This COVID Safety Handbook supplements Colorado Academy’s All-School Student/Parent Handbook for 2020-2021. The All-School Handbook is posted on the CA website and may be updated throughout the year. Any guidelines contained herein supersede the All-School Handbook to accommodate rapidly changing conditions due to the COVID-19 pandemic. Additionally, please monitor your CA communications carefully, as additional changes or guidance will be shared by the school.

The 2020-2021 School Year

The health and wellness of students, faculty, staff, and parents are among our top priorities; we are all dependent upon one another to create and sustain a healthy community. Schools and families, along with local health departments, play an important role in slowing the spread of COVID-19 and in protecting vulnerable students and staff. Together, we are all working to help ensure that students have a safe and healthy learning environment. Colorado Academy’s reopening 2020-2021 plan is framed by public health guidelines and the State of Colorado’s reopening phases. Our plan and this handbook draw upon the best and most currently available science and public health guidance and the expertise of educators and health practitioners. Please note that these are updated frequently and changed according to current conditions and updated research.

Our goal is to support in-person learning as much as possible and in as safe and healthy a way as possible, and as such, many of the protocols outlined in this guide are designed to limit the virus from entering our campus. They also are designed to limit the transmission and mitigate the impact of the virus once it is on campus. Additional protocols apply to times when we are all unable to be on campus in person, but learning continues remotely or in CA Flex, our hybrid mix of remote and on-campus learning. Our ability to quickly adjust to changing conditions, along with the ability of families to do the same, will help reduce learning disruptions.

Beyond that, we pledge, on behalf of the faculty and staff, to execute our plan with the commitment that we would all expect with your child’s and our colleagues’ safety, health, welfare, and learning in the balance.

Warm regards,

Mike Davis, PhD
Head of School

Updated August 7, 2020
Readying Colorado Academy to have students on campus has been a key part of preparing for every student, faculty, and staff member at Colorado Academy. To ready our physical space, we have:

- Outfitted classrooms and school buses with hand-sanitizing materials.
- Added hand-sanitizing stations in strategic, well-trafficked, convenient positions in all buildings and buses.
- Deactivated all drinking fountains, while still providing stations for refilling personal water bottles.
- Increased the thoroughness and frequency of the cleaning/disinfecting routine every day after school, including the addition of personnel.
- Increased ventilation and added bipolar ionization to CA’s main academic buildings.
- Encouraged teachers to establish a regular routine of disinfecting each classroom, as well as cleaning supplies and laboratory equipment, and provided each teacher with materials to disinfect surfaces in classrooms.
- Created and strategically placed signage throughout the campus that reinforces social distancing, hand hygiene, and other key elements of our plan.
- Established training programs for all tutors, substitutes, and community coaches on COVID-19-related protocols while on campus.
- Replaced tables in some classrooms with desks to allow for more distanced seating.
- Created additional outdoor learning spaces where possible.
- Enhanced wi-fi capability to reach additional outdoor spaces.
- Created a plan for lunch to be delivered from the Dining Hall to students to maintain the highest level of cleanliness for our food service operation.
- Created new protocols for prospective families, visitors, college representatives, and vendors.
- Created new protocols for use of high-traffic areas including libraries.

Colorado’s Response

Colorado Academy’s plans are designed to work in concert with the State of Colorado Response Phases & Public Health Orders:

- **Stay at Home**: Everyone is required to stay at home, except for grocery shopping, exercise, and necessary activities. Only critical businesses can open.

- **Safer at Home**: While we are all still safer at home, we are also able to practice greater social distancing outdoors than in confined indoor spaces. Many businesses are open with restrictions to prevent the spread of COVID-19 and protect those at highest risk for severe illness.

- **Protect Our Neighbors** is the least restrictive phase, and it requires that communities must qualify by meeting scientifically established thresholds to:
  - Lower disease transmission levels;
  - Treat patients and handle the surge in need for intensive hospital care;
  - Conduct testing and effective case investigation, contact tracing, and outbreak response.

Our community should be prepared for state and local public health orders to be extended, amended, or changed as needed to protect public health. This means we may move between the different levels on short notice during this pandemic. In all efforts, we must underscore for parents that our work is aimed at mitigating transmission and minimizing risk, not eliminating it altogether.
Regardless of the mode of instruction, we are prepared to teach and have based our planning on three different scenarios. The scenario in which we will operate is dependent upon current conditions, public health guidance, and government mandates.

Campus Learning
This is learning that takes place on campus, whether a student is in the classroom or in another space on campus participating via Zoom.

CA Flex
This refers to the split/hybrid schedule that has students divided into two groups, with one group participating from home, and the other group on campus. The two groups would alternate days, one day on campus and one day at home, reversing order the following week. This scenario was created to reduce density and allow for greater social distancing.

Remote Learning
This scenario has everyone learning from home via Zoom, with no on-campus component.
Health and Safety

We have established safety protocols that include health screenings, social distancing, and the required wearing of face coverings. All members of our community are expected to abide by these protocols to support our collective safety.

