

FOUNTAIN-FORT CARSON SCHOOL DISTRICT 8

2020-2021

REOPENING PLAN

A GUIDE TO ADDRESS THE CHALLENGES OF COVID-19



A MESSAGE FROM THE SUPERINTENDENT

FFC8 Families, Staff, and Community Members,

Fountain-Fort Carson School District 8 cares about the health, safety, and well-being of our staff and students. We are committed to reopening our schools this fall for in-person instruction as soon as we are allowed. We work closely with El Paso County Public Health to monitor that data in order to make the best decisions possible for our students and staff.

This guide is our plan for reopening schools in the safest manner possible. It will cover all of the modifications we plan to make, including new health safety protocols and procedures for students and staff. However, we also recognize it is accurate and aligned with local and state health orders at the time it was written. It is a living document that we are committed to updating as needed, especially in response to the evolution of the virus, the science working to address it, and any local or state public health orders.

To be effective, this reopening plan requires the full cooperation and understanding of students, staff and families. Because there is no blueprint for dealing with a pandemic, we have prepared a plan that provides for significant flexibility. Should a virus outbreak or community data require us to send home a cohort, school or close the district, we will be prepared to return to remote learning similar to last spring (but with a more seamless transition and more academic accountability).

We will continue to work with neighboring school districts in El Paso County to share best practices and strategies in support of students and staff.

The district reopening plan is intended to strike a balance between the health concerns posed by COVID-19, quality education programming, and the needs of our community. Thank you for your support and patience as we navigate the beginning of the 2020-2021 school year.

Sincerely,

Dr. Keith Owen
Superintendent

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QUICK GUIDE

This quick guide is intended to provide a brief look at the major components of the larger comprehensive plan for reopening schools in Fountain-Fort Carson School District 8.

Key Elements:

Breakfast/Lunch

- Students will wash/sanitize hands before and after eating
- Face coverings will be worn in serving line, cashier line and when not eating
- Elementary students will eat in classrooms
- Secondary students will eat in the cafeteria or designated indoor/outdoor areas with a limited number of students allowed at each table/space

Face Coverings

- Required to be worn by staff and K-12 students in all indoor areas
- Scheduled breaks will be provided when students can remove face covering in an individual classroom
- One cloth reusable face covering will be provided to all students and staff

Hand Washing/Hand Sanitizing

- Elementary and middle school students will be provided hand washing breaks through the day
- Sanitizer will be available in all classrooms

Registration

- Families are encouraged to register from home using the Infinite Campus parent portal
- Families without a computer or Internet access are encouraged to make an appointment to use a computer at the school to complete registration
- Personally identifiable information cannot be submitted to the school via email
- Families are encouraged to make an appointment to submit documents in person, if necessary

School (Visitors)

- Face coverings are required
- Visitors are required to complete a health screening and temperature check

Sick Staff/Student

- All students and staff will complete a health screening and temperature check each day
- Students and staff should not come to school when ill
- A designated isolation area will be used in schools for students who are ill
- A school nurse will be on site at every school each day

Social Distancing

- Social distancing (3-6 feet) will be practiced as much as possible
- Students will be assigned seats in most areas
- Students will remain in assigned groups to minimize contact with others

Transportation

- Face coverings and hand sanitizing are required
- An additional adult will be on each bus to monitor health safety practices

GUIDING PRINCIPLES

Fountain-Fort Carson School District 8 (FFC8) is committed to reopening school for all students ready to attend in August 2020. FFC8 has been monitoring the ongoing developments across the state and country regarding COVID-19 and has been collaborating with El Paso County Health Department, other area school districts, national organizations and community partners, including the City of Fountain and Fort Carson. FFC8 administrators have been working diligently to understand needs and develop practices and procedures that will support students and families when the district reopens schools. By establishing health safety protocols and adhering to the following guiding principles, the District will remain prepared to adjust and adapt as additional or new information becomes available. This document is intended to support schools in planning for the start of school and will be updated as necessary to align with current health recommendations.



