of games, etc.</p> <p>Any NMAA related visitors who enter campus will follow screening procedures.</p> |

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| <p>Food Services</p> | <p>Food services distributes weekly meal boxes for participating students. Food services provides on-campus meals to select on-campus residential students. Food services follows all safety protocols.</p> |
| <p>Special Events</p> | <p>All scheduled special events will take place virtually or be re-scheduled: Mountain Day, Unity Day, Snow Day, College Access Summit, Hozho Naasha Week, Discovery Days, Parent-Teacher Conferences.</p> |
| <p>College Guidance and Post-Secondary Planning</p> | <p>Host virtual college access workshops for parents and guardians by grade level, once a quarter.</p> <p>Host monthly college access workshops for juniors and seniors.</p> <p>Publish Navajo Prep college guidance calendar that outlines schedule for requesting letters of recommendation, submitting college applications, etc.</p> <p>Host one-on-one virtual meetings with senior class monthly.</p> <p>Use Naviance to track college applications, submit letter of recommendations, and transcript requests.</p> <p>Host all college recruiting visits virtually.</p> <p>Graduation audits are performed on each senior by the School Counselor who then initiates support team meetings to address areas of deficiencies and establishment of plans to accomplish shortfalls. The school counselor works with students and families to discuss credit recovery options through programs such as BYU Online.</p> |
| <p>Technology and Recording Equipment</p> | <p>Ensure every classroom is equipped with adequate video equipment for synchronous learning.</p> <p>Students select best cellular service provider in their area for hot spot distribution. Host professional development for staff to implement technology.</p> |

PHASE II: HYBRID LEARNING PLAN

To support a smooth transition to hybrid learning, Navajo Prep developed a vaccine incentive program which resulted in 95% of full-time staff and 93% of students receiving the COVID-19 vaccination as of December 10, 2021.

| Phase II: Hybrid Learning | |
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| Teaching and Learning | |
| Focus Area | Summary |
| Attendance | Attendance is taken at the beginning of each class period; if students are absent from a class, parents and guardians may email excuse note to front office assistant for online students; in-person students may hand deliver excuse notes to front office; students who remain virtual will attend all class periods with their camera on throughout the duration of class. |
| On-Campus Capacity | Capacity for on-campus learning will be designated by the number of vaccinated students and the amount of room available in the residential halls. Returning Students are able to choose between 100% online (if minimum eligibility criteria is met) or face-to-face learning. If more students choose face-to-face than the school can accommodate, students will be divided into 2 cohorts (Cohort A, Cohort B) and rotate on to campus for live instruction every two weeks. New students (Freshmen and Transfers) are strongly encouraged to choose face to face learning. |
| Instruction | Instruction takes place live with on-campus students in the classroom and “at home” online students viewing the class through video conferencing. Students are required to complete all coursework within Schoology. |
| Instructional Staffing Modifications | Teaching staff who are high-risk for COVID-19 work with Human Resources to modify their instructional expectations; selected staff continue to work from home if necessary. |
| Grades | All grades follow the NPS grading scale and GPA calculations. |
| Physical Space | Classrooms are modified to accommodate social distancing of 3 feet between desks per CDC requirement; unnecessary furniture is removed from classrooms to accommodate more space; desks and common classroom spaces are cleaned and sanitized in between each class period; seating charts for each classroom and common learning space are required. |
| Academic day movement | On-campus students use hand sanitizer when entering and exiting buildings and classrooms; staff wipes down classroom surfaces at the end of each class; breaks are built into classes to ensure students have scheduled off-screen time; students follow designated directional signage in hallways; faculty and staff monitor student movement between classes to ensure social distancing and directional pathways are followed. |