Daily Health Screening

Parents: Please complete this short check each morning via SchoolPass and submit your child's information to Colorado Academy in the morning before your child leaves for school or gets on a CA school bus. These results will be reported via the SchoolPass app. Health Screenings for Pre-K students must be completed through Bright Wheel. Those without complete health checks will be asked to refrain from entering campus until checks are complete. While temperature and symptom checks don’t provide 100% assurance that an individual is not infected with COVID-19, these health checks do allow for any individual presenting with symptoms to be isolated and directed to testing. CA is required to report confirmed COVID-19 cases to Jefferson County Public Health within four hours of a positive test for detailed follow up and contact tracing.

- Parents should work to complete all health-related paperwork through the Magnus platform as early as possible and in compliance with school deadlines.
- Parents should ensure that children’s vaccinations are up to date.
- Parents should have a conversation with their child’s pediatrician regarding flu shots. The influenza vaccine is strongly recommended by health experts for children and adults in anticipation of additional COVID-19 illnesses during the coming months.
- Parents should consider the purchase of a thermometer so that daily health screenings can quickly and easily be completed at home prior to boarding the school bus or coming to school.
- Students and staff should not come to school if they have any symptoms related to coronavirus. Persons who develop symptoms while on campus will be isolated and should leave campus as soon as possible to go home or seek medical care.
- Students who show signs of illness or have a fever will be supervised in a space well removed from the rest of the school community before going home from school. A member of school leadership, the nurse, health assistant, or a teacher will contact parents to arrange for immediate pick-up of the sick child.

School employees may conduct random temperature checks of students for verification of submitted screenings. Students who are symptomatic will be sent home immediately. Repeated detection of falsified screenings may result in the student being enrolled in remote learning for the remainder of the trimester, or dismissal from the school.

People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to SARS-CoV-2. Symptoms can include:

- Fever or Chills
- Cough
- Fatigue
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms, and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms.

CA’s Health Screening will ask the following questions and must be completed each day.
SECTION 1: Symptoms

The following symptoms indicate that your child may have a possible illness that…

may decrease the student’s ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- **New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Traveled to an area where the local or state health department is reporting large numbers of COVID-19 cases

For your child’s health and safety, Colorado Academy is enhancing its onsite health staffing as part of its response to COVID-19. In addition, to provide for greater isolation of possible cases, CA is relocating its Health Office to the “After Care” Building across the North Road from the Lower School. If parents are contacted to pick up a sick child, please report to the After Care Building.

When a child gets sick at school

Students who show signs of illness, have a fever, or develop symptoms of infectious illness while at school will be isolated from other students and staff. They will be supervised in a space well removed from the rest of the school community before going home from school. A member of school leadership, the nurse, health assistant, or a teacher will contact parents to arrange for immediate pick-up of the sick child. Students and employees who are ill should follow the public health guidelines for returning.

Upon confirmation of a case, the school will implement “close and clean” measures, including:

- A suspected or known case of the virus in the school community (someone who was physically present on school grounds has the virus); and
- A suspected or known case in the household of a community member (e.g., a student’s sibling).

In these instances, the school or an area of the school will close to permit a 24-hour cleaning window that will include a disinfection by the school’s janitorial staff in accordance with CDC guidance. Unless a larger outbreak necessitates city or statewide closures, the Jefferson County Public Health Department is CA’s health partner for determining closures and for completing contact tracing. CA is obligated to report to Jefferson County Public Health the names of any students with confirmed cases. Based on health department guidelines, CA can report to students and families the occurrence of a known exposure. CA will not disclose the names of any individual students or families or faculty and staff with a suspected or confirmed case of COVID-19 to the school community.
Handwashing & Hygiene

Hand hygiene, handwashing, and hand sanitizing will be required for students and adults throughout the school day. In accordance with state guidelines, students and adults will be required to practice hand hygiene when they arrive at school, before eating, before putting on and taking off masks, and before dismissal. Handwashing and hand sanitizing will be emphasized throughout the day for each grade. To avoid crowding in bathrooms and locker rooms, capacities will be limited.

Air Circulation and Ventilation

CA recognizes the importance of ventilation and air cleaning to create safe environments that will reduce risk with an airborne virus. CA has upgraded air filters to the recommended MERV13 standard. Air exchanges will take place at double our normal rate—now eight air changes per hour in our campus buildings. In addition to daytime exchanges, we will also use nighttime hours to complete a “flush” of the system, where outside air dampers remain open to their maximum and purge as much existing air as possible. CA has also added bipolar ionization equipment to the HVAC systems of each main academic building. When feasible, operable windows in buildings on campus will be opened. For safety reasons, all exterior doors will be closed.

Cleaning Practices

CA is adding daytime cleaning with two additional staff members. All high-touch surfaces will be cleaned multiple times per day on a regular schedule. Special attention will be given to classroom surfaces, bathrooms, door handles, shared objects, and high-traffic areas.