1. HEALTH AND SAFETY OF STUDENTS AND STAFF

FFC8 believes the health and safety of students and staff must be the highest priority as schools reopen. It is essential that all staff, students and families understand and embrace the health guidelines, including the implementation of risk mitigation practices as recommended by El Paso County Health Department and the Colorado Department of Public Health and Environment. As FFC8 must follow any active health and executive orders, all constituents will need to remain flexible and willing to adjust and support practices that provide the ability for schools to remain open and educating students. One of the most important practices to reopening schools will be the necessity to wear face coverings that cover the nose and mouth. All staff and students K-12 are expected to wear face coverings to the greatest extent possible while in the proximity of others. This document will outline additional practices, procedures and protocols for staff, students and families to understand and follow to maximize the health and safety of students.



2. QUALITY INSTRUCTION

FFC8 is committed to providing quality instruction for all students. Quality instruction is the foundation of student success and must remain available to students during any situation created by the COVID-19 pandemic. FFC8 administrators and teachers have worked tirelessly to ensure that no matter the method of instruction, consistency and quality will be provided. FFC8 will continue to utilize data to inform instructional practices and seek input from families to understand needs and successes. FFC8 also is dedicated to professional learning for staff and believes it is critical to continue to anticipate needs to effectively deliver instruction during this uncertain time.



3. MENTAL HEALTH: SOCIAL EMOTIONAL LEARNING AND SUPPORTS

FFC8 has been focused on supporting the mental health, social and emotional needs of students and staff for some time. Now more than ever, FFC8 must continue to prioritize the social and emotional needs of students and staff by providing services and resources such as counseling and wellness activities, as well as encouraging communication that not only provides information but solicits information from staff, students and families on pertinent needs. Furthermore, high-quality instruction must integrate social and emotional learning strategies into the daily classroom experience to reinforce safety, well-being and engagement of students.



4. COMMITMENT TO EQUITY

FFC8 has a responsibility to be culturally responsive to all students and provide opportunities for students to achieve to their full potential. The academic environment must incorporate accessible, personalized, culturally relevant and responsive opportunities that aim to include ALL students, including students from low-income backgrounds, students with disabilities, students experiencing homelessness, foster youth, English Learners, and students from diverse cultures and different ethnicities. To this end, FFC8 is committed to engaging in equity work that educates administrators and staff on institutional and systemic aspects of racism and how present-day policies, practices and procedures should be updated to commit to equity in our system.

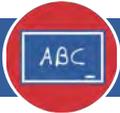


5. PARTNERING WITH FAMILIES AND THE COMMUNITY

FFC8 respects and understands the importance of family voice and choice during this unprecedented health crisis. For students to be successful, families must be provided information that allows for thoughtful decisions to be made based on individual circumstances. FFC8 recognizes that a balance between physical and emotional health, academic need and socialization is necessary and all of these factors will be part of an individual family's decision to participate in virtual learning or in-person learning. FFC8 will provide as much information as possible to allow for families to feel confident in their approach to learning as school resumes in August 2020.



SUPPORTS



1. INSTRUCTIONAL PROGRAM

Upon reopening, of on-site learning, a unique opportunity exists to create a new and better “normal” to meet the learning needs of all students in the district while implementing new health and safety protocols. In addition to new protocols around health screening, face coverings, hand washing, social distancing and sanitizing and disinfecting, learning environments in all schools have been adjusted to respond to health safety concerns.

Preschool learning environments:

- Students will be grouped together and stay together throughout the day (known as a “cohort”)
- Library will rotate into classrooms
- Cohorts will engage in outside recess at specific times of the day

Elementary learning environments:

- Students will be grouped together and stay together throughout the day (known as a “cohort”)
- Elective and specials teachers will rotate into classrooms
- Desks will be spaced further apart in classrooms
- Cohorts will eat lunch in classrooms with adult supervision
- Cohorts will engage in outside recess at specific times of the day

Middle School learning environments:

- Desks will be spaced further apart in classrooms
- Students will be socially distanced during lunch
- Students will be seated by teams in the cafeteria
- Social distancing will be practiced at the start and end of school by using multiple entry points

High School learning environments:

