



Robert F. Kennedy Charter School (RFK) Pod/Small Group Plan for RFK MS and HS 20/21

What is a Pod - Pods, pandemic pods, or learning pods all refer to the same concept: students gathering together in a small group – with adult supervision (Educational Assistant or other school staff) – to learn and explore.

The RFK Pod/Small Group Plan is a voluntary invite-only plan for in-person instruction. Principals, teachers and school staff will evaluate academic data and the social-emotional needs of students to determine whom they think would most benefit from some in-person time on campus. Those students will be invited on a voluntary basis. Unfortunately, at this time, transportation will not be provided by RFK.

Essential Requirements for Participants/Students

1. Student names and birthdates.
2. Parent/guardian updated contact information (including cell phone numbers).
3. Back-up contacts if the parents or guardians aren't available.
4. Contact information for each child's doctor and preferred hospital.
5. Any other information a parent or guardian considers helpful or necessary for **someone watching their child.**

Essential Logistics

1. The start date - March 1, 2021.
2. Students will be divided into two groups (A and B).
3. Days of the week - Group A will meet Monday and Tuesday and Group B will meet Thursday and Friday.
4. Wednesday's will be reserved for deep cleaning. No Students will be on campus unless prior arrangements have been made.
5. The time of pod meetings (HS - 7:45AM-12:00PM & MS - 8:00AM to 11:45AM)
6. Vacation days and Professional Development Day - March 17th - March 19th, March 22nd - March 26th, April 2nd and April 9th.
7. Policy for weather delays or cancellations. Students at RFK will log on to classes virtually when school is cancelled due to weather or another unforeseen

circumstance. If school is delayed due to weather or any other unforeseen circumstances, Pods will not meet for that day.

8. Each student will be assigned to an Educational Assistant while on campus. The Pod will consist of 5 students to 1 adult.
9. Students will need to arrive on campus with a fully charged Chromebook daily and have their charging cord in case their Chromebook needs to be recharged. Devices will be sanitized and wiped down when students arrive on campus and prior to students leaving the campus for the day. One additional device will be provided to each Pod in case a student forgets their Chromebook at home. The additional device will be sanitized thoroughly if used.
10. Attendance will be taken daily when students are on campus. Attendance will also be taken by the students teacher when they log into their class.

Safety Information

1. Pods will stay intact throughout the day. Pods will not mix or intermingle. Students in pods will be monitored by staff to ensure that students remain 6 feet apart at all times.
2. Pods will be assigned a designated restroom in order to keep cross contamination of surfaces and spaces to a minimum (at RFK HS). Pods will go to the restrooms at staggered intervals throughout the day. If a student goes to the restroom on their own, they will need to sign out and the Pod Monitor will need to ensure proper documentation of the event. Support staff will help to monitor restrooms throughout the day. Sinks and urinals will be limited and marked. Custodians will clean the high touch surfaces in the restrooms throughout the day.
3. Students will pick up their breakfast and lunch (Grab and Go) and either eat the food in a designated area, their assigned classroom or on the way home. Students will be permitted to remove their mask to eat. The trash from breakfast will be collected right after breakfast and disposed of in the proper receptacle. Lunch will be served at the end of the day. Students will pick up their lunch prior to leaving campus and will need to eat their lunch either in their automobile or when they arrive at their home. No outside food or drink is to be dropped off by parents or any delivery service.
4. Families will be required to screen their students prior to coming onto a RFK campus. [Screener in English](#) & [Screener in Spanish](#)
5. Students experiencing any COVID related symptoms will need to remain at home until the student is symptom free for 48 hours or receive a negative COVID-19 test.
6. As students arrive on campus they will be screened for symptoms related to COVID-19 prior to entering the building. As students arrive a staff member will

ask whether the student is experiencing any symptoms and will take the students temperature. Students that have a temperature of 100.4 or greater and/or if they are experiencing any COVID symptoms will not be allowed in the building. Parents/families that bring their students via automobile will be encouraged to wait until the student is checked in prior to leaving. Students that walk or drive to school and who are experiencing or showing symptoms will be held in an isolation room until their family/guardian is contacted. A plan to reunite the student and family is established. To avoid temperature reading errors, parents have been instructed to turn off the heater in their vehicle, remove coats, hats, etc.