Disinfecting supplies will be available for use in each classroom. Where disinfectants are used, products are from the U.S. Environmental Protection Agency approved list of disinfectants to use against COVID-19. The school also is installing clear plexiglass shields in areas where there is frequent face-to-face interaction (front desks, librarians’ desks, business office, division offices, etc.). Water fountains will not be in use this year, but touchless water bottle filling stations are accessible and will be regularly disinfected. Students are encouraged to bring personal water bottles to campus in an effort to promote hydration, encourage sustainable practices, and limit the spread of germs. There will be thorough cleaning at the end of each school day in CA campus buildings and on CA buses.

Signage

Physical and digital signage is placed throughout the campus to provide reminders about safe hygiene practices. Floor markers for proper physical distancing create a healthier campus community for all.

Expectations Around Use of Materials

- Shared materials will be avoided OR will be cleaned between change of users.
- All school toys or supplies are cleaned regularly. Students cannot bring personal toys or other items to school.
- Lower School students will have materials “kits” that will be supplied by CA, one for school and one at home, to prevent sharing of materials.
Health and Safety

- All soft toys and pillows/cushions/blankets will be removed from classrooms. In Pre-K, napping cots will replace mats for easier cleaning.
- Working in accordance with guidance from the Institute of Museum and Library Services, CA will implement the following guidelines for use of books and other materials in CA libraries:
- Lower School students will be able to browse libraries individually or in very small physically distanced groups and check out books normally.
- To minimize larger groups in the library spaces, we will encourage students in Grades Five through Twelve to place holds on books through our online catalog system. Librarians will deliver the books to students or provide a way for students to pick up materials. In addition, Raether Librarians will host frequent outdoor pop-up libraries around campus for Middle and Upper School book checkout.
- When books are returned to our libraries, books will be quarantined for three days, then cleaned, then re-shelved for future checkout.

Face Coverings

All students and adults are required to wear face coverings. Mask breaks within an appropriate setting and distance will be built into the daily schedule with frequency based on age/grade level. CA will provide each student and adult with two washable face coverings. Students and adults should wear these, or their own, face coverings to school every day. Disposable masks will be available as needed. Mask break rules and schedules will be available after state guidance is released later this summer and before school opens. Medical exceptions and alternatives to face covering will be made on a case-by-case basis and in consultation with the student’s or adult’s treating physician, the campus nurse, and/or human resources. Students will maintain at least a 6-foot distance when not wearing masks for mask breaks or for activities such as eating lunch.

Buffers or neck gaiters are not an acceptable substitute for a mask, except for athletic practices or games. Student-athletes must wear a buff around their neck and pull the buff up over the nose and mouth when in a less-than-six-foot distance from others, while having conversation, or while entering buildings. Buffs do not need to be worn during strenuous exercise.

The wearing of masks, while inconvenient and uncomfortable, dramatically reduces the chances of a “high-risk exposure” as defined by the Centers for Disease Control in its 6-15-48 rule. High-risk exposure is defined as anyone who has been less than six feet apart for upwards of 15 minutes with someone with a COVID-19 diagnosis, including up to 48 hours prior to symptoms presenting themselves. Where feasible, student desks will be stationed six feet apart in every classroom, but invariably over the course of a period, a day, a month, or a trimester, students will unknowingly or unintentionally violate the six-foot standard. Simply put, mask wearing increases the likelihood of continuously operating our on-campus schooling option.

- Mask wearing in all classrooms by all students also better protects teachers from contracting the virus.
- Clear face coverings will be provided for teachers and staff who regularly interact with students who are deaf or hard of hearing, students learning to read, those learning other languages, and those who rely on lip reading as a part of learning.
- Students should not wear cloth face coverings if the coverings are wet. A wet face covering may make it difficult to breathe.
- Students should never share or swap cloth face coverings.
- Students’ cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students’ face coverings may also be labeled to indicate top/bottom and front/back.
Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Disposable masks should be removed and placed in bio-hazard waste containers in each classroom.

Students should bring two of their own clean masks to school every day labeled with their name. CA will have masks available for those who need them. Please instruct your child on proper removal and disposal of face masks. (Please see guidance below.) Additionally, we recommend a more breathable buff or athletic mask for P.E. and sports.

We anticipate that wearing masks is going to be difficult for some students. CA is working to make guidelines as flexible as possible and will be allowing students to take mask breaks outdoors when kids are safely physically distanced. Masks are recommended for Pre-K and K students; however, no mask should be worn when a child is napping. Please contact your divisional principal or counselor if you have specific questions or concerns about your child’s ability to wear a mask for the majority of the school day.

**Masks Should:**

- Be clean and in good repair
- Fit snugly, but comfortably against the sides of the face and cover the wearer’s mouth and nose
- Allow for breathing without restriction
- Be able to be laundered and machine dried
- Be laundered on a daily basis

**Masks Should Not:**

- Have anything hanging off the facial covering that would create a choking hazard
- Have holes or tears
- Be shared with others
- Make references to illegal substances, discriminatory, offensive, or profane language, or carry political statements or slogans that would create an uncomfortable or unsafe learning environment for others.

The school acknowledges that choice of clothing is deeply personal and a means of self-expression. As a school, we value the voices and choices of individuals, and these are always in balance with the good of the community. We are a school community that includes Pre-K-Grade Twelve students, as well as adult staff, faculty, and visitors. Any items of apparel, including masks, should reflect our respect for our school community. Division principals and the Head of School will make final determinations on unacceptable wear.