- Hallways will be one directional to prevent congregating
- Desks will be spaced further apart in classrooms
- Students will be socially distanced inside during lunch
- Additional lunch periods have been added to reduce numbers of students in common areas
- Social distancing will be practiced at the start and end of school by using multiple entry points



The district has also planned for potential shifts that may occur between on-site and remote learning for some or all students during the school year:

- Additional student devices have been purchased so, if necessary, all K-12 students will have a technology device to take home.
- Internet connectivity can be supported by the district through the checkout of a hot-spot device.
- The district learning management platform, Schoology, will be utilized by all K-12 teachers. Teachers can create consistent blended learning environments for all students so, whether in-person or remote learning occurs, there will be no disruption to instruction.
- Preschool curriculum will be used that includes distance learning options.

If remote learning is needed, students and their families can expect the following:

- Notification from the school and/or district
- Classroom instructions and assignments communicated and administered through Schoology
- Regular, daily attendance and engagement in all classes is expected
- Grading practices, assignment completion and student engagement expectations will mirror expectations of in-person learning as much as possible and where appropriate
- Modifications to daily student schedule will be communicated by school staff



2. FOUNTAIN-FORT CARSON VIRTUAL ACADEMY

The Fountain-Fort Carson Virtual Academy (FFCVA) will provide K-12 students with alternative and expanded online learning opportunities while at home. FFCVA defines virtual education as instruction during which students and teachers are separated by time and/or location and interact via Internet connected computers or other electronic devices. Students who enroll in the FFCVA will not attend an on-site physical location on a regular schedule or required basis. FFCVA is not available for preschool.

All K-12 virtual learning resources will align to the Colorado Academic Standards appropriate for each subject area. Instruction is facilitated strictly online by content-certified teachers through the district learning management system, Schoology, and curriculum resources are supplied from an outside vendor. This type of instructional environment is appropriate for students in secondary grade levels who can be more self-directed. In the elementary grades, teachers will help facilitate instruction using a weekly guided approach. In this format, students are still self-paced in the virtual content but will have scheduled opportunities for guided instruction and to ask questions of their virtual teacher. Due to the developmental abilities of elementary students to self-pace, parents/guardians will have a considerable, consistent commitment to ensure student learning is achieved daily.

Students enrolled in virtual learning will have access to similar education services and requirements as a physical school, such as English Language Development services, if appropriate, will participate in state administered assessments, and will be provided counseling or other social emotional supports, if needed, through their home school. While students are enrolled in the virtual learning option, either for a semester or for the year, they will not participate in remote learning that may happen at the school of residence. They remain connected only to the instruction of the FFCVA.

Determining the optimal learning environment that is best suited to each student in the coming school year may be difficult. Families are encouraged to carefully consider the commitments, benefits and challenges of both learning options. FFC8 believes the quality of an in-person learning experience far exceeds any virtual learning option; however, the needs and concerns of individual students must be considered.



3. SPECIAL EDUCATION

FFC8 remains committed to serving students who receive special education services. Teachers and staff members look forward to collaborating with families on an on-going basis to ensure their child's educational success. Therefore, families may participate in Individualized Education Program (IEP) meetings, conferences virtually or in-person.

In order to meet student needs, FFC8 special education staff will:

- Work to maintain existing student cohorts where possible.
- Maintain social distancing when students from different cohorts are brought together for small groups.
- Wear a face covering when social distancing cannot be maintained, in accordance with FFC8 health and safety protocols.

Special education providers will create student schedules that prioritize service delivery, grade-level content and student health and safety. Service hours outlined on a student's IEP will continue to be met for students returning to in-person learning. This will include students who attend center-based programs in schools other than their home school.

If appropriate to meet a student's special education needs, families of children with IEPs can enroll in the Fountain-Fort Carson Virtual Academy (FFCVA). Through this program, some special education supports will be available to students. If interested, families should work with IEP teams to determine whether the available special education supports are appropriate for their student(s).

