

Building Protocols During Remote Learning

**All staff MUST complete the Daily Health Questionnaire.
Any staff member who wants to work on-site must get approval
from their Principal/Supervisor.**

September 8-25 (Including Superintendent Conference Days):

Teaching from home. Limit building to those only in need of computer/internet access and distribution of meals and Chromebooks to families.

September 28 and beyond:

Teachers/staff are able to report to the classroom as long as the Principal has submitted and received approval of a plan to have teachers/staff in their school. Approval will come from the School Chief/Chief of Operations.

**Only 30% of staff allowed in buildings at one time*

Building Access

All Staff:

- Must take the Daily Health Questionnaire and answer “YES” to reporting on-site. Complete the rest of the assessment.
- Must take their temperatures prior to coming on-site every day.
- Must wear a face cover at all times when in shared or public spaces. Face covers can only be removed when at least six feet of space in all directions can be ensured.
- Face covers must cover the mouth and nose. Face shields cannot be worn instead of a face cover.
- Must maintain six feet of social distance at all times unless the activity requires closer interactions. Face covers must be worn anytime six feet of space in all directions cannot be guaranteed.
- Must take their own temperature upon arrival to work. Hand hygiene must be performed before and after temperature taking. Specific temperatures are not to be recorded.
- Refer to the Health, Safety and Facilities section of the [RCSD Reopening Plan for your school](#).
- Central Office employees should contact their supervisor for further instructions.

Staff Who Are Reporting Intermittently:

- Any staff member who wants to work on-site must get approval from their Principal/Supervisor.
- Must only use the Main Entrance to access a building and report directly to the Main Office.
- Must take their own temperature using the digital thermometer located in the Main Office. Hand hygiene must be performed before and after temperature taking. Specific temperatures are not to be recorded.
- Sign-in, this must include specific location(s) and time(s).
- Individual classrooms may not be cleaned or disinfected nightly. Do not leave trash inside of classrooms.

Expectations of Working Remotely

- 1. All staff are expected to be available at all times during their scheduled work day.**
 - a. This means being present remotely or in-person, depending on your position and supervisor directive, and having a plan for loss of connectivity if remote, which can include coming into school or CO.
 - b. If a staff member is unavailable at any time during the day, they must use personal or sick time as appropriate.
- 2. The first time there is a meeting,** conference call, or call from a Principal or supervisor that is unanswered, the supervisor is expected to have a professional conversation and reinforce the expectations above. The supervisor will also email the employee as a follow up to the conversation for documentation.
- 3. The second time this happens,** the supervisors should reach out to HR, who will engage the employee and their union. If the employee cannot provide a valid excuse for being unavailable, the employee will have a ½ day of PTO recorded (or unpaid time if no PTO available) along with a communication to the employee from HR about the expectations.
- 4. The third and subsequent times,** the District will follow progressive discipline for attendance, including charging PTO whenever staff is not present in person or remotely.