

UPDATED 9-10-2021 (COVID Testing section)
COVID Protocols Operations Guide for Families
Effective September 10, 2021

Working Document - Subject to updating as circumstances change

COVID Related Operations	
Masks	<ul style="list-style-type: none"> ● Masks are required for all students and staff regardless of vaccination status per Jefferson County Public Health PHO issued 8-16-21 effective 8-17-21. ● Masks are required for any visitors or volunteers while in our district buildings. ● Masks are required on all Jeffco school buses - to and from school and on all field trips. Masking on public transportation is a Federal requirement, including school buses. Please see this federal order for more details. ● Requests for mask exemptions (medical/disability) will be submitted by families through this Google Form. Please log into a Google account to complete the form (families can login to their student's Jeffco Google account using the student ID login if the parent/guardian does not have a Google account). <ul style="list-style-type: none"> ○ Medical/disability exemptions will be requested through the Google Form and require a statement provided on an appropriate health care professional's letterhead/form and include the following: <ul style="list-style-type: none"> ■ Printed name, license number, address, phone number, and signature of a medical provider ■ Identification of the medical, mental health, or other condition/disability that prevents the student from wearing a mask, and any alternative to a mask if necessary ■ Parent/Guardian will be asked to upload (pdf, doc, image) this statement when completing the exemption Google Form ○ If a family has trouble using the Google Form or prefers completing a paper form, they will visit their school office and hand-deliver the medical exemption following the appropriate district process.
Quarantines	<ul style="list-style-type: none"> ● Quarantines are anticipated to be reduced since all students and staff will be masked while indoors. Quarantines will NOT be issued by JCPH IF close contacts to positive individuals are either masked or vaccinated. ● Even though CDPHE School Guidance states school districts do not need to quarantine on an individual case scenario in a "normal" classroom environment, JCPH has indicated that they will not follow this guidance and will

impose broader quarantines under independent legal authority.¹

- **Direct quarantines will NOT be issued from schools this year. No quarantine letters will be issued from schools.** JCPH will make quarantine decisions and notify families of any COVID quarantine requirements.
- In the event of a positive COVID case at school, schools will issue a template letter notifying parents that a positive individual was in their student’s class. This letter is a courtesy to parents. JCPH will notify the families (most likely via email) IF they are required to quarantine. In the meantime, healthy students without symptoms are welcome to come to school.
- **Students may attend school unless JCPH contacts them and requires them to quarantine.** JCPH will contact the families of those who need to be quarantined based on contact tracing provided by school admin teams. Details of this operation:
 - School admin team and school nurse will collaborate together and complete the contact tracing and look over any seating charts, if applicable, to determine who was a close contact of the positive individual.
 - Close contact is defined as:
 - Within 3 feet of the positive individual’s communicable time period for 15 minutes or longer within a 24 hour period. Communicable time period is defined as the contagious time period which is the first day of symptoms plus 48 hours prior for a symptomatic individual OR the day of testing for an asymptomatic individual plus 48 hours prior.
 - Students who are masked or who are vaccinated are NOT considered close contacts and will NOT be considered for quarantine by JCPH.
 - Jeffco Public Schools is required by law to submit student contact information to JCPH for exposure to any communicable disease in a school setting - per [C.R.S 6 CCR 1009-1 Reg #2](#)
 - School Nurses will fill out a form for each individual who is determined to be a close contact with the positive individual. Close contacts are individuals who are exposed to a positive case for a cumulative 15 minute period over 24 hours who are unmasked and unvaccinated. Again, individuals who are vaccinated or wearing a mask at the time of exposure are not considered close contacts and will not be included in the google form that is sent to JCPH. JCPH will follow-up with school nurses to notify those who were quarantined.
- All quarantined staff and students will quarantine for 10 days. They are eligible for shortened quarantine periods per JCPH:
 - Must complete 7 days and return to school and activities on day 8 IF:
 - COVID PCR or rapid antigen test is negative at day 5, 6 or 7 post exposure date AND symptom free
- For quarantined students, learning will continue from home. Access to technology platforms will be available to post assignments or make-up work may be picked up at the school by the parent. Work **must** be provided to the

¹ Both local and state public health have statutory, legal and regulatory authority to investigate and control disease transmission, including isolation of cases and quarantine of close contacts, closing public places and prohibiting gathering to control the spread of disease. Statutory citations include but are not limited to 25-1.5-102(1), 25-1-506(3)(b)(V), 25-1-122(2), 25-1.5-101(1)(a), (h), (k) and (l), C.R.S.. Regulatory authority includes, 6 CCR 1009-1, 6 CCR 1010-6 and 6 CCR 1010-7.