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| <p>Assessment Schedule</p> | <p>Assessments will take place in person and schedule is pending BIE and NM PED guidance.</p> |
| <p>Special Education Services</p> | |
| <p>IEP Process</p> | <p>IEP meetings are conducted on or before the review date via Zoom with students, parents/guardians, and team members in attendance. A draft IEP is sent to the parent/guardian prior to the meeting.</p> <p>If a special education student needs additional support throughout the hybrid model, an additional IEP addendum meeting is called. IEPs are reviewed by the IEP Team to determine how best to address the specific learning needs of the individual students and the IEP will be updated, if necessary.</p> <p>Special education teacher sends quarterly progress reports and monitoring to parents and guardians.</p> <p>Transition forms are completed online, using Zoom one-on-one meetings for student input. Completed transition forms are printed and mailed and/or emailed to those students transitioning at the time of graduation.</p> |
| <p>Accommodations and Student Support</p> | <p>Special education teacher contacts students at least twice weekly via email, telephone, Zoom, FaceTime, or in-person.</p> <p>Special education teacher supports students and classroom teachers by chunking material as necessary. Frequent communication with teachers supports accommodations and modifications to curriculum.</p> <p>Seniors' grades are checked weekly to ensure that they are on track for graduation. Any grade deficits are addressed immediately through participation in Learning Circles and/or tutoring. If there is a need for credit recovery, students have the opportunity to make up credit via BYU or Edgenuity online credit recovery.</p> <p>Parents and guardians have the special education teacher's email and cell phone number and are encouraged to contact the teacher with any questions or concerns at any time.</p> |
| <p>504 Referrals</p> | <p>All current 504 plans specify accommodations and modifications addressing the specific need of each student on a plan.</p> <p>504 plans are written on an as-needed basis upon receipt of supporting documentation. These are reviewed annually on or before the anniversary date.</p> <p>To fulfill the requirements of Child Find, students are referred to the SAT team as needed by either parents or staff. Appropriate Tier I or Tier II accommodations are put in place and monitored. If successful, these accommodations remain in place; if not, the student is then referred for consideration for testing for special education testing. This is done via emails, phone calls, and Zoom meetings.</p> |
| <p>Athletics</p> | |
| <p>Modifications to the Athletic Program</p> | <p>Residential athletes have the option to stay in the residential halls either 5 or 7 days a week whereas in prior years students could only stay 5 days a week. In-season athletes participate in required surveillance pooled</p> |

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| | testing throughout their season. Additional daily COVID-19 screening is required of all athletes through the athletic trainer. |
| Practice | Each athletic program follows NMAA guidance regarding safety protocols. |
| Competition | Each athletic program follows NMAA guidance regarding safety protocols. All NMAA events that are hosted on campus follow NMAA protocols. Any NMAA related visitors who enter campus will follow screening procedures. |

| Campus Operations | |
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| Entry to Campus | <p>Campus is open to approved visitors, staff, and hybrid students. Parents and guardians may enter campus utilizing curbside services, but no food deliveries will be accepted for students during the school day.</p> <p>All staff, visitors, and students are required to pass screening questions and conduct a touchless temperature.</p> <p>If staff or visitor does not have a mask, security office distributes a mask to the visitor and staff and inform that it is mandatory for all to wear a mask on campus.</p> |
| Check out process | <p>Front office conducts student check-outs in person in the front office. All visitors to the front office must follow mask-wearing protocols.</p> |
| Student Support | |
| Tutoring | <p>Tutoring is offered to all student virtually and in-person Monday-Friday from 4:30-8:30PM</p> |
| College recruiting visits/College Fair | <p>Host college visits and college fairs in-person or using online platforms such as Zoom.</p> |
| Parent Engagement | <p>Host informational sessions for students and their families on online platform, such as Zoom or in- person.</p> |
| College guidance | <p>Use parchment, digital transcripts, Naviance, and one-on-one meetings to support college guidance and senior check-ins. Communicate with colleges to get latest information on admissions. Use email, Naviance, and in-person meetings to ensure students are made aware of opportunities and application deadlines. Students are prepared to request transcripts, letters of recommendation, and track their application within the platform.</p> |
| Learning Circles | <p>Maintain Learning Circles virtually and in-person to support student academic achievement; students participate in Learning Circles for 40 minutes of supported homework completion.</p> |
| Academic Contracts | <p>Adjust academic contracts for students who meet requirements, as outlined in the handbook. Hold weekly check-in meetings with these students to monitor progress. Support students by discussing issues related to academic struggles and make referrals to other support staff as needed.</p> |
| Social and Emotional Support for Students | |
| Individual student counseling | <p>Provide one-on-one counseling and mental health services to students with established office hours and individual appointments via Zoom or in-person.</p> |