**Masks and P.E./Athletics**

Colorado Academy will follow the protocols outlined by the Centers for Disease Control (CDC), the Colorado High School Activities Association (CHSAA), the National Federation of State High School Associations (NFHS), and the Sports Medicine Advisory Committee (SMAC).

We recommend that cloth face coverings designed for athletic use (such as buffs or breathable athletic masks) be worn by students during practices and games when not engaging in vigorous activity. Exceptions are swimming, distance running, or other high-intensity aerobic activity. Cloth face coverings may continue to be used in activities such as sitting on the bench during contests, in the locker room, and in the athletic training room. Plastic shields covering the entire face (or attached to a helmet) shall not be allowed during contests. Their use during practices increases the risk of unintended injury to the person wearing the shield or teammates.
Health and Safety

Social Distancing

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people. COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Students and adults will maintain physical distancing in and out of the classrooms in accordance with state guidance. Movement on campus will be managed through both the use of staggered timing and direction. Staggered timing will be used during drop-off, pick-up, movement between classes, and in scheduling transitions to and from outdoor spaces. Directional hallways also will be used to decrease contact and promote distancing. Classroom configurations have been designed to adhere to guidance on distance. Larger spaces such as common areas or community rooms have been redesigned for distanced teaching spaces.

Students, faculty, and staff are asked to practice social distancing by staying at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

Campus Visitors & Security

Parents are encouraged to limit visits as much as possible in order to minimize interaction. We ask that parents not enter school buildings. If parents need to be on campus, they are required to wear a mask and follow social-distancing procedures at all times. We will be deliberate in our efforts to limit visitor traffic while students are on campus, but the campus will remain open for essential activity. Two security officers will be on campus each school day. Security officers will not be required to wear masks while patrolling the campus solo, but will wear masks when interacting with students, families, employees, and campus visitors.

Food Service/Dining Hall

In order to abide by social distancing rules and to maintain the highest level of cleanliness in the Food Service/Dining Hall area, students will be delivered sack lunches and will eat in their classroom or outdoors.

- Sack Lunches will be produced in the Campus Center Dining Room. Lunches will be organized by classroom and delivered to the Lower School in a designated drop-off location.
- Middle School and Upper School advisories will send students to pick up lunches in the front of the Campus Center by advisory.

When CA is able to open the Dining Hall, students will be served by division and grade. Dining Hall staff will work to simplify and expedite service in order to eliminate lingering and will help maintain social distancing.

- There will be no self-serve items; the salad bar will be closed, and the Dining Hall will instead feature two pre-made salads each day.
- The Deli station will serve pre-made sandwiches.
- Beverage machines will be closed.
- Each student is advised to bring their own refillable water bottle.
- Seating in the Dining Hall is to be determined.
- Each student will be handed a tray with utensils.
- Traffic in the servery will flow in one direction in a single file line, moving from east to west.
- Directional signage on the floor will remind diners of maintaining social distance.
- The menu is posted for everyone to see upon entering and is also available on the Bite App or on the CA website. Students are advised to make food decisions prior to entering the servery area.
Snacks

- Lower School students will be served only pre-packaged snacks or washed fresh fruit. Teachers will pick up snacks each day and distribute to the students; snacks will be eaten in classrooms.
- Middle School students should consult the appropriate snack list and bring a snack should they like to each day. There will be no shared snacks.
- CA-to-Go, which has been a major source of snack foods during the day and after school for many students, will be closed. Upper and Middle School students will be allowed to bring snacks from home and/or eat snacks within their advisory groups during the day.

Additional Food Service

- CA will continue to work with students and families with allergies and other special dietary needs.
- Students are asked not to bring lunch from home to help protect students with severe allergies.
- During the pandemic, CA requests that parents not make any kind of lunch, snack, or birthday/special occasion food deliveries to the school.

Counseling Services

CA places a very high value on the social and emotional wellness of every member of our community. Successfully re-engaging our students, supporting our faculty and staff, fostering a sense of community, and creating a solid foundation for learning all depend on concerted attention to social and emotional wellness. To this end, CA is adding additional counseling staff and is providing additional resources for students and families.

These guidelines are subject to frequent updates and revisions. Please monitor your email communications and CA’s website for more information.
The following safety and wellness protocols will be in place for the 2020-2021 school year.

**School Arrival – Lower School**

- Students arrive between 7:50 a.m. - 8:10 a.m.; arrival after 8:10 a.m. is recorded as tardy.
- Students report to the homeroom classroom through the exterior classroom door in Grades K-5.
- Pre-K parents will walk students to the sidewalk for drop-off with a Pre-K faculty member for the Casita and Cottage. A Pre-K teacher will greet a student at the classroom door, and a teacher will be inside the classroom to assist students with checking into their cubby.
- As students enter the classroom, they will use hand sanitizer.
- Students will wear a mask as they enter the school and have a second mask as a backup.
- Parents may not exit the vehicle to walk students to the classroom in Grades K-5.
- Lower School late arrival: Parents, please walk your child to the LS entrance. The student should walk into the LS office and check in with Ms. McKnight and then report to their classroom via the inside hallways.