FFC8 also recognizes that COVID-19 poses a unique threat to students who are medically fragile. Students whose medical fragility do not allow for a safe return to in-person learning, and who are unable to access curricular resources of the FFCVA may be best supported through homebound services. Family members and school staff will determine whether a student requires homebound services through an IEP meeting, taking into consideration previous IEP services as well as relevant medical information.

Please call 719-382-1314 with questions about special education.





4. ACTIVITIES AND ATHLETICS

Elementary School

After school events, including tutoring and extra-curricular activities, will not be offered during the first quarter at elementary schools due to the expectation that elementary students remain in a cohort group as much as possible and the need to sanitize and disinfect nightly. However, schools may choose to offer some virtual options based on individual school needs. FFC8 wants to provide as many opportunities to students in elementary school as possible; therefore, the ability to offer after-school activities will be reevaluated at the end of the first quarter based on the guidance from state and county health departments.

Middle School

FFC8 wants to provide after school activities and athletics for students in middle school as soon as it is safe to do so utilizing the guidance from El Paso County Health Department. Due to the requirement for social distancing and cohort grouping as well as for the need to sanitize and disinfect nightly, all before and after school activities will be assessed to determine the health and safety impacts before they are allowed to begin. Limited activities will be allowed during the first quarter of school; however, more opportunities will be evaluated as information becomes available and state and county health guidelines are adjusted. Virtual options may be considered to engage students in after school activities based on specific school preferences and community needs. Additionally, the district will partner with other schools in the middle school league to determine start dates for middle school athletics.

High School

FFC8 believes activities and athletics play an integral role in student health and well-being; therefore, the district will support these programs to the extent the El Paso County Health Department and Colorado Department of Public Health will allow. FFC8 remains in constant communication with the Colorado High School Activities Association ([CHSAA](#)) to determine appropriate programming, including conditioning, practices, meetings and competitions. FFC8 started activities and athletics in June. The following procedures and protocols have been and will continue to be in place:

- Daily health screening,
- Daily equipment disinfecting,
- Hydration,
- Increased hand washing,
- Face coverings, as appropriate, and
- Cohort organization.

FFC8 will continue to communicate with families and the community as more information becomes available from CHSAA regarding activity and athletic contests and games. Currently, CHSAA has a Resocialization Task Force examining when, and how, to resume sports and activities on a broader level. Some of the topics the Task Force is examining are:

- Safety measures needed to resume specific activities.
- Adjustment of some schedules for activities and athletics.
- Crowd guidelines.



KEY ELEMENTS

1. PRACTICES AND PROCEDURES



REGISTRATION

FFC8 uses an online student information system for registration. Parents may complete the 2020-2021 online registration (OLR) process from home using the Infinite Campus (IC) parent portal.

Families without access to a personal computer or the Internet may use a computer at the school to complete OLR during Registration Week, July 27-31, 2020. Alternatively, families may request a paper registration packet from the school and complete the process over the phone.

Families who are new to the District, returning students requesting out-of-district or out-of-zone enrollment, or families using the paper packet may be required to submit documents to complete the registration process. Most documents, such as birth certificates and immunization records, contain personally identifiable information (PII) and cannot be submitted to the school via email. Families are encouraged to make an appointment to submit documents in-person at the school. While submitting documents by USPS mail is an option, this may delay the registration process for several days.

For in-person computer use or document exchange, parents and guardians will be required to wear face coverings and comply with the District's social distancing and health/safety protocols while on campus.

Families are encouraged to make all school-related fee payments online to minimize the exchange of cash and checks. This includes fees for yearbooks, laptops and payments for lunch accounts.





SCHOOL

When all FFC8 schools can reopen with in-person learning and focus on supporting the health and safety of students and staff, common areas such as the front office, restrooms, libraries, cafeterias, gyms, hallways, etc., will be clearly marked with reminders to social distance and wear face coverings. Staff will ask students to separate if standing too close together and to put face coverings on if social distancing is not feasible. Additionally, some areas such as the library and cafeteria will be used on a limited basis to reduce congregating. Custodial staff will disinfect common areas throughout the day and will address high trafficked areas each night.