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| <p>Panorama: Supporting social and emotional wellness</p> | <p>Utilize Panorama, online social and emotional platform, to track "critical" and "at risk" students in the academic category. Utilize Panorama reporting to give mid-quarter and grading period updates on student success through email and parents webinars. Track attendance and share with stakeholders on campus.</p> |
| <p>Parent/Guardian Support</p> | |
| <p>Family Technology Support</p> | <p>Offer parent training to utilize Schoology, Naviance, NASIS, and Managebac, etc. IT staff is available to support any technology issues that may occur remotely.</p> |
| <p>School Communication</p> | <p>School holds virtual forums to seek feedback, review plans and collaborate with stakeholders.</p> <p>Consistent two-way communication takes place with parents and families and Residential Advisors, teachers, staff and administrators regarding social and emotional learning, student progress, and tutoring support.</p> <p>Parents receive a weekly update on progress and weekly events every Sunday through the School Messenger service.</p> <p>Parents communicate with teachers and staff via email, Schoology parent portal, virtual parent- teacher conferences and through phone and zoom calls expressing their concerns and receiving consistent feedback.</p> |
| <p>Eagle Promise</p> | <p>This is a commitment to adhere to all guidelines and protocols outlined in the Community handbook and Return School Plans. This statement ensures the mission and purpose of Navajo Preparatory School is upheld.</p> |
| <p>Home-Based Screening</p> | <p>Parents and guardians are trained to conduct at-home health screening of their students via the NPS App before sending students to campus.</p> |
| <p>Resource Referral</p> | <p>Navajo Prep connects families with local resources such as Department of Health, Chapters, and offer referrals as necessary.</p> |
| <p>Residential</p> | |
| <p>5-Day Residential Program</p> | <p>5-day residential program is available to hybrid residential students. Residential students will stay on campus for 5 days and then transition home over the weekend; residential halls will be sanitized to accommodate the next hybrid residential cohort. Students who have received the COVID-19 vaccination and submitted documentation to the school will be assigned a roommate who is also vaccinated.</p> <p>If a 5-day student needs to stay on campus for a weekend due to COVID-19 in the household, a request may be made by the parent/guardian to the Dean of Student Life.</p> |
| <p>7-Day Residential Program</p> | <p>One female and one male residential hall offers a 7-day residential program. 100% of the students enrolled in the 7-day residential program must be fully vaccinated with the COVID-19 vaccination. Each 7- day residential hall is considered a controlled, home-like environment and students will not be required to wear masks inside their assigned residential hall.</p> <p>If a student is enrolled in the 7-day residential program and has not had contact with a household member who tests positive for COVID-19, that student is exempt from household member quarantine requirements.</p> |

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| Residential Halls | <p>Residential halls are open. Capacity of each residential hall is determined by the COVID-19 vaccination rates. NPS strongly encourages the COVID-19 vaccine. This supports our ability to safely maintain in-person learning.</p> <p>To check-in to residential halls, parents and guardians will sign up for an appointment time to minimize number of people on campus. Only one parent/guardian will be allowed to accompany each student during check-in.</p> |
| Residential Hall Assignments | <p>Students who have not received the COVID-19 vaccination will remain in single-occupancy rooms. Students who have received the COVID-19 vaccination will be paired with a roommate.</p> |
| Living Skills Daily Assignments | <p>All 5-day residential students on campus will be assigned to a cohort. Each cohort will maintain and follow the assigned time to complete details and to use the facilities. This will ensure social distancing.</p> <p>Weekend assignments will be determined by the number of students staying on campus for the 7- day residential program.</p> |
| Off Campus Meals/Visitations | <p>Food deliveries will follow the Community Handbook delivery guidelines. No residential visitors will be permitted on campus during the school week.</p> |
| After-School Activities | <p>After school activities will follow all COVID-19 safety protocols.</p> |