**Lower School Dismissal: 3:30 p.m.**

- As students exit the classroom, they will use hand sanitizer.
- Bus students are dismissed from their classrooms, exiting through the interior classroom door. Students will remain on the right side of the hallway following travel patterns to the lobby exit. A bell will sound to designate 3:30 dismissal.
- Car riders, faculty children, and After Care participants are dismissed from their classrooms, exiting through the exterior classroom door. Car riders will travel to their pick-up zones (Grades K-2: Circle; Grades 3-5: North Road).
- Two Pre-K teachers will be staged on the sidewalk calling student names (using a walkie talkie) into the Casita or Cottage for student dismissal. A student will exit and a Pre-K teacher will assist the student into the appropriate car.
- Pre-K After Care students will be escorted to the Casita or Cottage at 3:40 p.m. (depending on the location).

**Lower School Hallway Travel**

- Hallway travel will be minimized as much as possible. Exterior doors will be utilized for entering and exiting the Lower School whenever possible.
- Hallway travel (when necessary) will be divided to “right side” travel.
- Students will travel in the hallway using social distancing practices (adhering to the CDC guidelines).

**Lower School Woody’s Pond Classroom**

- Enter and exit the classroom door.
- As students enter and exit the classroom, they will use hand sanitizer.

**Lower School Travel Between Classes**

- Students will be dismissed by their teacher using the closest exterior door.
- Students are expected to socially distance (adhering to the CDC guidelines) while outdoors.
- Students move to and enter the next class using the closest exterior door.
- Each student is responsible for arriving to class on time.
- As students enter and exit any classroom, they will use hand sanitizer.
Lower School Restroom Visitation

- Primary Wing Restroom:
  - **Boys:** A maximum of five students may be in the restroom at a time (2 = sink; 3 = stalls)
  - **Girls:** A maximum of 5 students may be in the restroom at a time (2 = sink; 3 = stalls)

- Intermediate Wing Restroom:
  - **Boys:** A maximum of five students may be in the restroom at a time (2 = sink; 3 = stalls)
  - **Girls:** A maximum of 4 students may be in the restroom at a time (2 = sink; 2 = stalls)

- A student will use a bathroom pass to visit the restroom. Two passes are available in each classroom.

- If a student sees that the bathroom is full, they should wait outside the bathroom, socially distanced from other students who are waiting.

Lower School Recess

- Students engage in recess activities using social distancing practices (adhering to the CDC guidelines).
- Students must wear a mask during recess play.
- Students may stay in a classroom only if faculty supervision is present.
- Recess equipment will be available if permitted by CDC guidelines, and equipment will be wiped down after use.
- Playground equipment will be available permitted by CDC guidelines.

Lower School Snack

- Pre-packaged snacks will be provided each day.
- Classroom teachers will visit the Snack Shack to gather snacks for the classroom.
- Students are not allowed in the Snack Shack.

Lower School Lunch

- Students receive their lunch in the homeroom classroom.
- Students eat in the classroom or in an outside area designated by the homeroom classroom teacher.

Lower School Lockers

- Students will receive a locker assignment.
- Students will arrive to the classroom with their backpack and belongings. Teachers will dismiss students to visit their locker at the beginning and ending of the day as well as any times within the school day.
- Students will practice social distancing (adhering to the CDC guidelines) while visiting their locker.
- Students will use hand sanitizer as they return from visiting their locker.

Lower School Town Meetings

- Town Meetings will be hosted via Zoom for the Lower School on specific dates.
- If group in-person gatherings are permitted, Town Meetings may be hosted by grade levels (typical size: 65).
Health and Safety

Additional Lower School Safety & Wellness Protocols

Lower School Lost and Found
- Students are encouraged to have their name in/on all belongings.
- Lost and Found items with names will be returned to students. Items without names will be collected for one week and then removed from the Lower School.

Lower School Faculty Duties and Responsibilities
- A faculty member will walk students to and from classrooms and to and from specialist classes.
- Faculty members monitor recess to support social distancing (adhering to the CDC guidelines).
- Faculty members will serve lunch to students in their classrooms or in designated outdoor areas.
- Specialist faculty members clean the desks, work areas, and any additional areas engaged by students with sanitizing wipes (wearing gloves) when a class exits.
Middle School Student Movement

Note: It is likely that these plans will be adjusted over time.

Middle School School Arrival – Middle School

- Students are encouraged to arrive at 7:50 a.m. or after. The building will be locked until then, and faculty will not be available to supervise students.
- When a student arrives at school, they should proceed to their first-hour class and enter using the OUTSIDE door. Once in the room, students should use the hand sanitizer and stay in that classroom socially distancing from other students appropriately until class starts.
- Students may also chat socially distanced on Wright Field until class begins. When it is time for class, these students should use the OUTSIDE door to the classroom, use hand sanitizer, and arrive ON TIME.
- All students should wear masks while on campus.
- For safety reasons, Middle School students will be prohibited from using the hallways before school or between classes.
- Late arriving students will be considered tardy and should enter the main door and check in at the Administrative Assistant’s office.

