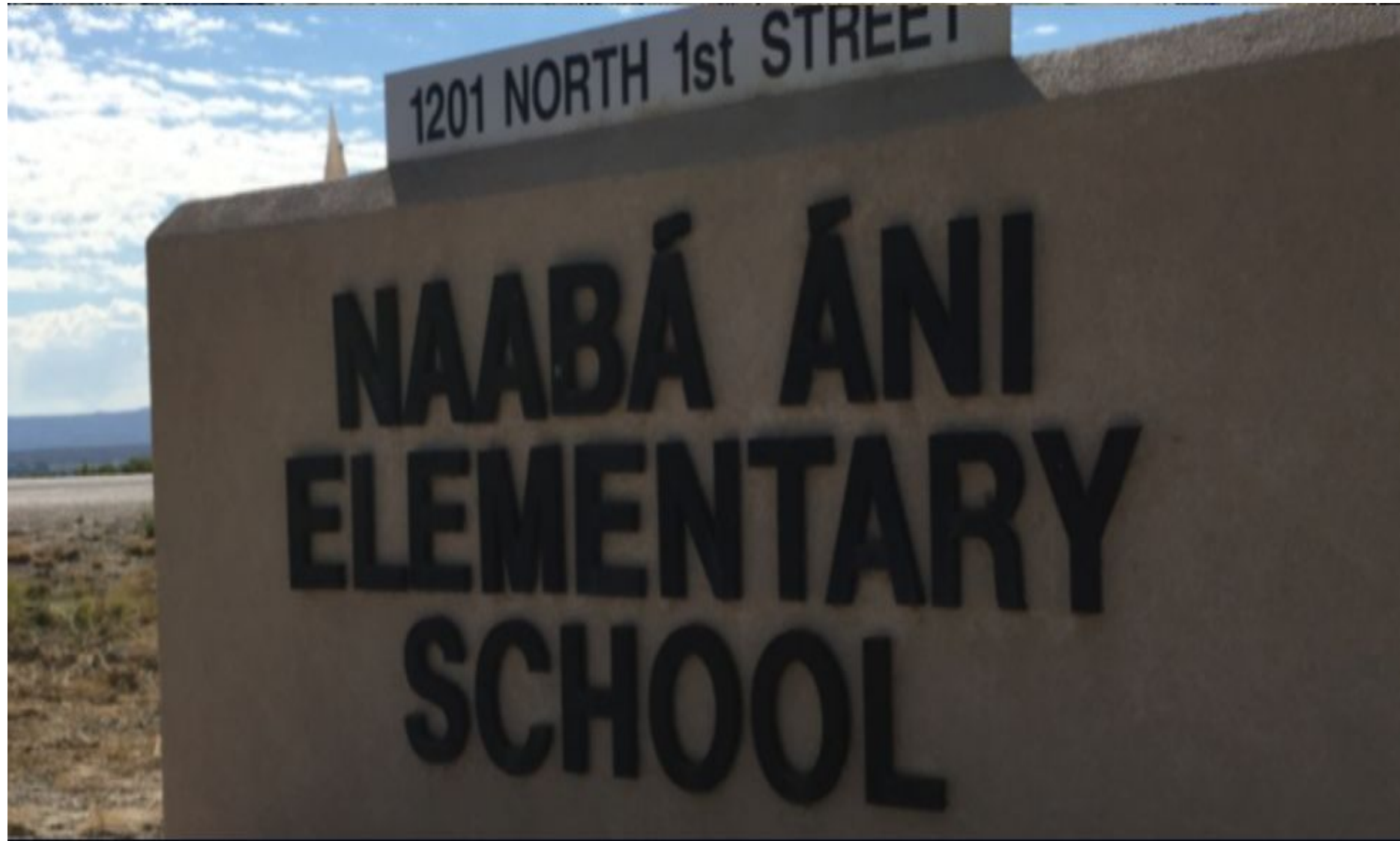


COVID-19 Response for Naaba Ani Elementary



Naaba Ani Points of Contact

A photograph of a desk setup. In the background, a white computer keyboard is visible. To its right, a black stethoscope with a silver chest piece lies on the surface. In the foreground, a clipboard with a silver clip holds a document with a grid pattern. A silver pen is resting on the document. The lighting is bright, creating soft shadows.

Heather Summers, Principal

634-3505 or 915-203-6555

Back up: Tina Webb, Assistant Principal

634-3506 or 505-609-8865

Items for Point of Contact

1. Staff rosters including cell phone numbers- **Frances Harris** [Staff Extension and Room Numbers Roster](#) and [Staff Contact Information](#)
2. On-site contractor rosters- **Carolynn Redwine**
3. Classroom and cohort rosters- **Heather Summers, Tina Webb, Tonia Teller**
4. Class schedules- Master Schedule See slide 4 and Naaba Ani Safeguards and Procedures. [COVID 19 SAFEGUARDS AND PROCEDURES](#) and [Master Schedules SY 2021-2022](#)
5. After school program rosters- none at this time
6. Real-time sign-in sheets/visitor rosters- **Frances Harris and Tina Webb**
7. Real-time student attendance data from school administrators- **Frances Harris and Heather Summers**
8. Bus route rosters- **Brenda McFarlane** [Transportation Bus Assignments](#)
9. Each student's emergency contacts authorized to pick up, authorized medical care, and household member information- **PowerSchool information- Teachers, Office Staff, Nurse**
10. Up-to-date student addresses- **Parents**

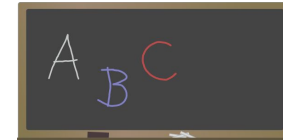
Reporting Form and Rapid Response

- Mrs. Summers will contact Debbie Hernandez and Aimee Garrett.
- Mrs. Summers will complete the Google Form. [COVID 19 Contact Tracing](#)
- Mariah Miller will complete the Nursing Form that communicates the District and State's COVID 19 guidelines and when student can return to school.
- See page 6 of NMPED Toolkit
- In the event of a positive case, a Positive Case Letter will be sent to families of possible exposure.
 - <https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgxwJXxrvvD PqvMSDmkVcRsJGWTFB>

Duty list and designate a back up for each team member.

Regular Education Classroom

- Substitutes will be called for staff sent home with any COVID symptoms
- Specials Teachers, Bilingual Teachers, and Education Assistants and Reading Interventionists can be back up until subs arrive.



Isolation Room (Bobcat Den)

Isolation Room (Bobcat Den) Staff

Located in B Hall Room B28- across from the Health Care Office

Intake/google form

Mariah Miller- Nurse

Heather Summers- Principal

Tina Webb- Assistant Principal

Heidi Karst- Social Worker

Crystal Estes- Health Assistant



Plan for student pick up when one large area or the entire building needs to be evacuated at once:



- Parents will be notified and given a time window to pick up their student (ie. Teacher 1 class pick up between 9-10 am)
- Check out will take place at the front entrance of the school.
- Students will be waiting in their classroom packed and waiting to be picked up.
- Radios will be utilized to call for students to come to front.
- Teacher will leave school immediately following all students being checked out.
- Students whose parents cannot check them out during the time period assigned, will stay with classroom teacher until another family member can pick them up.

Naaba Ani Floor Plan/Map