

**Vista Ridge Academy**  
**Colorado Department of Public Health & Environment**

Safer at Home Public Health Orders and Guidance

**In Effect Beginning May 11, 2020**

**EDUCATION P-12**

*Remote learning for the rest of the school year, with very limited exceptions*

<https://covid19.colorado.gov/safer-at-home/safer-at-home-education-p-12>

[Public Health Order 20-28 - see page 5 \(PDF\)](#)

Buildings can be used for providing services to students, educators, and families. P-12 schools and school districts intending to provide these services, which may include in-person small group instruction; staff professional development; food service; access to internet, devices, or instructional materials and equipment; special education services; or mental health supports, must work in coordination with their local public health agency and must observe Social Distancing Requirements as required by applicable public health orders.

**Workspace**

1. Deputize workplace coordinator(s) charged with addressing COVID-19 issues.

A taskforce was created to implement Safer at Home orders and guidelines at Vista Ridge Academy. The taskforce members include:

- 1) Marsha Bartulec, Vice Principal for Administration
- 2) Clayton Hart, Facilities Director
- 3) Wanda Hart, Office Manager
- 4) Sandy Hodgson, Principal

2. Ensure 6-foot distancing at all times, where possible. Place signs or use other methods throughout your business that encourage social distancing by employees and customers.

All staff and occupants of the building will keep 6-foot distancing at all times. In common areas, i.e., front office, teacher workroom, etc. Kids of employees must always remain with their parent.

All mail needing to be metered shall be put in the designated area in the staff workroom to be metered by the office manager. There shall be no more than three persons in the staff workroom at one time. The staff workroom door between the office and workroom shall remain closed until further notice.

3. Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible. Smaller businesses (25 employees or less) ask employees to do self-temperature and symptom check at home daily before coming in to work.

Education P-12: Conduct daily temperature checks and monitor symptoms in employees and students and any person entering the building. Refer symptomatic employees to the [CDPHE Symptom Tracker](#). ([Additional Guidance](#)).

Employees are expected to self-check at home to ensure good health before entering the workplace (see VRA Wellness Screening). Visitors entering the building will be assessed for good health before entering.

[VRA Wellness Screening](#)

*Revised May 14, 2020*

4. Designate rooms to quarantine individuals until health officials are contacted / individual can safely return home or to a health facility, making sure to deep clean after use.

Anyone in the building demonstrating symptoms should be sent safely home and proper notifications made.

5. Regularly clean high-touch surface areas (e.g., door handles, light switches, common tools) ([Additional Guidance](#)).

The school office manager will ensure high-touch areas are cleaned regularly. Upon entrance to the building, disarm alarm, enter through open door.

6. Regularly disinfect and sanitize education tools (e.g., books, whiteboard, computers).

When education tools are returned at the end of the school year they will be disinfected and stored.

7. Eliminate or regularly sanitize any items in common spaces (i.e., condiments, coffee makers, vending machines).

The kitchen will not be accessible during this time. In the staff workroom, items used to prepare drink or food have been removed. Other shared items, i.e., paper cutter, copy machine, drawers for supplies, etc. shall be sanitized after each use by the user, and will be sanitized regularly by the school office manager. Drinking fountains will be covered by caution tape and shall not be used.

8. Post signage for employees and customers on good hygiene. Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.

A variety of good hygiene posters have been posted at the front entrance and NRBC entrance, the front office window, in the staff work room, in the bathrooms, etc.

9. No meetings, instruction, or gatherings over 10 people.

There should be no groups of 10 people in any one location on the premises. With groups of 10 or less, social distancing of 6 feet should be maintained.

10. Ensure ventilation per OSHA guidance.

Vista Ridge Academy meets the ASHRAE standards.

11. Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use ([Additional Guidance](#)).

Face coverings and gloves will be available for staff. Staff and visitors will be expected to have their own face covering before entering the building.

## **Employees**

1. Ensure educators and other school staff wear face coverings or masks whenever possible, including during any in-person instruction ([Additional Guidance](#)).

All staff, occupants and guests must wear a mask when entering the building and in common areas. This includes children 12 years and older.

2. Require employees showing any symptoms or signs of sickness, or who has been in contact with known positive cases to stay home. Connect employees to company or state benefits providers.

Staff showing symptoms or signs of sickness, or who have been in contact with known positive cases or if a child or family member is experiencing symptoms are required to stay home. Staff should contact human resources at RMC for additional instructions.

[How to Isolate](#)  
[How to Quarantine](#)

3. Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors.

Employees needing to continue working from home or with a flexible schedule will be provided opportunity to do so while completing work objectives.

4. Encourage and enable remote work whenever possible.

The health and safety of summer employees will be a top priority.

5. Minimize all in-person meetings.

All staff meetings will take place via Zoom. When in the building staff shall connect with other staff via phone or radio or while maintaining a distance of 6 feet.

6. Provide hand washing facilities/stations and hand sanitizer.

Washing facilities are available in the bathrooms, staff work room and classrooms (for individual teacher). Hand sanitizer is available in the lobby. Bathrooms available include front office, lower end, upper end and locker rooms (one stall only). The front office bathroom is designated for Administration only.

7. Encourage breaks to wash hands or use hand sanitizer. Wash hands frequently for 20 seconds.

Occupants of the building are encouraged to wash their hands or use hand sanitizer frequently.

8. Phase shifts, breaks to reduce employee density.

Staff shall work in their designated workspaces.

9. Training on specific protocol for staff.

All staff will be trained during a Staff Meeting in May.

**To protect students/parents**

N/A

**To protect customers**

1. Create special hours for people at higher risk of severe illness from COVID-19.

N/A

2. Encourage and facilitate 6-foot distancing inside of the business for all patrons.

Orders for the food store are called or emailed to vraoffice@vistaridge.org (name, email address, phone). Office Manager sends a list of items, case size and pricing (only certain cases for sale currently). Customers will not enter the school or food store; the items will be delivered to their vehicle in front of the school.

3. Encourage use of protection like gloves, masks, and face coverings.

When delivering the goods to the customers' cars, gloves and a mask are used. The hand-truck is used to take out the boxes and place in the trunk of the vehicle.

4. Provide hand sanitizer at entrance.

N/A

5. Install shields for barriers where possible between customers and employees

N/A

6. Use contactless payment solutions, no touch trash cans, etc. whenever possible

Credit Cards can be charged over the phone. A check can be written and collected at the transaction time. Cash will not be accepted.