Middle School End of the Day Dismissal

Grade 6

- Sixth Graders will be dismissed from their 7th period at 3:30 p.m.
- Students should go directly to pick-up locations or the bus and maintain social distance.

Grades 7 and 8

- Students will be dismissed from sports and go to their pick-up locations.

Middle School Hallway Movement

For the most part, students will move between classes, etc. outdoors. When students need to be in the hallways, movement will be one direction with clear markings indicating which direction students should move. Students are expected to maintain social distance (six feet apart) while in the hallways.

Middle School Moving Between Classes

Fair Weather

- Students will move to and from classes by using the outdoor space, not the hallways. Students will be dismissed by their teacher using the door to the outdoors; on the way out, students are expected to use the hand sanitizing station.
- Each child is encouraged to bring a perfume-free hand lotion to be used after sanitizing and washing hands to prevent rash.
- Students are expected to socially distance while outdoors.
- Students move to and enter their next class using the outside door.
- Upon entering, each student uses the hand sanitizing station and takes their seat until class starts.

Additional Middle School Safety & Wellness Protocols

These guidelines are subject to frequent updates and revisions. Please monitor your email communications and CA’s website for more information.
Each student is responsible for arriving to class on time and maintaining 6-foot social distance while entering and exiting class, as well as while outdoors.

**Inclement Weather**
- Teachers will dismiss 1/3 of their students to move to their next class; after three minutes another 1/3 of students will be asked to move, and then after three minutes the final group of students will be allowed to make the class transition. Regular policies for hand sanitizing and social distancing apply.

**Library Classrooms**
- Students going upstairs to the design studio or the tech office should enter and exit using the south steps.
- Students going to the library classrooms or Mrs. Medina’s classroom should enter and exit through the east door.

**Restrooms**
- A maximum of three students may be in the bathroom at any one time (two students using a stall and one using the sink).
- If a student sees that the bathroom is full, they should wait outside the bathroom socially distanced from other students who are waiting.

**Break (morning, between classes, after lunch, or recess)**
- During break time, students must go outside to chat or play, weather permitting.
- Social distancing is expected at all times.
- Play equipment used will be regularly sanitized.

**Dismissal to Sports**
- Students will be dismissed from class to go to sports by their teacher.
- Students should maintain social distance on the walk to the gym.

**During the Day**
- Students must sanitize or wash their hands when they exit the classroom; this is at the end of the day, before and after going to recess, before going to P.E., after going to the restroom, or any other time they leave the classroom.
Middle School Lunch

**Fair Weather Lunch**
- Students will receive their sack lunch in their advisory.
- Students will eat outside in a designated area for each grade level supervised by a member of the advisory teaching team.
- Teachers will let the students know when it is time to recycle and begin break time.
- Students should sit 6 feet apart before removing their mask to eat. After eating, the mask should be put back on.
- Students may eat in the advisory only with teacher permission.

**Inclement Weather Lunch**
- Students will eat socially distanced in the advisory room.
- At least six-foot distances must be maintained while eating; after finishing, masks must be put back on.
- At 12:35 p.m. students will recycle and dispose of their trash and be released to have break time by their advisor.

**Middle School Backpacks, not Lockers**
- Students will carry necessary school materials in a backpack from class to class.
- The backpack should have only what is necessary for learning that particular day/week.
- Students should organize their backpack daily/weekly.
- Middle School lockers will not be issued this year for health safety reasons.

**Middle School Personal Sports equipment**
- Sports equipment should be dropped off at the gym BEFORE the school day begins.

**Middle School Town Meetings**
- Students will attend town meetings and other large school gatherings via Zoom from their advisory room.

**Middle School Study Hall**
- Students will go to their advisory classroom for study hall.
- Extra help sessions will be via Zoom with no student movement allowed.

**Middle School Mask Breaks**
- Mask breaks, when necessary, will be organized by advisors and classroom teachers. Students should wear masks on campus at all times.
Health and Safety

Additional Upper School Safety & Wellness Protocols

Upper School Arrival
Students should only use the main entrance when arriving to school. Any Upper School student arriving late should enter the main door and report to the Administrative Assistant’s desk.

Upper School Lockers
For safety reasons, students will not use their Upper School lockers or the cubbies in the building. Instead, students will carry necessary materials in their backpacks, and they will keep their packs with them at all times. Sports equipment should be taken to the gym at the beginning of each day before school starts or kept in the cars of students who drive to campus. There will simply not be space in the Upper School to house athletic equipment safely.

Upper School Study Hall
Ninth Graders will have assigned study hall times and rooms, as always. For Grades 10-12, there will be designated rooms for students to use during their free blocks. Seniors will be allowed to use their Senior lounge area. When we have designated Help Time in the building, there will also be assigned rooms.

Upper School Town Hall Meetings
Until public health guidance regarding large gatherings changes, Upper School Town Hall meetings will only be virtual when they occur; if on campus, students will watch Town Hall via Zoom in their advisories.

