

Third Future Schools – Health and Safety Guidelines

revised 28 June 2020

We will adjust these guidelines as we receive more information and guidance from the Governor's office and state and local medical officials. If schools are allowed to open with social distancing restrictions, we will implement these rules and practices:

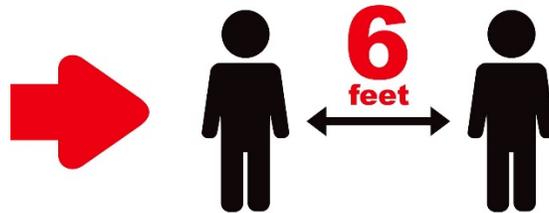
1. No student or staff member will be allowed into the school if he/she is sick.
 - a. Employees experiencing fever or symptoms of respiratory illness should stay home and follow the directions for self-isolation [[covid19.colorado.gov/how-to-isolate](https://www.covid19.colorado.gov/how-to-isolate)], which include advice on when to contact a health care provider.
 - b. Students who have a fever or flu-like symptoms should stay at home. A temperature of 100.4 degrees Fahrenheit or higher will be considered too high.
 - c. A student who has a fever must have a normal temperature for at least 48 hours before returning to school.
 - d. If three students from the same group have a fever or flu-like symptoms at the same time, the entire group of ten students will be sent home and asked to get tested and self-isolate for 48 hours. If a student test negative, she may return to school if she does not have any symptoms, and she has had a normal temperature for at least 48 hours.
 - e. A student who tests positive for COVID-19 must self-isolate at home for 14 days and receive permission from a doctor to return to school.
 - f. If a student tests positive for COVID-19, the other students from the same group of ten students will be sent home and asked to get tested. Regarding the other students: if the test is negative and the student has no symptoms and no fever, the student may return to school. If the test is positive, the student must self-isolate for 14 days and receive permission from a doctor to return to school.
 - g. If a student who tests positive for COVID-19 has been in the school, the school will immediately notify the health department. Working with the health department, the Executive Director of Schools will determine whether the school must be closed and for how long.
2. Parents will not be allowed in the school without a scheduled appointment.



3. Anyone entering the school – both students and staff members – will have their temperature checked. Students will have their temperature checked again at lunchtime.
4. Students who get sick while at school will be quarantined until they are picked up by a parent or guardian.
5. Students must be dropped off and picked up at the vehicle drop-off/pick-up location. Students will have their temperature checked while still in their parent’s car or just outside the car and before they are allowed in.
 - a. Students walking to or from school must receive the school’s permission to do so and must check in (have their temperature checked) before they enter the building.
 - b. K-3 students are not allowed to walk to or from school without an authorized adult or a sibling who is in 6th grade or a higher grade.
6. Masks will be worn by all staff members while at school until this requirement is relaxed by the State or health officials.
 - a. Staff members must bring their own mask to school. The school will have masks as back-up to the staff masks.
 - b. Staff members may choose to wear face shields in lieu of face masks. The school will provide a face shield for each staff member who prefers a shield.
 - c. If no one is within six feet of the staff member, and if the staff member is stationary, that staff member may remove his/her mask.
 - d. Staff members should wear a mask when in transition from one place to another in the school.
7. Students should bring a mask to school. The school will have back-up masks for those students who forget to bring a mask or whose mask is inadequate.
 - a. A student must wear a mask when entering and leaving the school and when moving from one place in the school to another place (such as from the classroom to the cafeteria).
 - b. If no one is within six feet of the student, and the student is stationary, that student may remove his/her mask.



8. There will be no more than 10 students in a classroom and no more than 10 students in a 700-square-foot space.
 - a. The same 10 students will rotate to classes and lunch together.
 - b. The same group of 10 students will have a designated E-learning room or space (at least 700-square-feet) where they will go when they are not in class.
 - c. Students will remain six feet apart in and out of the classroom.
 - d. Team centers and “E-learning” centers will have desks separated by at least six feet.



9. The school will open at 6:30 a.m., but close at 4:30 p.m. to ensure students do not congregate or violate social distancing guidelines after school.
10. Students are not allowed to touch anyone else. Staff members will not touch students unless the health and safety of students or staff requires them to.
11. All classrooms and team centers will have spray bottles with disinfectant and paper towels. Classrooms and common areas will also have dispensers or bottles of anti-bacterial hand sanitizer.
12. Desks will be wiped down at the end of each class.
 - a. Students in grades 3 through 8 will be asked to help wipe down the desk or computer they used. Teachers will supervise the use of any cleaning materials.
 - b. Custodians will assist in the team centers, restrooms, and common areas.
 - c. Teachers and custodians will also clean/disinfect high-touch areas at least twice during the day.