FFC8 has invested in a variety of resources to support reopening schools, including: installing additional water bottle filler stations to limit the need for water fountains; purchasing portable stations to support regular hand washing at elementary and middle schools; purchasing additional sanitizing and disinfecting tools that clean areas quickly; purchasing face coverings for students and staff; and purchasing thermometers for every classroom. Also, the role of the school nurse will be expanded with the district, including adding five nurses to the district nursing team.

Schools in FFC8 will limit outside guests, including volunteers, and families will be asked to make an appointment to meet with school staff to reduce the number of individuals in common spaces. Teleconferencing will be encouraged as a way to stay connected as well as increased email and phone communication. Large scale events, such as back to school nights, curriculum nights and school fundraisers will not be allowed during the first quarter. Virtual options for Back to School nights will be explored and communicated by schools. Families should also ensure all emergency contacts are up to date in case your student needs to be picked up. All of the above practices will be evaluated regularly and the district will communicate updates and changes to staff and families in a timely manner.



CLASSROOM

Creating positive learning environments is a high priority for FFC8. Some adjustments will be required because of the health safety practices necessary to keep staff and students safe. Social distancing remains one of the most important aspects of decreasing the spread of COVID-19. Children's Hospital Colorado discussed the impact social distancing will have on reopening schools. Although 6 feet may not always be possible, achieving some distancing, 3-5 feet, is better than close contact. Teachers will strive to create as much space as feasible by arranging student desks and tables with as much distancing as possible. Even though schools support a large number of people, keeping students in cohorts (with the same peers throughout the day), will reduce the number of people who interact with each other. Cohort groups will be more easily accomplished at the preschool and elementary level. However, practices such as assigned seating and students facing the same direction rather than facing each other will be enforced at all levels.

Additionally, hand washing and hand sanitizing will be increased and included in scheduled activities. Preschool and elementary levels will focus on frequent hand washing, while middle and high school levels will use a combination of hand sanitizer and hand washing. Students will be allowed to bring in hand sanitizer for personal use only; however, hand sanitizer will be available in classrooms as well. Finally, students will be asked to leave all unnecessary items at home and only bring items required for learning. Teachers are expected to limit community items and ensure students do not share personal items. Also, teachers and students will be expected to sanitize work areas and supplies after use.



TRANSPORTATION

One of FFC8's priorities is the health and safety of students and staff charged with the responsibility of safe transport to and from school, as well as after school activities. Because of COVID-19, the District is implementing health safety protocols on all buses, including increased student and staff expectations and increased frequency of bus cleaning and sanitizing between routes. Also, the district will staff each bus with a health safety monitor in addition to the bus driver. The overall effectiveness of each of these protocols will require the cooperation of everyone involved, including reinforcement of expectations at home.

All students and staff will be required to wear a face covering while riding on the bus and use hand sanitizer prior to taking a seat. It is important to minimize contact; students must keep hands to themselves at all times and stay in their assigned seat. Furthermore, families are encouraged to transport students as much as possible. Due to increased traffic, drop off and pick up lines may increase. There may be adjustments to the above expectations based upon students with special needs, and reasonable accommodations will be made to address the specific individual needs. Additional transportation guidance is posted on the [transportation website](#) and will be provided to registered bus riders prior to school starting.



BREAKFAST / LUNCH

FFC8 will continue to serve breakfast and lunch on-site when schools are open. Students enrolled in the District's new Fountain-Fort Carson Virtual Academy may purchase meals daily at their designated home school.

For on-site food service, new health/safety protocols for students and food service staff will include hand washing or sanitizing before and after meals, wearing face coverings in the cafeteria when not eating, and social distancing in the serving line, cashier line and while seated. Buffet style stations, including salad bars, will not be available in the cafeterias. Students are discouraged from sharing food and/or drinks with others.

To expedite the checkout process and minimize time spent in the cashier line, students should have their ID cards ready when they enter the cafeteria. Families are encouraged to [prepay lunch accounts online](#) to reduce the exchange of cash, coins and checks in the cafeteria. Secure drop boxes will be added for contactless payment of lunch accounts.