| COVID-19 Response | |
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| Surveillance Testing of Vaccinated Staff | <p>All staff who are vaccinated are required to participate in random surveillance testing. Each week, 10% of vaccinated staff will be randomly selected to conduct surveillance testing weekly. Testing is provided free of charge to all staff who are selected. This testing is confidential and facilitated by the Human Resources department and the Director of Safety and Emergency Response. Navajo Prep has partnered with John Hopkins University, which provides COVID-19 testing materials as scheduled by Human Resources. Staff who miss the surveillance testing window must schedule their testing with the Director of Safety and Emergency Response. Staff may take a rapid test on-site at Navajo Prep.</p> |
| Mandatory COVID-19 Testing of Unvaccinated Staff | <p>While Navajo Preparatory School strongly encourages all staff to be fully vaccinated, those staff who are not vaccinated must complete mandatory COVID-19 testing on a weekly basis. Test results must be submitted to the Director of Human Resources.</p> |
| Positive COVID-19 rapid test (at home or at clinic) | <p>Students and staff members who test positive with an at-home rapid COVID test kit need to notify the school immediately and quarantine. The school should notify close contacts of exposure. 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 the at-home rapid COVID test.</p> <p>Students or staff who conduct an at-home positive COVID-19 test should submit a picture of the testing results to the school nurse (students) or Human Resources (staff)</p> |
| Student Surveillance Testing | <p>Student surveillance testing is offered in conjunction with Johns Hopkins University through pooled testing. Pooled PCR testing takes place through the following process:</p> <ul style="list-style-type: none"> • Pooled testing is a form of testing that combines multiple swabs from asymptomatic individuals into a 'pod.' • Each pod will consist of 5-10 individuals whose swabs will be shared in one tube. • Once a pod is tested it will either indicate negative or positive test results within 24-48 hours. • If a pod is negative, that means all students in that pod were negative. • If a pod comes back positive, all the students in the pod will receive additional testing to determine who in the pod is positive. <p>Student surveillance testing is voluntary and free for all Prep students who are on campus.</p> <p>At certain times in the year, Navajo Prep administration may require school-wide pooled surveillance testing. Families will receive advance notice of these testing dates. Parent and guardian consent will be required before students are tested on campus; this consent will be one-time permission for the school year.</p> |

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| | <p>If a student has not participated in the most recent weekly surveillance testing, they must submit a negative COVID-19 test prior to being admitted back on to campus. Students may take a rapid test on campus with the SBHC or residential.</p> |
| Student Illness | <p>Any student who becomes sick on campus may be sent home based on their consultation with Navajo Prep staff. This includes illness of any kind such as sore throat, cough, nausea, vomiting, diarrhea, runny nose, fever, etc.</p> <p>Students who are sick will be given a rapid COVID-19 test and sent home. If the rapid test is negative, students may return to school after they are symptom free for 24 hours.</p> <p>If a student tests positive while on campus, all positive COVID-19 protocols will be followed.</p> |
| Masks/Social Distancing | <p>All students are provided with 5 two-layered masks; faculty will be provided with 2 multi-layered masks; face masks must be worn all day while on school campus, at school-sponsored events, and on school transportation. Students and staff may remove their face mask during the following times:</p> <ul style="list-style-type: none"> • while eating and drinking during allowed times • while alone in classroom, residential halls, or office • while outdoors and socially distanced from others <p>Students should follow social distancing protocols in all other situations. Social distancing is defined as 3 feet away from another individual. Masks that have exhalation valves or vents, bandanas, scarves, and neck gaiters (aka neck fleece) are not allowable as face coverings.</p> |
| Medical Check- ins with IHS Providers | <p>IHS providers set up Teladoc appointments with virtual students who require medical services and check-ins. On-campus students will meet with providers in the School Based Health Center. This service will be offered one day per week.</p> |
| COVID-19 Follow Ups | <p>School Nurse or Indian Health Services provider provides monthly check-ins with previously diagnosed COVID positive students for mental and physical status; current positive cases receive a weekly check-in until symptom free.</p> |
| COVID-19 Vaccinations | <p><u>Staff vaccinations:</u> 95% of full-time staff and 78% of part-time staff have received COVID-19 vaccinations as of December 13, 2021. Employees are encouraged but not required to receive the vaccination and booster shot.</p> <p><u>Student vaccinations:</u> 93% of current students in grades 9-12 have received COVID-19 vaccinations as of December 13, 2021. Students are provided updated information on the COVID-19 vaccine clinics and their times and locations. On-campus vaccine clinics are also held. Students are encouraged, but not required to get the vaccine and booster shot.</p> |