	<p>student as it is in the case of any prolonged absence from school.</p> <ul style="list-style-type: none"> ○ Quarantined students should be coded within Infinite Campus as an “excused absence,” code EXC on this list. ○ Cross reference policy (JH-R), students should have two days to make up work for each day absent. <ul style="list-style-type: none"> ■ Policy language: <i>“Makeup work should reflect class assignments missed during the absence, and a reasonable amount of time should be allowed for work completion. Time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work”</i> ● Reference: Criteria that JCPH will utilize for quarantines is based on CDPHE’s School Guidance document called <i>Who Needs to Quarantine</i>, located here.
COVID vaccines	<ul style="list-style-type: none"> ● Vaccines are currently not required for staff or students. The district supports and encourages the COVID vaccine for ages 12+. CDPHE anticipates the COVID vaccine for ages 5-11 to be available early October 2021. ● To view current COVID vaccine providers, please click here. ● We strongly encourage families to share student COVID vaccination status with school office staff, either by email or in person. Nurses will upload COVID vaccine information to Infinite Campus. Families may also email a copy of a student’s COVID vaccine card to DLCOVIDQuarantine@jeffco.k12.co.us. ● All Jeffco staff are required to report their vaccination status. <ul style="list-style-type: none"> ○ All Jeffco staff that are unvaccinated or have not reported their vaccination status will be subject to regular weekly testing, per the JCPH PHO, in order to continue actively in their assigned work role. ○ Sharing vaccination status is NOT a HIPAA violation - please refer to this article for a better understanding.
COVID testing	<ul style="list-style-type: none"> ● Testing is required weekly for all unvaccinated staff. ● Testing is required weekly for all unvaccinated students participating in athletics and extracurricular activities. ● The district’s testing program details, effective Sept. 7, 2021, can be found here. ● Testing is strongly recommended for anyone who is not COVID vaccinated and experiencing COVID-like symptoms - new onset of cough, fever, sore throat, chills, body aches, nausea and/or diarrhea. Please see all COVID testing sites in Colorado, located here.
COVID positive individual	<ul style="list-style-type: none"> ● When a parent or staff member reports a positive case of anyone in the school, fill out this Google form. Staff may fill out their own form. School staff (secretaries, admin, nurse, or health aide) should fill out the form for student positives. ● Continue to isolate - stay home and do not come back to school until fever free for 24 hours, AND other symptoms have improved, AND it has been at least 10 days from the time of exposure.

	<ul style="list-style-type: none"> Schools will issue a template letter, notifying parents that a positive individual was in their student’s class and that IF they are required to quarantine, JCPH will notify the families (most likely via email).
Outbreaks	<ul style="list-style-type: none"> All outbreak responses will be led by JCPH with consultation and support from CDPHE. When an outbreak is confirmed that affects multiple classrooms/individuals, JPS Health Services will work with JCPH to determine what additional mitigation strategies may be necessary (masking, contact tracing, quarantine of close contacts, weekly testing, and/or distancing). Shifting to remote learning or school closures will be rare and considered only in exceptional circumstances. CDPHE slides Outbreak definition - <ul style="list-style-type: none"> “Five or more cases of COVID-19, of which at least one case has had a positive molecular amplification test <u>or</u> antigen test, among students/teachers/staff from separate households with onset within 14 days in a single classroom/activity or other close contact in the school setting (including transportation to- from-school and affiliated events).” CDPHE Outbreak definition
If experiencing COVID-like symptoms	<ul style="list-style-type: none"> Stay home! We encourage families and staff to call their medical provider. If symptoms have not improved after 48 hours, please notify the school and the school nurse will follow up with you. CDPHE’s Return to Learn guidance is located here.
If experiencing COVID-like symptoms while at school	<ul style="list-style-type: none"> We will continue to support these students in our Medical Safe Rooms and send them home if presenting with COVID-like symptoms.
No symptom screening at school	<ul style="list-style-type: none"> Please self-screen at home prior to the school day using this tool. DO NOT come to school if you are experiencing any COVID-like symptoms: new onset of cough, fever, sore throat, chills, body aches, headaches, and/or nausea/vomiting/diarrhea. If you have questions regarding the need to test, please contact your medical provider.
Cleaning/Disinfecting	<ul style="list-style-type: none"> We will continue to clean and disinfect high touchpoints throughout the school buildings as often as possible. For all grade levels, no requirement to disinfect between classes and cohorts during the school day. Drinking fountains back to regular operation.
Hand hygiene	<ul style="list-style-type: none"> We will continue to encourage hand washing throughout the school day and provide scheduled time for this as much as possible.
School Operations	