7. Students that arrive late will be screened once they arrive and then they will be escorted to their assigned pod.
8. RFK will not be offering transportation for the 20/21 school year.
9. Students experiencing symptoms while on campus will be relocated to an isolation room and will remain in that space until they have been picked up from campus.
10. Students will need to wear a mask daily for the entire duration while on campus. Face masks can be reusable masks made of two or more layers of cloth, surgical, procedural, N95 or KN95 face masks that are approved by the Federal Food and Drug Administration (FDA) for use by staff performing medical duties or similar close contact assignments and masks with a clear plastic window. **The following are not approved to be used as facemasks: bandanas, gaiters, masks that have exhalation valves or vents, scarves, or face shields.**
11. Students and staff will be instructed to wash their hands frequently for 20 seconds and/or use hand sanitizer, especially after they have been in a public place, after blowing one's nose, coughing, and/or sneezing. If soap and water are not readily available, the use of a hand sanitizer that contains at least 60% alcohol is highly recommended and will be provided. Cover all surfaces of your hands and rub them together until they feel dry. Each classroom will be equipped with a hand sanitizer station for student and staff use.
12. Students will be required to maintain a six foot distance from others in classrooms and on all RFK properties.
13. Students that cough or sneeze will need to cover their mouth and nose with a tissue. Students will be instructed to cough or sneeze inside of their elbow. Students will then need to wash their hands immediately with soap and water for at least 20 seconds. If soap and water are not readily available, students will need to clean their hands with a hand sanitizer that contains at least 60% alcohol.
14. If a student or staff member becomes ill with COVID related symptoms, the main office at either RFKHS or RFKMS will be contacted immediately. The classroom

call button, phone or radio will be used to contact the office. Another member of the RFK Team will then proceed to the location of the ill individual and either cover the class or escort the ill individual to the designated isolation room. All staff on campus will be aware of the location of the isolation room. Staff members escorting ill students or staff will be gowned and they will use a N-95 mask and shield.

15. The use of the Nurses Office and Student Based Health Center will be minimized when students are on campus so that those staff members can respond to possible COVID related illnesses.
16. Bathrooms, classrooms spaces, and high traffic areas will be disinfected routinely throughout the day and deep cleaned on Wednesday of each week. RFK will follow the CDC Guidelines for cleaning and disinfecting.
17. Water fountains will be shut down and students will be encouraged to bring a reusable water bottle which will need to be cleaned daily at home. Students unable to bring a reusable bottle will be encouraged to bring a plastic recyclable water bottle. RFK will provide a refillable station on both campuses and will also provide students with recyclable water bottles when the student can't afford to bring their own or forgot to bring their own.
18. Each classroom will have extra PPE (masks, gloves, etc.). Each classroom will also have a cleaning kit which will include disinfecting wipes and spray. Each classroom will also have multiple hand sanitizer units including an automatic unit at each entrance door. Students will be required to use hand sanitizer upon entering the classroom at any time.
19. All Robert F. Kennedy Charter classrooms with HVAC systems that cannot reach a MERV (Minimum Efficiency Reporting Value) 13 level will have a standalone HEPA air purification unit.
20. Students will not be permitted to share any materials with other students. Students will need to arrive daily with the appropriate materials which include a fully charged Chromebook.
21. Students will be assigned a desk and will be required to remain in that space throughout the day. RFK Staff will be required to submit a seating chart weekly for documentation purposes.
22. Staff will be encouraged to eat in their own space to avoid possible spreading of COVID. If staff do eat in spaces such as the lounge they will need to ensure they are social distancing. Staff will also need to make sure they are observing social distancing at all times.
23. Students will need a designated pass to leave their classroom. The pass will be disposed of when the student returns. Students will also have to sign a signout sheet when they leave the classroom. Students needing to go to the nurse or the Student Based Health Center will be escorted by RFK Staff. Pod Monitors will

use the RFK signout logs to record information for any and all students leaving the pod/class during a non scheduled break time.