| COVID-19 Protocols and Procedures | |
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| COVID-19 Procedures | <p>Navajo Prep provides information on symptoms, directions on follow-up with provider, nutrition and hydration guidance; timelines established for follow up with student and family.</p> <p>Student will notify teacher, coach, residential advisor (RA), or school nurse of any cold or flu- like symptoms.</p> <p><i>Note: School nurse is the point of contact during academic hours and student’s residential advisor is the point of contact after academic hours.</i></p> <p>If a student exhibits COVID-19 symptoms:</p> <ol style="list-style-type: none"> 1. School nurse or RA assess symptoms per CDC pre-screening or Healthy Roster guidelines 2. Student who exhibits COVID symptoms will be quarantined on campus and parent/guardian will immediately be notified. 3. RA and/or nurse will continue to monitor student until parent/guardian arrives. Follow CDC pre-screening assessment recommendations 4. School nurse or RA contacts parent/guardian to confirm that the school will administer a rapid COVID-19 test to the student. 5. When the rapid test is complete, parents and guardians will immediately be notified of result. 6. If the result is negative, student will be sent home until they are symptom-free for 24 hours. 7. If test result is positive, the school will follow positive test protocol. 8. Refusal to test will result in a 10 calendar day quarantine and fever-free for 24-hours. <p>Remote students are provided information on symptoms, directions to follow up with provider, nutrition and hydration guidance; timelines established for follow up with student and family.</p> |
| COVID-19 Reporting | All cases of positive COVID-19 students and staff who were infectious while on campus are reported to the community, NM PED, BIE, Navajo Nation, and New Mexico Environment Department (staff only). |
| Confirmed case | A confirmed case is defined as, “A person who has tested positive for COVID-19.” |
| COVID-19 Positive case (student) | On-campus student with positive test results require 14-day isolation from the start of symptoms; off- campus students are provided resources for clinics, direction on contact tracing reporting; school staff provide students and parents resources regarding clinics, direction on contact tracing reporting; follow up with mental and emotional support. |
| Close Contact and Contact Tracing | |
| Close contact | Close contact is defined as someone who was within 3 feet of a positive individual for 15 minutes or more over a 24-hour period. |

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| <p>Contact Tracing Protocol</p> | <p>Contact tracing will take place with a confirmed case of COVID-19. Close contacts will be notified immediately of confirmed or potential exposure. Community notification will take place after all close contacts are notified.</p> <p>Unvaccinated close contacts may take a PCR test on the 5th day after exposure and return to work upon negative PCR test results.</p> <p>Vaccinated close contacts may continue to be on campus as long as they are not symptomatic and remain fever-free.</p> |
| <p style="text-align: center;"><i>For additional guidance regarding contact tracing and when to quarantine, please see the flow charts in appendix.</i></p> | |
| <p style="text-align: center;">Facility and Transportation Modifications</p> | |
| <p>Maintaining sanitization and safety of facilities</p> | <p>Teachers sanitize door handles and desks hourly.</p> <p>All high-touch locations such as door handles, restrooms, and railings are sanitized multiple times a day.</p> <p>All classrooms are equipped with hand sanitizer and sanitizing wipes. Students and staff must sanitize their hands upon entry and exit to each classroom.</p> <p>Deep clean of all facilities takes place on Friday evening to ensure campus disinfecting.</p> |
| <p>Signage</p> | <p>Buildings, hallways, classrooms and communal spaces are designated with signage and directions regarding traffic flow, social distancing, hand-washing and sanitizing protocol to support the safety of students and staff.</p> |
| <p>Cafeteria modifications</p> | <p>Cafeteria is equipped with shield covers, three hand sanitizer stands, social distancing indicators placed on floor, and tables are arranged to support social distancing.</p> |
| <p>Bus Transportation</p> | <p>Students must complete screening process prior to getting on the bus.</p> <p>Parents and guardians are asked to wait with their students until students are admitted on to the bus. Transportation takes place at 100% capacity; students must wear masks while riding the school bus.</p> |
| <p style="text-align: center;">Meals and Food Services</p> | |
| <p>Meal Protocol</p> | <p>Students are grouped into cohorts and assigned mealtimes. Each cohort is identified by a colored lanyard.</p> <p>Breakfast: 7:00AM-7:45AM Lunch: 11:00AM-11:30AM and 11:35-12:05PM. Dinner: 5:00PM-7:00PM.</p> |
| <p>Food delivery for off-campus students</p> | <p>Meal boxes are delivered weekly to students learning at home. Meal boxes include cold breakfast, lunch, after-school snacks, dinner, fresh fruits and vegetables, cold/dry foods and beverages.</p> <p>Food distribution takes place every Monday. Bus delivery uses a modified schedule.</p> <p>Disposable facial masks are available for students and parents at pick-up sites.</p> |