Seating Charts	<ul style="list-style-type: none"> ● Seating charts are not required for all classrooms and all indoor activities because masks are required. ● All grades - lunches - Schools are encouraged to allow students to eat outside if supervision availability and weather permits. If indoor lunch is longer than 15 minutes and students are closer than 6 feet, please create a seating chart. No seating chart is needed if students eat lunch for less than 15 minutes or are 6 feet from each other. Again, if there is an opportunity to eat outside, that is best. In the event of a lunchroom exposure, nurses will need to work with principals on seating charts to determine who was within 6 feet. Nurses will then enter close contact information into the close contact form.
Cohorting	<ul style="list-style-type: none"> ● All grade levels - Schools and classes will not require students to remain in cohorts.
Distancing	<ul style="list-style-type: none"> ● All grade levels - No distancing requirements; however, if spacing in cafeterias, or at other activities where masks are not required, can be 6 feet apart, this will alleviate quarantines.
Passing Periods/Lockers	<ul style="list-style-type: none"> ● Resume to pre-pandemic. No one-way hallways. Lockers are usable.
Ventilation/Air Filters	<ul style="list-style-type: none"> ● COVID Response - Indoor Air Quality from Facilities 2021-22 school year update: <ul style="list-style-type: none"> ○ Continue using 100% fresh air to ventilate when outside air temps are pleasant. ○ Continue increased fresh air ratios when outside air must be conditioned. ○ Continue to run fans before and after school to flush our buildings. ○ Continue using the more efficient air filters. ○ Continue to sample CO2 levels in classrooms across the district. ○ Continue to monitor new technologies and guidelines for Indoor Air Quality. ○ Explore possible installation of Ultraviolet Air Disinfection equipment inside of HVAC equipment across the district and/or other HVAC upgrades to support healthy learning environments.
Visitors	<ul style="list-style-type: none"> ● Visitors (family and/or community members) will be welcomed to our schools and district facilities. Visitors should engage in self-screening at home before entering a Jeffco Public Schools building, and follow health protocols. ● All visitors are required to wear a mask while indoors. Visitors are not required to wear masks outdoors. Visitors must also adhere to school and building entry protocols (i.e., signing in/out, wearing a nametag, etc.)
Volunteers	<ul style="list-style-type: none"> ● Jeffco Public Schools will welcome volunteers in our schools and district facilities. Volunteers should engage in self-screening at home before entering a Jeffco Public Schools building, and follow any health protocols in place. ● All volunteers are required to wear a mask while indoors. Volunteers are not required to wear masks outdoors. Volunteers must also complete any required volunteer training provided by a school, and adhere to school and building entry protocols (i.e., signing in/out, wearing a nametag, etc.)

Food Services	<ul style="list-style-type: none"> ● Continue to provide free breakfasts and lunches for all students because of additional federal funding for school year 2021-22.
Field Trips	<ul style="list-style-type: none"> ● Will resume. If field trips are outside, masks are not required. Masks required on buses. ● Overnight student field trips may resume with 4 students/room. Masks required on buses or public transportation.
Athletics/Activities	<ul style="list-style-type: none"> ● CHSAA sanctioned athletics & activities will revert back to the traditional Fall, Winter, & Spring seasons for the 2021-2022 school year. ● Students, coaches, and sponsors are NOT required to wear a mask while participating in athletics/activities <u>outdoors</u>. ● Masks are REQUIRED for all students, coaches, and sponsors while <u>indoors</u>, regardless of vaccination status. ● All spectators watching games indoors will be required to wear masks. This is in alignment with the PHO issued by JCPH. This includes <u>student</u> spectators to our indoor athletic and activity events. ● All spectators watching games outdoors are NOT required to wear masks. ● Students who wish to participate in CHSAA sanctioned athletics and activities are required to be fully vaccinated or produce negative Covid-19 test results weekly. This JCPH requirement also applies to all coaches and activities sponsors. More information around process, resources, etc. will be shared with school leaders as soon as it is available. Weekly testing is set to begin on September 7th per the most recent JCPH Public Health Order. ● All coaches and sponsors, as part of our staff, are required to report their vaccination status. Volunteers for athletics/activities programs need to provide the Athletics or Activities Director at their school with a copy of the vaccination card. ● If a Student-Athlete has tested positive for Covid-19, he/she must complete the return-to-play protocol with their school's athletic trainer. Beginning the return-to-play process as soon as possible will reduce the amount of time the Student-Athlete is away from his/her team. Check with the school Athletic Director if you have questions. ● Athletic and activity overnight travel returns to normal. Masks are required on buses. Resume 4 students to a room. Coaches and sponsors will ensure that student-athletes and activity participants symptom screen before any overnight travel and not attend if exhibiting symptoms. ● All students are subject to quarantine if they are a close contact of a positive individual and they are <u>unvaccinated</u> and <u>not wearing a mask</u>.
Outdoor Lab (OELS)	<ul style="list-style-type: none"> ● Will resume to pre-COVID with safety measures in place given the residential nature of Outdoor Lab. ● Because of the residential nature of OELS, unvaccinated 6th-grade students and staff are required to COVID test 24 hours prior to traveling to OELS. Testing will take place on each school site on either Monday for 5-day week options and Tuesday morning for all schools with 4-day week options. <ul style="list-style-type: none"> ○ 4-day week testing takes place starting at 7am on Tuesdays on-site with departure scheduled the same

