



**JAMES IRWIN CHARTER SCHOOLS**  
*Committed to Character Development and Academic Excellence*

**Return to Work  
COVID-19 Safe at Work Procedures**

May 13, 2020

In an effort to create and maintain a safe working environment for all staff and students at all James Irwin Charter School campuses, the following Safe at Work procedures will be in place through the summer or until further notice. A separate safety document will be drafted prior to students returning to school for the 2020/2021 schoolyear.

1. Each school will post safety procedures at every entrance to be visible to parents, students, and community members entering any James Irwin facility. The procedures will be posted at all common entrance and exit points as well as on the James Irwin website. It is not necessary to post procedures at all fire exits and areas used only by James Irwin personnel. The procedures will include:
  - a. Any person that has been sick with COVID-19 symptoms may not enter these premises until symptoms have ended for at least 14 days.
  - b. You may be required to have your temperature taken with a non-contact thermometer.
  - c. Vulnerable individuals should stay at home, except when imperative to provide necessary support. Colorado executive order D 2020 044 states that a vulnerable individual means:
    - I. Individuals who are 65 or older;
    - II. Individuals with chronic lung disease or moderate to severe asthma;
    - III. Individuals who have a serious heart condition;
    - IV. Individuals who are immunocompromised;
    - V. Pregnant women; and
    - VI. Individuals determined to be at high risk by a licensed healthcare provider.
  - d. All parents, students, and community members must enter the building wearing a medical mask or non-medical cloth face covering that covers the nose and mouth whenever you are in this building.
  - e. All interactions will be accomplished with a six feet distance from another person or the greatest physical distance possible.
  - f. Please cough or sneeze into your elbow or sleeve and face far away from other people.
  - g. For the safety of everyone please conduct your business as quickly as possible and leave the building. The bathrooms are reserved for emergencies only.



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- h. All students entering the building for testing or other necessary business will adhere to these same procedures.
    - i. Parents of students entering the building for placement testing must sign the COVID-19 Safety Agreement before entering the building and will always follow the proctor's instructions while in the building. Parents of students who are testing are expected to remain onsite, either in a designated area or in your personal vehicle while testing is being conducted.
    - j. By entering this facility, you understand that you are entering at your own risk and that you fully understand these safety procedures.
2. All James Irwin staff will always have a mask or non-medical face covering that covers both the nose and the mouth available. The face covering must be worn when any of the following conditions exist:
  - a. You are working in a group of people that numbers greater than ten in a single classroom space;
  - b. You are working with someone with less than six feet between you;
  - c. You are working with a person that identifies as vulnerable (see 1.c.);
  - d. You are working in a small space where close contact is possible such as a copy room or other small work room;
  - e. You are working with students, parents, or a community member;
  - f. There are students present in your building; or
  - g. Someone in your group requests that everyone wear a face covering.
3. Staff will work in smallest possible sized groups, complete the work quickly, and move to smaller groups when the task is completed.
4. Any staff with extenuating circumstances such as childcare or care of someone deemed vulnerable may work remotely whenever possible.
5. All staff will take care to wipe down door handles, copiers, phones, or any high-touch area with a disinfecting wipe. You are encouraged to wear latex or rubber gloves when using disinfecting wipes.
6. Any staff who becomes symptomatic or tests positive with COVID-19 must inform their direct supervisor as quickly as possible.