| | |
|---|---|
| <p>Breakfast, Lunch, Dinner</p> | <p>All staff and students practice social distancing and utilize the proper use of PPE in the cafeteria. The line is spaced to ensure at least 6-feet between students. Staff wear shield guards, masks and gloves when preparing meals for students. Students enter cafeteria from East, West or Northeast entrance; Students exit from designated Southeast door. Pre-made salads are available; no self-serve salad bar is offered. Single-serve beverages will be provided for all meals. Tables and chairs are sanitized between uses.</p> |
| <p>Social Distancing during Meals</p> | <p>Socially distanced tables are labeled throughout the cafeteria with designated seating locations to ensure physical distancing while eating meals. The Student Lounge will also be utilized for student meal seating.</p> |
| <p>Technology</p> | |
| <p>Help Support</p> | <p>Issues are fixed remotely or in-person via TeamViewer and Microsoft Teams screen sharing applications. For remote help, video is turned off, but audio and screen sharing functions are utilized. Hardware replacements/repairs are done on-site at Navajo Prep.</p> |
| <p>Personal Cellular Hotspots</p> | <p>Cellular hotspots are issued to every student. Student may request a cellular provider that has the best service in their home area.</p> |
| <p>Bus Cellular Hotspots</p> | <p>Bus Wi-Fi is available for students during regular drop off/pickup, and during athletic travel.</p> |
| <p>Training</p> | <p>Provide professional development for IT staff to learn Jamf, Apple support, Schoology, Office 365. Offer and create remote training for students for after school programs with 21st Century program.</p> |
| <p>Schedule</p> | <p>IT office is open for walk in help support following all safety protocols.</p> |
| <p>Device Drop-offs</p> | <p>Students may pick up their devices on campus or IT will deliver devices during weekly bus routes.</p> |
| <p>Classroom Infrastructure</p> | <p>Teachers use MacBook Pro laptop for audio and video streaming to students. Logitech audio/video system is installed in every campus classroom. This system will be connected via USB to teacher laptop and allows the use of multiple cameras, SmartBoard, and microphone array system for streaming and saving instructional lessons.</p> |

Reporting and duties COVID-19 Positive Case if person is infectious on campus

Event Logistics

| <u>Action</u> | <u>Responsible</u> | <u>Timeline</u> |
|---|---|----------------------------|
| Student/Staff complete on campus Screening App prior to entering campus or leaving residential. | Student/Staff | Before entering Campus |
| Student/Staff “Blocked” by Screening App, student report to school nurse, staff report to supervisor. | School Nurse/Supervisor | Immediately |
| Positive or potentially exposed and exhibiting symptoms, isolate or send home, highly encourage COVID-19 testing. *Follow When to Test & Quarantine Flow Chart | School Nurse/ RA for students Supervisor for staff | Immediately |
| Notification provided to **Navajo Preparatory School (NPS) Response Team | School Nurse/Supervisor | Immediately |
| Test results of ANY laboratory-confirmed case of COVID. Staff submit results to HR. Students submit results to School Nurse. | Student/Staff | Immediately |
| Shut down impacted facility for 24 hours and perform cleaning, sanitizing, and disinfecting per CDC guidelines | Facility Manager | Immediately |
| Contact Tracing, conformation of rapid or PCR positive verification with NMDOH, report positive to NMPED-Rapid Response Submission, BIE (for positive and potential cases), NMENV-OSHA if staff member. | School Nurse | 4 hours |
| Notification letter of COVID-19 Positive Case Letter to staff and families. https://navajoprep.sharepoint.com/:w:/s/SBHC/Edu3ONp7O-hEmlKxUmJ7xRYBkJSVH0LkCXCIJSXvR3WHdw?e=xnvbZZ | School Administrator | By next business day |
| COVID-19 leave, return to school/work. HR will determine for staff, if Telework or COVID leave granted, and provide letter to determine when to return to work. School nurse will provide return to school verification, per guidelines set forth in the Quarantine Flow Chart. | Human Resources Director for staff School Nurse for students | Before returning to campus |

*COVID-19 When to Test:

<https://navajoprep.sharepoint.com/:b:/s/SBHC/ERGeXmn81rJMeyGSPiHvqHwByTW01wIqNhvYavSAwYIMg?e=WGt2da>

*Quarantine Flow Chart Link:

https://navajoprep.sharepoint.com/:b:/s/SBHC/ESiI_Sn6rzBPszAsUCgzGPOBovB8X8qYPiR9dSnbppEgeA?e=4YOCUp

**NPS Response Team: Head of School, Human Resource Director, Dean of Instruction, Dean of Student life, Dean of Student & Community Engagement, Facility Manager, School Nurse

"COVID-19 Quarantine Flow Chart"