	<ul style="list-style-type: none"> day at 9am. ○ 5-day week testing will take place on Monday on-site with departure to OELS on Tuesday morning. ○ COVID warehouse will deliver BinaxNow tests to all schools with 6th grades attending OELS for the fall semester. Schools will distribute the at-home BinaxNow tests to students on the Friday before OELS. We will also accept PCR tests or other antigen rapid test results. ○ Once 6th graders are 12 and vaccine eligible, OR once the vaccine is available for 11 and under and 6th graders are vaccinated, then a vaccination can be sufficient and a negative test will not be required. ● OELS high school leaders and interns - if unvaccinated, will also require a negative COVID test 24 hours prior to departure. ● Masks are required on all Jeffco school buses - to and from school and on all field trips. Masking on public transportation is a Federal requirement, including school buses. Please see this federal order for more details. ● Masks are required for all indoor activities up until students are in bed ready to go to sleep.
Before/After School Activities & SAE	<ul style="list-style-type: none"> ● Before-/after-school programs and activities may resume pre-pandemic scheduling. Masks are required for all students and staff. Jeffco School Age Enrichment (SAE) will continue to serve elementary students for before- and after-school child care this year. Program information can be found here.
Large scale student events/ assemblies	<ul style="list-style-type: none"> ● Schools are strongly encouraged to host large-scale student events and assemblies outdoors. ● If an assembly or large-scale student event is held indoors, all attendees must wear masks during the events.
Parent/Teacher Conferences/Back to School Nights, etc.	<ul style="list-style-type: none"> ● In-person conferences are allowed, but virtual options may be provided as needed. ● Parents should engage in home health screening before entering a Jeffco Public Schools building. ● Masks required for parents/legal guardians - all visitors attending conferences or school events. ● Parents must adhere to school and building entry protocols like signing in/out, wearing a nametag, etc.
Music Guidance	<ul style="list-style-type: none"> ● August 2021 Music Considerations
IT Considerations	
Internet Access	<ul style="list-style-type: none"> ● The Jeffco Schools Foundation still has capacity to support families needing at-home internet. Families must be eligible for the Comcast Internet Essentials program and should work with their school to get a code to apply. ● The district will provide hotspots to schools, as well, to distribute for students to use for short-term emergency needs.
External Support Options	<ul style="list-style-type: none"> ● Families can access the new external JeffcoHelp support portal for technical support.

References/ Resources/Documents - Quick search	
	<ul style="list-style-type: none"> ● August 17th JCPH PHO 21-002 ● CDPHE School Guidance ● JCPH School Guidance ● JCPH COVID Case Data and Demographics ● Jefferson County Board of Health ● Who Needs to Quarantine - CDPHE ● Return-to-Learn Guidance - CDPHE ● Home Health Screening Tool ● Fall 2021 COVID Positive Case Communication letter template ● Medical/Disability-Related Mask Exemption ● Nurses - Close Contact Google Form form for JCPH ● Positive individual google form for both, students and staff. Anyone can fill this out. ● COVID Disciplinary Guidelines ● Consequences for COVID related behaviors ● Upholding new expectations of COVID ● RP responses for bullying/mean moments. That also may be helpful for situations where students are getting bullied for wearing their masks where they are not required to.