24. Students will need to be picked up immediately at the end of the day. Students will not be permitted to stay on campus unless a previous arrangement has been made with RFK Staff. Students that walk or drive will need to leave campus immediately at the end of the day. Loitering or hanging out on campus will not be permitted.
25. Early pick up of students will require parents/families to call the school ahead of time (to the best of their ability) to alert the school of the pick-up. The office staff will call the classroom for the student when the parent or family member arrives. Parents will need to stay in their vehicle until the student is released to the parent. The office staff will escort the student outside to the car, and the parent will sign out the student at the vehicle. If necessary, one parent is allowed in the main office at a time. Parents must wear masks in the building and must follow all COVID safe practices while on RFK property.
26. Students will need to provide documentation of a negative COVID-19 Test prior to being allowed onto campus.
27. All onsite RFK employees will be subject to random surveillance COVID-19 testing as directed by the New Mexico Public Education Department.
28. Any conduct deemed unsafe for staff and students will result in the student committing the infraction being removed from their designated POD and will require the student to be picked up immediately by the family.
29. The RFK Administration reserves the right to adjust the plan at anytime in order to make sure all students and staff are safe.

Resource: CDC

[-https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html)

NMPED - <https://webnew.ped.state.nm.us/reentry-district-and-school-guidance/>



Check-In Procedures for Staff, Contractors, and/or Visitors in either a Remote, Small Group, or Hybrid Setting

- **Remote** - Staff, contractors, and visitors to RFK will need to call the front office upon arriving at either RFK campus. The Office Manager at either RFK High School or RFK Middle School will check the employee/contractor/visitor in and screen them for COVID -19 via the phone. The Office Manager will read a series of questions to the visitor in order to determine whether it is safe for the visitor to visit campus. Temperature checks will not be required when RFK is in a Remote Setting. Staff, contractors, and/or visitors will not be permitted on campus if they are experiencing any COVID-19 symptoms or if they have had close contact with and/or have cared for someone with COVID-19. **Temperature checks will not be required when RFK is in a remote setting.** The Office Manager at either the high school or middle school will log all staff, contractors, and visitors. RFK will use a daily paper log form as well as an internal Google Log for reporting purposes.
- **Small Group** - All staff, contractors, students, and visitors arriving before 8:15AM will be screened prior to entering the front gates of the school. This screening will include a temperature check and a series of questions being asked to the visitor. Both RFK sites will not be opened prior to 7:15AM for staff, students, contractors and visitors. Staff, students, contractors, and visitors to RFK will need to call the front office upon arriving at either RFK campus after 8:15AM to arrange a screening. The Office Manager or another school official at either RFK High School or RFK Middle School will check the employee/student/contractor/visitor in and screen them for COVID -19 via the phone or in person. A quick thermoscan will also be taken to ensure the visitor does not have a fever. The Office Manager/school official will read a series of questions to the visitor in order to determine whether it is safe for the visitor to visit campus. Staff, students, contractors and visitors will not be permitted on campus if they are experiencing any COVID-19 symptoms or if they have had close contact with or have cared for someone with COVID-19. **Temperature checks will be required when RFK is**

in a Small Group Setting. Students will also be screened in a small group setting prior to instruction and before leaving for home.

- The Office Manager at either the high school or middle school will log all staff, contractors and visitors. RFK will use a daily paper log form as well as an internal Google Log for reporting purposes.
- **Hybrid** - All staff, students, contractors, and visitors arriving before 8:15AM will be screened prior to entering the front gates of the school. This screening will include a temperature check and a series of questions being asked to each visitor. Both RFK sites will not be opened prior to 7:15AM for staff, contractors, students, and visitors. Staff, contractors, and visitors to RFK will need to call the front office upon arriving at either RFK campus after 8:15AM. The Office Manager at either RFK High School or RFK Middle School will check the employee/student/contractor/visitor in and screen them for COVID -19 via the phone or in person. A quick thermoscan will also be taken to ensure a visitor does not have a fever. The Office Manager will read a series of questions to the visitor in order to determine whether it is safe for the visitor to visit campus. Staff, students, contractors, and visitors will not be permitted on campus if they are experiencing any COVID-19 symptoms or if they have had close contact with or have cared for someone with COVID-19. **Temperature checks will be required when RFK is in a Hybrid Setting. Students will also be screened in a hybrid group setting prior to instruction and before leaving for home.**
- The Office Manager at either the high school or middle school will log all staff, contractors and visitors. RFK will use a daily paper log form as well as an internal Google Log for reporting purposes.
- Information about COVID-19 Signs and Symptoms can be found at the following site
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.html>
- **All staff, students, contractors, and visitors will need to follow all the New Mexico Public Education COVID-19 Safe Practices which are outlined in the COVID-19 Response Toolkit for New Mexico's Public Schools. This includes wearing an approved face mask at all times while on an RFK campus.**
- **Face masks can be reusable masks made of two or more layers of cloth, surgical, procedural, N95 or KN95 face masks that are approved by the Federal Food and Drug Administration (FDA) for use by staff performing medical duties or similar close contact assignments and masks with a clear**