Secondary students will continue to eat breakfast and lunch in the cafeteria, when appropriate, or designated indoor/outdoor areas. The number of students participating in each lunch period will be reduced through revisions to the daily lunch schedules. There will be a limited number of students allowed per table to maintain social distancing. If needed, additional seating will be added to cafeterias and outdoor spaces to accommodate social distancing. All secondary students will be required to use hand sanitizer before and after meals and to throw away their own trash before leaving the dining spaces.

Elementary students will eat breakfast and lunch in their classrooms. Students will be provided meal items and drinks in disposable containers with plastic cutlery and individual condiment packets. Students will be accompanied to retrieve their food by an adult and will carry their own food to the classroom and eat at their desks. After eating, elementary students will throw away their trash, clean their desk with a wipe, and wash their hands to prepare for instruction.

Specific information regarding breakfast and lunch schedules will be provided by schools prior to school starting.



SICK STAFF AND CHILD

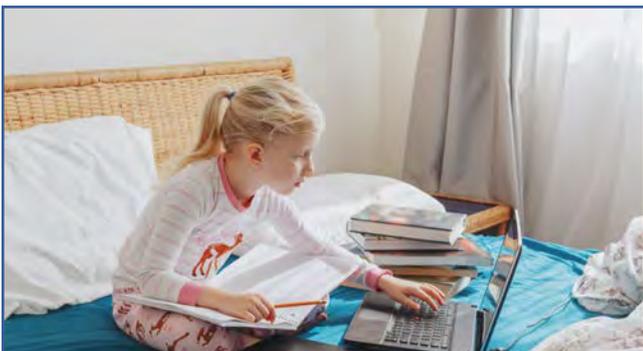
FFC8 is prepared to support students or staff members who exhibit symptoms of COVID-19 or test positive for COVID-19. However, most importantly, students, staff and families must be diligent in self-screening daily. If exhibiting symptoms, students and staff need to stay home and consult with their health care provider to determine if they need to be tested. The Center for Disease Control and Prevention (CDC) offers a [Self-Checker](#) to aide in this decision. (Located in Resources, pg. 20)

If a staff member or student becomes sick while at school or begins to exhibit symptoms:

1. A face covering must be put on immediately.
2. Isolation will take place in a designated area.
3. Evaluation will be conducted by a nurse.
4. Identification of individuals they have been in close physical contact with.
5. Supervisors must notify Human Resources immediately if a staff member becomes ill with suspected COVID-19.
6. Supervisors must notify the Deputy Superintendent if a student becomes ill with suspected COVID-19.
7. Students sent home for exhibiting symptoms or awaiting test results will be provided remote learning opportunities while out.
8. Staff or students will need to remain home until cleared to return to work or school by Human Resources.

If a student, staff member or family member within the household tests positive for COVID-19:

1. Seek medical care from your healthcare provider in accordance with CDC and El Paso County Health Department Guidelines.
2. Alert the school health office as quickly as possible to ensure the student can be provided with resources and to get started on remote learning.
3. Do not come to school until cleared to do so by healthcare provider. Students must provide a note from a physician before returning to school.
4. If a family member is the one who is sick, the staff or student must be tested after that family member is no longer showing symptoms to ensure the student or staff is not infected prior to returning to school.
5. Staff must remain in contact with Human Resources for guidance on returning to work.
6. FFC8 will coordinate with Colorado Department of Public Health and Environment regarding suspected and confirmed cases to determine course of action on a case by case basis.
7. Staff and students who have had direct contact with an employee or student who has tested positive for COVID-19 will be notified.
8. Only staff or students who were in close physical contact with a positive case or who exhibit symptoms will be monitored. Being in the room with someone who was ill does not constitute close physical contact.





SCHOOL CLOSURE / REMOTE LEARNING

FFC8 is committed to in-person learning; however, contingency plans are in place for closing classrooms or schools based on El Paso County Health Department guidelines. These plans will involve multi-faceted communication that focuses on informing all staff, families and community members of closures. In the event of a school or district closure, remote learning will be initiated. Remote instruction will be facilitated by the same teacher(s) the student is assigned to in-person. Teachers and students will utilize instructional platforms and supports that are familiar and can be easily transferred from in-person learning to remote learning. In addition, classroom grading practices and assignment expectations will mirror expectations of in-person learning as much as possible and where appropriate.