Upper School Clubs
Club meeting times are designated on the Upper School schedules. To start the year, these will be exclusively virtual meetings.

Upper School Lunch
If CA is holding school on campus, for the first two weeks students will receive special sack lunches prepared by Chef Paul and Chef Chris as part of our new safety-first procedure on campus. Initially, students will eat in advisory groups, either in a socially distanced setting outdoors, or in the US building, depending on the weather. Choices will expand as we get further into the school year, but we do hope students will enjoy the community building that will occur during these opening days. Eventually, we hope that students will have the opportunity to go to the Dining Hall for a hot meal with their grade-level peers on a rotating basis. To begin the year, there are no off-campus lunch privileges, but this could change as the school year progresses.

Upper School Field Trips
Field trips for the Upper School are currently suspended. We are working on a variety of virtual exchanges, including some with our global travel partners. In-person field trips may open up in 2021, depending on public health conditions.
P.E. and Athletics

Lower School students will continue to participate in a physical education (P.E.) program, with modifications made to curriculum and activities to align with state guidelines. P.E. activities will take place outdoors with proper physical distancing and face covering protocols. Participation is mandatory for all students. Plans for Middle and Upper School will be announced separately to comply with CHSAA and State guidelines.

Transportation

In accordance with the CDC and JCPH guidelines, bus capacity will be restricted to 22-24 passengers or fewer, depending on the school bus size. Below are additional expectations for student riders:

- All families will be required to complete the mandatory health check of their child before allowing them to board any CA transportation vehicles.
- Students will be required to use hand sanitizer as they enter and exit the bus.
- All students, staff, and drivers will be required to wear a face covering on the bus.
- Seats will be marked to show where students should sit to facilitate maximum distance between children on school buses. Siblings residing in the same household will be asked to sit together to maximize space.
- Bus windows will remain open as weather permits.
- Buses will be cleaned and sanitized after the completion of the morning and afternoon bus routes.
- Where feasible, buses will be loaded and unloaded to ensure social distancing during the process.

Extended Child Care

Colorado Academy’s Extended Child Care Program offers parents a place for their children to be supervised in a high-quality after school and child care setting and provide enrichment and recreational activities for students. Children in Kindergarten through Fifth Grade are eligible for the program. On CA Flex days, students who are in need of care can sign up, space permitted, to attend Extended Care on their designated “remote learning days.” Also, Pre-K families are eligible for modified Extended Child Care. The Pre-K students will remain in the Cottage, Casita or Lower School building for after school care and on CA Flex days. Pre-K care is offered after school only from 3:30-5 p.m. The scheduling process for each version of CA Extended Child Care requires parents to complete a monthly reservation calendar. Please visit the CA website for more information.

Visual & Performing Arts

The CA Visual & Performing Arts Department takes great pride in nurturing the creative process of all our artists. Performances and gatherings are a part of that process, and because of COVID-19, our shows and performances will look different during the 2020-2021 school year. The Department will be following the directives of our local and state officials, as well as the guidance of the National Federation of State High School Associations and the National Association for Music Education, to determine what the safest practices will be for CA performers and our supportive audiences.

Those organizations have released the following recommendations:

- Until tested mitigation techniques are proven effective, live indoor group or ensemble singing should not take place. For CA’s Middle and Upper School music performance classes, instruction will focus on Music Theory, Music Technology, Music Composition, and other non-performance-based music education.
Health and Safety

Additional All-School Safety & Wellness Protocols

- Practice social distancing in music classrooms.
- If providing in-person, indoor instrumental ensemble experiences, teachers may focus on chamber music with smaller groups of students due to social distancing constraints.
- If school performances are permitted, they may be streamed online without live audiences.
- Social distancing protocols, as directed by local and state health departments, should be followed for student performers and good instrument hygiene practiced.

Private Music Lessons

Music lessons will continue in-person to the greatest extent possible, beginning in August. Remote lessons also will be available for any students that would prefer it. Should the school begin with remote learning, lessons will be conducted on Zoom. In the CA Flex model, lessons will be in-person or on Zoom, depending on the schedules of the teacher and student. Shared instruments, such as pianos and guitars, will be cleaned between each use. Students and teachers will be socially distanced and wear masks. Wind instrument lessons will be conducted behind plexi-glass barriers or taught outdoors.

College Counseling

Many College Office events and meetings are taking place remotely this year. Please check communications from your child’s counselor. All visits with college representatives that normally would have taken place on campus will be held virtually this year.

A note about Senior College Preparation Days (October 12-16): Though CA creates space in its calendar for College Preparation Days that have traditionally been reserved for possible visits to colleges, please visit the CDC website and review its guidance on travel and information on where in the U.S. COVID-19 outbreaks are occurring: https://www.cdc.gov/covid-data-tracker/index.html#cases.

In the fall, we ask that families notify CA if traveling. Depending on the health protocols being recommended by local, state, and national health experts, anyone who does travel may be asked to self-isolate for 14 days to prevent the spread of illness. We are planning some alternate workshops and ways for students to use this time productively even if they cannot travel. We hope that travel is easier in the spring once your student is comparing options where they have been admitted. We are committed to helping your student and family narrow a college list that makes sense in the absence of campus visits.