- d. The custodians will do a thorough cleaning every evening.
13. Only one student will be allowed into each restroom at one time unless the students are from the same group. In that case, three students from the same group will be allowed in the communal restrooms at one time.

Additional notes for staff

If an infected student has been in the school building

- If the Principal learns or determines that a student or staff member has tested positive for COVID-19, the Principal will immediately notify local health officials.
 - A student who tests positive for COVID-19 must self-isolate at home for 14 days and receive permission from a doctor to return to school.
 - If a student tests positive for COVID-19, the other students from the same group of ten students will be sent home and asked to get tested. Regarding the other students: if the test is negative and the student has no symptoms and no fever, the student may return to school. If the test is positive, the student must self-isolate for 14 days and receive permission from a doctor to return to school.
 - If a student who tests positive for COVID-19 has been in the school, the school will immediately notify the health department. Working with the health department, the Executive Director of Schools will determine whether the school must be closed and for how long.
- If the school has to close, it will not send all the students home mid-day and will wait until the end of the day to close. The cohort of students, though, will be sent home immediately.
- The Principal will send a notice to all parents and staff members.
- The Executive Director of Schools will determine whether staff members will continue to work at school during a school closure. According to CDC guidelines, “schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.” Staff should be prepared to continue to work at school while following social distancing requirements.

If an infected staff member has been in the school building

- A staff member who tests positive for COVID-19 must self-isolate at home for 14 days and receive permission from a doctor to return to school.
- Working with the health department, the Executive Director of Schools will determine whether the school must be closed and for how long.
- The Executive Director of Schools will determine whether staff members will continue to work at school during a school closure. Staff should be prepared to continue to work at school while following social distancing requirements.

Other safety guidelines

- Teachers and staff members may wear face shields in lieu of a face mask.
- Employees are required to complete a self-assessment every day before work.
 - Check temperature
 - ◆ 100.4 or higher – do not report to work
 - ◆ 99.2 to 100.3 – monitor temperature twice daily for 7 days
 - Symptom check
 - ◆ Dry cough
 - ◆ Sore throat
 - ◆ Shortness of breath
 - ◆ Nasal congestion if any of the above symptoms are included
 - Staff that are ill should stay home and follow the return to work guidance:
 - ◆ At least 48 hours has passed with no fever without the use of fever-reducing medications
 - ◆ Improvement in respiratory symptoms (cough, shortness of breath)

Teacher absences

- If a teacher calls in sick, the Principal or designee will decide:
 - In consultation with the teacher, whether the teacher is able to teach from home
 - Whether to have another teacher in the network teach the students remotely
 - Have a learning coach cover the class and use prepared lesson plans
- The use of substitute teachers will be rare and only when the school has more than three teachers absent at one time.
- Teachers should have emergency lesson plans and LSAE documents ready to go as well as a prepared lesson for remote learning.

- A teacher who has the Principal's permission to teach remotely from home will not be considered absent.
- TFS attendance policy continues to apply and TFS will follow the federal and state guidelines for employee paid leave:
 - If an employee is considered to be among the vulnerable population, he/she should speak with the Principal as soon as possible. The school will attempt to accommodate the person and will allow the employee to work remotely as much as possible.
 - A staff member that has COVID-19 symptoms and is seeking testing may be allowed up to two weeks or 80 hours of paid sick leave. The School may ask the employee for evidence that he/she is attempting to get tested and has some diagnosis from a doctor.
 - A staff member who tests positive for COVID-19 will be given paid sick leave while they are isolated. The time allowed will generally be two weeks, but may be longer depending upon the doctor's recommendation. [However, sick leave that extends beyond the two weeks will generally not be paid.]
 - A staff member who must care for a child because their child's school or place of care is unavailable due to COVID-19, may take up to two weeks or 80 hours of paid sick leave at the higher of 2/3 the regular rate or minimum wage.
 - A staff member who must care for their child whose school, child care provider, or place of care is unavailable due to COVID-19 and who has been employed at least 30 calendar days, may take up to 10 additional weeks of family leave paid at 2/3 the regular rate.