plastic window. **The following are not approved to be used as facemasks: bandanas, gaiters, masks that have exhalation valves or vents, scarves, or face shields.** Visitors will also need to practice all other COVID-19 Safe Practices such as keeping a minimum distance of six feet from themselves and others.

- All written documentation will be collected daily and kept in a binder in the front office of the middle school and the high school.
- Check-In Screener - [Screener/Questionnaire](#)



RFK Safety and Operational Information 20-21

Face Masks and Face Coverings

- Staff and students are required to wear face coverings except while eating, drinking, and exercising. This includes in classrooms, on the school grounds, and in common areas.
- RFK will supply face masks for staff and students, though they may choose to bring their own from home. Face masks from home must meet the safety requirements (see below).
- Staff and students must wear their face covering all day while on campus.
- Face masks can be reusable masks made of two or more layers of cloth, surgical, procedural, N95 or KN95 face masks that are approved by the Federal Food and Drug Administration (FDA) for use by staff performing medical duties or similar close contact assignments and masks with a clear plastic window. **NOTE: the following are not approved to be used as facemasks: bandanas, gaiters, masks that have exhalation valves or vents, scarves, or face shields.**

Social Distancing

- Students and staff must adhere to social distancing requirements, meaning they should be at least six feet apart at all times.
- Furniture may be rearranged in classrooms to allow for adequate social distancing. Furniture doesn't have to be removed but may be unoccupied.

Classrooms and Common Areas

- Students should not share books, equipment, or supplies.
- Students should plan to bring their Chromebook or Laptop to school each day.
- Learning outdoors is encouraged, weather permitting.
- Water fountains are off-limits; students are encouraged to bring a refillable water bottle. Schools will provide water stations for refilling.
- Students will wash their hands or use hand sanitizer upon arrival, before and after lunch, multiple times throughout the day, and then at the end of the day as they leave.

COVID-19 Screenings

- Each day before school, parents/guardians should go through a checklist of possible symptoms and take their child's temperature. Students should stay home from school if they exhibit any symptoms (even if it is one) and/or have a temperature of more than 100.4 degrees.
- Each day before work, staff is required to go through a checklist of possible symptoms and take their temperature. They should not come to work if they exhibit any symptoms (even if it is one) and/or have a temperature of more than 100.4 degrees.
- Students displaying symptoms at school will wait in a designated isolation room until a parent or approved emergency contact can pick them up.
- Staff or visitors with symptoms or exposure to COVID-19 will not be allowed on campus.
- Students will also be required to be tested for COVID-19 prior to returning to RFK HS and RFK MS

Daily COVID-19 Questionnaire

You play an important role in this process by self-isolating if you have symptoms or have been in close contact with an infected individual. Please, before you come to work or school each day, go through the checklist of possible symptoms, and take your temperature. If you exhibit any symptoms or have a temperature of more than 100.4 degrees, plan to stay home.

- [COVID-19 Questionnaire English](#) [COVID-19 Questionnaire Spanish](#) Each day before sending your child to school, please review these health questions regarding your child's health.
- [Staff and Faculty Questionnaire](#): Each day before heading to work, please review these health questions regarding your health.

Sanitation

RFK Charter School will provide cleaning supplies and hand sanitizer for classrooms and common areas, including a "sanitation kit" for each classroom for periodic cleaning throughout the day.

Schools will be cleaned following EPA and CDC guidelines, including regularly disinfecting and sanitizing high-touch areas throughout the day. A deep cleaning will take place during the week between scheduled groups of students.