CA SPEAK

CA is committed to providing parents access to leading voices in the community and country focused on the top issues facing today’s students and families. This year’s SPEAK lecture program is as robust as ever but is being offered virtually. Please see this year’s schedule on the CA website.

Group Gatherings

- CA will limit the number of persons assembling in classrooms and common areas to abide by State health regulations (from 10-25) or fewer persons when at all possible.
- Teachers and students will gather in assigned classrooms or when feasible, outdoors, and not move around the building or campus unnecessarily.
- There are no scheduled in-person events or gatherings. All large celebrations, including student assemblies and Town Hall meetings, will be virtual until restrictions are lifted. All faculty meetings and professional collaboration should be scheduled virtually.
Parent Association
All Parent Association activities will be planned in accordance with applicable health and safety guidelines. Visit the 2020-2021 PA Calendar on the CA Website.

Parent Meetings
All-school, Division, and Grade-level PA meetings have been scheduled for the school year and are posted on the PA Resource Board on the CA website. Updates to this schedule will be reflected on the PA Resource Board and will also be included in routine communications from CA, including the CA Today emails.

Volunteer Opportunities
Parent volunteer opportunities will be presented at the Get INVolved Parent Volunteer Fair, which this year will be held in a virtual format on Opening Day. After Opening Day, parents will be able to access the volunteer sign-up form on the PA Resource Board, which will allow them to sign up to receive more information about any of the upcoming PA activities and events.

PA Fundraising
The PA will continue its efforts with passive fundraising programs, including the King Soopers grocery card program and Amazon Smile. Active fundraising programs are planned but will follow CA COVID-19 guidelines. As some of the active fundraising programs will not take place this year, the PA encourages families to participate in the passive fundraising programs that allow CA to benefit from “free money,” in order to continue to fund the program enrichment and annual gifts to the school that are a part of PA tradition. More information will be forthcoming about these programs and about the Wreath & Garland Sale, the Holiday Mart, and the All-School Book Fair as planning progresses.

Parent Gatherings
Grade-level fall parent potlucks have been cancelled, but other parent gatherings may be scheduled as evolving guidelines permit. The PA and the various Parent Activity Groups will provide notices of any upcoming social events and other parent gatherings as they are scheduled.
Remote Learning

Colorado Academy uses several platforms, including Zoom, Seesaw, the Google Suite, and the Blackbaud learning management system to conduct lessons remotely when conditions warrant. Students will participate virtually in their classes, communicate with classmates, teachers, and other school employees, and receive other support services they ordinarily receive from the school, including individual and group meetings with teachers and advisors, as well as other forms of academic support. Students in Grades 5-12 will have access to these platforms by using their school-issued email address. Younger students may access services through a parent’s or guardian’s email address.

CA anticipates that the majority of distance learning will take place during the school day, though there may be exceptions to this timeframe. The education provided by the school through Remote Learning is considered a continuation of the school’s educational program. The rules and responsibilities of the student are the same as if the student were participating in learning on campus. Students are expected to attend scheduled online meetings on time, prepare in advance for the lesson and participate in a meaningful and respectful manner. Tests, assignments, and other assessments that may be performed will count towards a student’s grade as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in compliance with the school’s rules related to cheating, plagiarism, or other violations of the school’s Honor Code.

Preparing Your Child to Return to School

We believe that returning to in-person instruction is important for the well-being of children, and as such, CA has spent much of the summer planning ways to support on-campus instruction. We know there is a cumulative cost to isolation for students, and we know that extended school closures also are difficult for parents and families. Throughout the summer, we have worked to make our school as safe as possible and ensure that every student’s well-being is a priority. We will continue to assess the social and emotional needs of our students, families, faculty, and staff. At the start of the school year, we will take the necessary time to adjust to some new routines that are meant to keep everyone healthy.

Specific steps you can take with your child(ren) to help prepare them for the transition to school include:

- Begin conversations with your child about what school might look like based on our announced reopening plan.
- Review what a distance of six feet looks like and practice keeping social distance in public.
- Practice wearing face coverings. CA will provide face coverings for every student, but parents should secure a supply of face coverings that are comfortable for their child. Practice wearing them for increased periods of time each day in an effort to normalize them. Discuss proper mask care, including not sharing masks and storing masks carefully. Disposable masks should be placed in red containers in each classroom.
- Where appropriate, practice being around other people, putting social distancing and face covering measures into practice. Talk about ways to safely greet peers and/or teachers from a physical distance.
- Encourage good hygiene by modeling frequent handwashing and avoiding touching your face and eyes.
- Practice coughing into elbows and monitoring your child’s temperature on a regular basis.
- Introduce a sleep and activity routine that is more like school the closer we get to late August, so that students have fewer adjustments to get used to.
- Watch and listen to your child and be attentive to any changes in their mood or behavior.
- Ask questions and reassure them that the adults in their lives and in their school community are here to care for them.