FFC8 has invested in devices for all students, kindergarten through 12th grade. Therefore, in the event that remote learning is necessary, students will be provided with an assigned device. Additionally, for those without Internet access, a mobile hot-spot can be requested by families. FFC8 will continue to make meals available, will ensure mental health staff are available as a resource, and will communicate consistently during remote learning. Also, a comprehensive re-entry plan, including health screening of students and staff, will be necessary to ease the transition back to in-person learning. Finally, El Paso County Health Department has provided practical guidance regarding reopening schools and general procedures in the event of an outbreak. FFC8 will work within these parameters to determine school closures.



2. PROTOCOLS



HEALTH SCREENING

The Center for Disease Control and Prevention recommends screening for COVID-19 symptoms for all children and staff. The most important protective practice schools can take is to require students and staff stay home when ill. Screening upon entry to school will be required for all students, staff, and visitors. Schools will screen for the following symptoms on a daily basis: fever greater than 100.4, chills, new onset cough, shortness of breath, body/muscle aches, fatigue, loss of taste/smell, vomiting, diarrhea, new onset runny nose, and sore throat.

Student Expectations:

- A temperature check must be part of the health screening
- Students must stay home if two or more of the screening symptoms are present or if temperature is above 100.4

Staff Expectations:

- Staff must take temperature and record result
- Call school nurse if a student's temperature is >100.4
- School nurse will evaluate student health and call parents/guardians



FACE COVERINGS

Children's Hospital Colorado reported wearing face coverings to cover the nose and mouth is important to reduce the release of air particles from a person's face, such as when someone speaks, coughs or sneezes. Most students and staff can use a cloth face covering to achieve a high level of transmission reduction. When students are unable to physically social distance, face coverings become much more important. FFC8 will require face coverings to be worn by students, K-12; however, scheduled breaks from face coverings will be provided for students when in classrooms.

Student Expectations:

- **Wear face covering:**
 - When riding the school bus
 - When entering and leaving the building
 - When speaking or when doing group work in the classroom
 - When in the cafeteria serving and cashier lines
- Students are provided one cloth face covering
- Face shields are provided as needed

Staff Expectations:

- **Wear face covering:**
 - When in the hallway with students
 - When in common spaces such as the office, lunch room, or work area
 - When in a colleague's work space
 - When within 6 feet of others
 - When in the classroom, as appropriate
 - When riding the school bus
- Staff are provided one cloth face covering
- Face shields are provided as needed



HAND WASHING/HAND SANITIZING

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, students will use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Five steps to effective hand washing:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or an automatic hand dryer.

Student Expectations:

- **Wash/Sanitize hands:**
 - Upon entering the classroom
 - After using the restroom
 - When returning from the playground or common areas
 - Before and after eating
 - After blowing nose or coughing
 - Before and after using the water fountain
 - Before and after using community supplies

Staff Expectations:

- Create hand washing/sanitizing opportunities for students multiple times a day
- Monitor hand washing as students are learning how to effectively wash/sanitize hands
- Utilize school nurse to provide hand washing training to students
- **Wash/Sanitize hands:**
 - Upon arrival to work area
 - Before and after eating
 - After using the restroom
 - When returning from common areas
 - Before using copier or shared printers



SOCIAL DISTANCING

Colorado Department of Public Health and Environment states that maintaining social distancing helps limit the spread of COVID-19. Schools will practice social distancing to the extent possible throughout the school day and will intentionally increase physical space between individuals. Students and staff should respect social distancing for as much of the day as possible, including individual learning spaces.