Transportation (No Bus Transportation 20/21)

RFK Charter School will not be offering bus transportation for students during the 2020-2021 school year.

Technology

RFK will begin checking out technology devices to all students in early August 2020. All students will receive Chromebooks.

The devices will be distributed through either RFK Middle School or RFK High School. RFK Charter School will contact families about dates, times, and procedures. RFK Charter School will also work with families to make sure they have internet connectivity. Hotspots will be made available, as needed, to support internet accessibility to students while learning remotely.

Meals

To maintain social distancing and reduce the risk of virus transmission, meals for all students could be served in classrooms at RFK.

Plan for Positive Cases

RFK Charter School follows a strict protocol when employees test positive for the coronavirus. The same protocol will be followed when students return to school.

RFK Charter School works closely with the New Mexico Department of Health, the New Mexico Public Education Department and the New Mexico Environment Department to decide whether to close a classroom, a portion of the building, or the whole school and for how long. During the shutdown, affected areas will be thoroughly cleaned following CDC, EPA, and OSHA guidelines, which include using industrial sprayers and/or electrostatic foggers.

As part of our protocol, we will let the school community know about the positive COVID-19 case. This includes emailing a letter through SchoolMessenger, posting the letter on our website and a Robocall. The letter being sent to our school community will include the following information: You may be frustrated by how vague the letter is, but please remember that we are obligated to protect the privacy of the infected individual. We cannot identify them, nor can we provide information about their medical situation.

The letter will remind all members of the affected community that they should visit their health care provider or call the COVID-19 hotline (855-600-3453) if they develop symptoms. These symptoms include cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, or loss of taste or smell. Anyone with symptoms should self-isolate and get tested.

Please call the COVID-19 hotline at 855-600-3453 if you or your child develop symptoms.



Robert F. Kennedy HVAC and Air Filtration Re-entry Plan

- All Robert F. Kennedy Charter classrooms with HVAC systems that cannot reach a MERV (Minimum Efficiency Reporting Value) 13 level will have a standalone HEPA air purification unit.
- HVAC units in classrooms that can reach a MERV 13 level will not have a standalone HEPA unit and will rely on the HVAC System and MERV 13 level filter or greater to filter the air in the class/room.
- Below is the minimum specification for the HEPA unit:
 - Minimum of 1 Filter Module;
 - Minimum System Airflow: 400-1000cfm;
 - Minimum Clean Air Delivery Rate (CADR) of 225-1000cfm (NOTE: Units Shall be capable of providing a minimum of 3 to 5 Air Changes per Hour in a 9,000 cubic foot [30' x 30' x 9'] space. This shall be accomplished with no more than two (2) units in a single space.);
 - Performance Level: TRUE HEPA – 99.90% - 99.97% Effective at 0.3 micron and larger particles. (Grade H12 or H13)
 - Maximum sound: < 70 dBA at High Speed.
- Robert F. Kennedy Charter School will be responsible for scheduling filter replacement and for changing filters in all HVAC units on both campuses. Units capable of achieving a filtration efficiency level of MERV 13 or higher will have those filters installed in those units every four months.
- Below is a list of CDC Ventilation improvements that may be implemented or considered as we move forward with opening:
 - Increase outdoor air ventilation. When weather conditions allow, RFK will increase fresh outdoor air by opening windows and doors.
 - RFK will use fans to increase the effectiveness of open windows when weather permits. (To safely achieve this, fan placement is important and will vary based on room configuration. RFK will avoid placing fans in a way that

could potentially cause contaminated air to flow directly from one person over another. One strategy is to use a window fan, placed safely and securely in a window, to exhaust room air to the outdoors. This will help draw fresh air into the room via other open windows and doors without generating strong room air currents.)

- Decrease occupancy in areas where outdoor ventilation cannot be increased.
- Turn off any demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature during occupied hours.
- Ensure restroom exhaust fans are functional and operating at full capacity when the building is occupied.
- Inspect and maintain local exhaust ventilation in areas such as kitchens, cooking areas, etc. Operate these systems any time these spaces are occupied. Consider operating these systems, even when the specific space is not occupied, to increase overall ventilation within the occupied building.

Sources -

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>

NMPED - <https://webnew.ped.state.nm.us/reentry-district-and-school-guidance/>