



In-person School Site Visit Plan

January 25, 2021

Purpose

Prior to opening for hybrid, full reentry or outdoor learning, all schools must receive a certification of readiness to open from a designated state official. The designated state official may come from the Public Education Department or the State or Local Fire Marshal's Office.

Schools will be required to demonstrate readiness to operate according to the established COVID-Safe Practices outlined in the PED Reentry Guidance and Rapid Response Toolkit. The certification visit may include but is not limited to:

- Inspection of classroom set up for social distancing
- Inspection of entrances, hallways, and cafeterias for appropriate signage and designation of traffic patterns
- Inspection of air filters and air quality enhancement measures
- Inspection of personal protective equipment and cleaning supplies
- A review of school plans to implement safety and hygiene protocols
- A review of school plans to comply with other COVID-safe practices outlined in the PED reentry guidance and rapid response toolkit

Schools that have already received an official visit from PED staff or fire marshals will not require an additional visit for certification of their previously approved model. However, schools wishing to move into hybrid, full reentry or outdoor learning for the first time would require an official visit prior to opening in the new model.

Summary of Steps

1. Superintendents or charter leaders will be required to send a notice of intent to return to in-person instruction to Michael Grossman at michael.grossman@state.nm.us.
2. Administrators will need to plan well in advance to allow for scheduling, and email Mr. Grossman by the Tuesday approximately two weeks prior to a *target* opening date. Allow for a total of two weeks for completion of the required site visits.
3. Mr. Grossman, Deputy Secretary Warniment, and State Fire Marshal Ray Torres will meet weekly with local fire marshals, and PED staff who will be assigned site visits for the upcoming week given the compiled Tuesday list. They will provide training and guidance for site visit protocol.
 - a. For example, if you plan to open on February 15, you will want to notify Mr. Grossman by Tuesday, February 2nd to allow for coordination and outreach.
 - b. Any superintendent or school leader that indicated on the survey they are ready to return to in-person instruction immediately will be prioritized in the scheduling process,

but still needs to confirm intent by sending an email to Mr. Grossman.

4. Site visits will be conducted the following week using [this form](#). One form must be used for each school site.
5. Once the designated state official has completed the site visits, they will submit all required forms via email to Deputy Secretary Warniment at gwen.warniment@state.nm.us.
6. Deputy Secretary Warniment will inform the requisite Deputy Secretary, Assistant Secretary, or Charter School Director and Michael Grossman that the site visit(s) have been successfully completed for the LEA.
7. The point of contact will email the superintendent or charter school leader of their approval, enabling the LEA to proceed with in-person learning.
8. Mr. Grossman will compile all data and record site visit completion.

Important Considerations

- No school or district can open without a successful site visit completed.
- Again, any schools that have already had a site visit from a fire marshal or PED staff will not need another. For many districts, this will require site visits only for secondary schools.
- Superintendent and charter leaders are encouraged to use this as a time to showcase their district and school readiness. School board members or community members can follow along or hear about the site visit through a prepared slide deck.
- For larger districts, superintendents may wish to host the state official (fire marshal or PED staff) in one location to review the COVID safe practices from every site. In this scenario, the principal and maintenance director at each site would live Zoom in and walk around the building, demonstrating the site readiness and being available for questions. A prepared slide deck can support this process as well, but a live Zoom that ensures current readiness is required. For a good example of this model, please look for the Hobbs Municipal Schools example posted on their Facebook site.
- The CDC offers further, comprehensive [guidance](#) for superintendents and charter leaders to use in preparation of a walkthrough.
- If the school or district site visit is incomplete or does not meet the standard, the LEA will be asked to address the COVID safe practices or requirements and then resubmit a notice of intent to return.