

Third Future Schools – Health and Safety Guidelines for Staff

revised 31 July 2021

We will adjust these guidelines as we receive more information about the health situation in Colorado and various communities and as we receive guidance from the Governor's office and state and local medical officials.

WHAT ARE MY RESPONSIBILITIES?

- Keep sick students at home, and let your child's teacher know if the student is experiencing fever or symptoms of respiratory illness.
- Let the school know immediately if your student is tested for COVID-19 and what the results are.
- Send your student to school with a functioning cloth mask.
- Follow these health and safety guidelines.



Guidelines and requirements

1. No student or staff member will be allowed to attend school if he/she is sick.
 - a. 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.
 - b. A student who has a fever must have a normal temperature for at least 24 hours without taking fever-reducing medication before returning to school.
 - c. Students who experience flu-like symptoms or respiratory problems should get tested for COVID-19. A student who tests positive for COVID-19 must self-isolate at home for 10 days after the start of symptoms and receive permission from a doctor to return to school.

- d. Siblings of a student who tests positive for COVID must also be tested for the virus.
- e. Other students or staff members exposed to a student who tests positive will not be isolated or sent home. We will do so only if there is evidence of significant transmission within the school and when individual students show symptoms.



- 2. All employees in the Third Future Schools Network are required to be fully vaccinated. They will not be required to wear masks unless they are within three feet of a student.
- 3. All parents and visitors will be required to wear a mask while in the school building regardless of vaccination status.
- 4. Students who get sick while at school will be quarantined until they are picked up by a parent or guardian.
- 5. Staff members are not required to wear masks except when they are within three feet of a student or students. .
- 6. 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. Students must wear a mask when within three feet of another student or staff member. Essentially, this means students will not have to wear a mask in the classroom except when they are doing group work or while sitting close to another student when partnering on a task or assignment.
 - b. Students must also wear a mask if they are in a room where there is considerable forced exhalation (such as with singing) and students are within six feet of one another.



- 7. 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.
- 8. Desks will be wiped down once in the morning and once in the afternoon. Custodians will also clean surfaces every evening.
 - 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.



Additional notes for staff

- If the Principal learns or determines that a student or staff member has tested positive for COVID-19, the Principal will immediately notify the Director of Schools or Jessica Lopez. Jessica Lopez will notify local health officials.
- A staff member (who is vaccinated) who tests positive for COVID-19 must self-isolate at home if he or she is symptomatic. The staff member may return to work if he/she is symptom free for at least 24 hours. Whether the staff member is asymptomatic or not, he must wear a mask at all times in the school for at least 10 days after the positive test result.
- 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 24 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.
- TFS attendance and leave regulations as outlined in policy and employee contracts continue to apply.
 - Being absent as a result of COVID is considered an absence similar to any other illness. Employees must use their personal days or accrued sick days should they fall ill with COVID.
 - TFS does not allow “docked days” – absences beyond what is allowed by contract and policy. [Of course, the Network will follow FMLA and other federal regulations.] However, for the 2021-2022 school year, TFS will allow up to three “docked days” for COVID-related illness.
 - ◆ The employee must show evidence of a positive test result and have a doctor’s note.
 - ◆ The employee must have exhausted the contracted leave amount
 - ◆ A teacher with a COVID-related illness may ask to work from home in lieu of having their pay docked.
 - Extended COVID-related illnesses will be handled on a case-by-case basis by the Executive Director of Schools.