Student Expectations:

- Maintain 6 feet between self and others while in hallways and common areas such as the cafeteria, restrooms, library, gym, etc.
- Stay in assigned seat while in the classroom and on the bus
- Remain in assigned groups to minimize contact with others

Staff Expectations:

- Maintain 6 feet between self and others while in hallways and common areas such as the workroom, lounge, front office, etc.
- Keep students in cohorts to minimize contact with other students
- Identify seating assignments for students



HYDRATION

Providing access to drinking water is important to increase students' overall water consumption and maintain hydration. Adequate hydration is important to maintain overall health and to improve cognitive function in children and adolescents. To support hydration at school, families are encouraged to send students to school with a personal water bottle. FFC8 has increased access to drinking water by installing additional water bottle filling stations in every school.

Student Expectations:

- Name must be on the water bottle (written on a label or the bottle)
- Arrive at school with a filled water bottle
- If water bottle is empty fill bottle after morning hand washing routine in designated area
- Refill bottle during designated time
- If using a water fountain, follow water fountain procedures
- Do NOT share water bottle with other students
- Do NOT fill other student water bottles
- Take water bottle home at the end of each day for cleaning

Staff Expectations:

- Ensure that students have access to water
- Support students who don't have a filled water bottle after the morning hand washing routine
- Have students refill their water bottle during designated time or as needed (classroom sink or water fountain)
- If using a water fountain, ensure the students follow water fountain procedures and have clean hands prior to touching the fountain/sink
- Ensure students only drink from own water bottle (no sharing)
- Ensure students only fill own water bottle
- Ensure students take their water bottle home to be cleaned
- Have disposable cups available in classrooms as a backup to no water bottle

WATER FOUNTAIN USE

As FFC8 has added water bottle fillers across the district, some water fountains have been removed or will be out of service. Remaining water fountains should only be used for filling water bottles or cups.

Student/Staff Expectations:

- Wash hands with soap and water or use hand sanitizer before and after filling
- Use water bottle filler when available
- Use a water bottle or cup when possible
- Do not place mouth on the spout of the fountain or allow water bottle or cup to contact the spout when filling





CLASSROOM SANITIZING / DISINFECTING

PRESCHOOL

Student Expectations:

- Wash hands often
- Do not share personal supplies

Staff Expectations:

- Remove soft toys, dress-up clothing, sensory tables and water play
- Limit sharing of classroom materials
- Disinfectant/Sanitizing spray must have sufficient time to dissipate on furniture and toys between AM/PM classes

ELEMENTARY

Student Expectations:

- Wash hands often
- Do not share personal supplies
- Pick up all large items from floors prior to leaving

Staff Expectations:

- Classroom doors propped open but locked at all times
- Limit sharing of classroom materials
- Spray disinfectant on all desks and chairs at end of day
- Ensure trash is in waste containers at end of day

MIDDLE SCHOOL / HIGH SCHOOL

Student Expectations:

- Wash or sanitize hands often
- Do not share personal supplies; including laptops or other devices
- Pick up large items from floor prior to leaving classroom
- Assist with sanitizing desks and chairs at the end of each class period
- Sanitize lunch table and seat

Staff Expectations:

- Keep classroom doors propped open but locked at all times
- Limit sharing of classroom materials
- Ensure supplies are available for student sanitization needs
- Spray disinfectant on all desks and chairs at end of each class period
- Ensure trash is in waste containers at end of each day

CUSTODIAL STAFF EXPECTATIONS (ALL SCHOOLS)

- Disinfect “high touch” surfaces: door handles, push bars, light switches, handrails and restrooms at varying intervals throughout the day
- Complete cleaning and disinfecting of all restrooms nightly
- Ensure all classrooms have enough disinfecting spray/wipes available for the next day
- Keep room or area secure after it has been cleaned and disinfected for the night
- Remove trash daily, at a minimum

RESOURCES

- [Centers for Disease Control and Prevention \(CDC\) School Guidelines](#)
- [CDPHE Environmental Cleaning Guidance](#)
- [CDC- Self Checker](#)
- [Children's Hospital Colorado - Risk-based Approach to Reopening Schools Amid COVID-19](#)
- [El Paso County Public Health COVID-19 School Guidance](#)
- [Colorado High School Activities Association](#)
- [Colorado Department of Education Reopening Guide](#)





**FOUNTAIN-FORT CARSON
SCHOOL DISTRICT 8**